Capstone Guidelines & Coordinator Contact Information

Coordinator: Mike Letcher, MPA
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The SGPP MPA Capstone Project is required in order to allow students the opportunity to practice their public administration skills while still enrolled, and under the guidance of, SGPP faculty. It is intended to challenge students in areas of current public policy, program evaluation, political influences, fiscal management, programming collaboration and management.

General Requirements

1. Capstone course is conducted in the SPRING semester only and students should expect to spend significant time on the project.
2. Any 6 of the 8 core courses must be completed satisfactorily prior to Capstone Course enrollment.
3. Students must declare their intended date of graduation upon completion of their second semester and prior to enrollment in the Capstone Course.
4. Capstone Projects may coordinate with internships, but only with prior approval of Mike Letcher AND Pamela Adams (Internship Coordinator and Graduate Programs Manager).
5. Students are assigned to a regional agency, either Non-Profit or Local Government. Specific areas of concentration may be investigated within these two public policy arenas.
6. Students work in assigned groups. Capstone Projects are predetermined by Mike Letcher in coordination with the local agency, however students may seek out Projects with prior approval.
7. Based on the agency requirements, original research may be required (i.e. surveys, focus groups, interviews, case studies, document review, etc.), but extensive analysis of current research may suffice. Student should rely on their assigned agency for specific information and guidelines.
8. The Capstone Project concludes with an oral group presentation, to include visual/technological data demonstration (i.e. PowerPoint, PREVI) and a written project submission to Mike Letcher/ Michael McDonald by the specified date.
9. Capstone projects are graded as a PASS/FAIL only based on the grading rubric.