**Proposal for HESB 48000 Independent Capstone Research Project**

**Semester:**

**Student Name & NetID:**

**Advisor Name & NetID:**

**PROJECT INFORMATION**

*Describe the Project. What is the research question or theme? How does it relate to public policy*

*How often the student and advisor meet?*

*What criteria will you be graded on (i.e. quality of written work, incorporating feedback into revisions, etc.)?*

**HESBURGH PROGRAM EXPECTATIONS**

*The Memo (or Research Note)*

This course is intended to give students an opportunity to explore a policy area of interest, while developing strong writing skills appropriate for the field of public policy (i.e. writing a policy memo.) This project requires significant research and writing work. The final memo policy memo (or research note) should be a minimum of 20, not including citations.

*The Role of the Advisor*

The advisor listed above will be the “instructor of record.” S/He will grade the capstone and set deadlines. Over the course of the semester project, the student must provide the advisor with at least two written sections or drafts, and the advisor should provide constructive feedback on the written analytical, and research work. The paper is due to the Hesburgh Program on the last day of finals.

**SUBMISSION PROCESS**After confirming the project details with your advisor, email this completed form to [Claudia.Francis@nd.edu](mailto:Claudia.Francis@nd.edu), copy your advisor on the email. Your advisor should respond confirming they have read this proposal and agree to advise you. You will receive confirmation when your course section has been created and you are able to register.