MEDIA

Master of Fine Arts in Media Arts and Technology

Procedure for Creating a Capstone Project

MEDIA students interested in a Capstone Project option should follow these procedures. Please note that the university deadlines are available online on the Duquesne Academic Calendar.

1. Students should meet with a faculty member to discuss their Capstone Project ideas. They should then complete and obtain signatures on the *Intention to prepare a Capstone Project for Completing Master of Fine Arts Degree* form at the beginning of the project. The faculty signature indicates that the student and faculty member discussed the project and the faculty member believes the project can be developed into a Capstone Project representative of the MFA degree. The faculty member’s signature does not indicate that he/she is the project advisor.

2. Students must identify a Capstone Project advisor who will work with the student in developing a project proposal.

3. The project should be completed over at least two semesters. Working with the advisor, the student should take the 1st semester to complete the project proposal.

4. When the advisor accepts the proposal, the student obtains an In Progress (IP) grade. In the following semester(s), the student executes and completes the project within a maximum of two years.

5. Students should submit their completed project to their advisor two weeks prior to their Defense date.
   a. A 90 minute time will be reserved for the defense. Students should present for 15 minutes and answer questions for the remaining 45 minutes. The Defense presentations are public.

6. At the end of the Defense, students should integrate possible suggestions and finalize the project and submit to the advisor at least two weeks before the deposition deadline specified on Duquesne Academic Calendar.
7. Upon completion of the project (before deposition) students should obtain necessary signatures on the *Capstone Project Approval* form, and the second portion of the *Intention to Prepare a Capstone Project for Completing MFA Degree* should be completed by the project advisor and graduate director.