

## **GUIDELINES FOR SAGES SENIOR CAPSTONE PROJECT IN ANTHROPOLOGY**

Your SAGES capstone experience must be a project with anthropological significance. It is expected that most students will conduct an independent research project. A research project could be laboratory-based, field-based, or involve library research as long as the project is original and has anthropological significance. However, you are also free to devise, with the assistance of an anthropology faculty advisor, a project which is not solely research, as long as it is original and has anthropological significance, such as an experiential project or an ethnographic video.

In most cases your project will be developed and carried out under the direct supervision of an anthropology faculty member. It is possible, however, that you may conduct anthropologically significant work under the direction of someone outside the department of anthropology (research supervisor). However, your anthropology faculty advisor must first approve your project as meeting the requirements of a SAGES Capstone in Anthropology. Once the project is completed your research supervisor will provide a written evaluation of your work to the anthropology faculty advisor. Your anthropology faculty advisor will determine your grade based on the report of your research supervisor and on the advisor's evaluation of your written report and oral presentation.

It is ***your responsibility*** to ensure that you leave yourself sufficient time to complete your senior capstone project, which is a requirement for graduation. Don't wait until the last minute! For example, if you choose to perform field-based research, it is not reasonable to assume that you will be able to design a study, obtain the required permissions (both from the study site and from the Institutional Review Board), conduct the study and write and present the results in one semester. In that case, students are encouraged to enroll in ANTH 399 (Independent Research) the semester prior to taking ANTH 398. ANTH 398 would then be devoted to the research project itself. Your minimal goal for ANTH 399 will be to produce a research proposal and submit an application to the Institutional Review Board for approval of human subjects research, if applicable. The proposal should consist of (a) an introduction and thorough background which clearly states the problem and its' anthropological significance; and (b) a detailed description of the methodology you will use in your study, including sample selection. If ANTH 399 is used as preparation for ANTH 398, your grade will be based on your proposal (70%) [50% proposal, 20% IRB submission if the latter is required] and the quality of your effort in preparing the proposal (30%).

The following criteria must be met in order to satisfy the requirements of a SAGES capstone. ***YOU WILL NOT GRADUATE UNLESS YOU COMPLETE THE SAGES CAPSTONE AND YOU WILL NOT COMPLETE THE ANTHROPOLOGY SAGES CAPSTONE UNLESS YOU COMPLETE ALL OF THE FOLLOWING STEPS.***

1. The research proposal must be provided to the department no later than the end of the first week of the semester in which you plan on conducting your research project. At the same

time that you submit your proposal, you must also file a Capstone Contract (see attached example). This form must include the title of the project, a 200 word maximum abstract describing your project, your name and signature and the name and signature of the supervising faculty signifying that you both understand and agree to abide by these criteria.

2. You should expect to spend a minimum of about 9 hours a week working on your capstone project. This would be the time you would be expected to spend preparing for and attending a typical 3-credit classroom course.
3. It is expected that you will interact regularly (at least every other week) with your faculty advisor. While you are conducting your project, the purpose of these meetings will be for you to report your progress and to obtain the advice of the faculty advisor if you are having any problems in conducting the study. Once the study is completed, these meetings will be used to update your faculty advisor on your progress in preparing your final report and preparing your oral presentation.
4. You will also be expected to prepare formal written reports of your progress at approximately the 5<sup>th</sup> and 10<sup>th</sup> weeks of the semester, with the exact dates arranged in coordination with your faculty advisor.
5. A final written report and public oral presentation must be completed before the end of the semester. The exact format of the written report will be determined after consultation with the faculty advisor. The public presentation will generally be either at the Senior Capstone Fair or in a departmental seminar open to faculty and students but other mechanisms (e.g., regional or national scientific meetings) are acceptable.
6. If your project involves human subjects research, you must pass the basic training course in the protection of human subjects, as described on the Research Compliance web site: <http://ora.ra.cwru.edu/research/orc/crec/index.cfm>
7. Your project must be approved by the Institutional Review Board before you can begin your project.
8. The faculty advisor will not assign you a grade for ANTH 398 until all of the above criteria have been met. Your grade will be based on your final report (40%), oral public presentation (10%), progress reports (10%), and the quality of your effort throughout the project (40%)

# CONTRACT FOR SENIOR CAPSTONE PROJECT IN ANTHROPOLOGY

Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Abstract (maximum 200 words): [TYPE HERE OR ATTACH TO CONTRACT]

We both certify that we have read and agree to the Guidelines for a Senior Capstone Project in Anthropology

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Date