

# Handbook for the Capstone Experience Master of Education

*Note:* All students should use the **Handbook for the Preparation of the Thesis or Research Paper** in order to correctly format their projects and should supplement with other specialized handbooks that may come from their departments or are available online.

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**Table of Contents**

Capstone Experience Project and Presentation Projected Expenses .....2

Steps to the Successful Completion of the Master of Education .....2

Page Sequence of the Graduate Project and Presentation.....3

Definitions .....3

Sample Front Matter Pages.....5

    Label Sample .....6

    Form 5, Graduate Project and Presentation Final Approval.....7

    Front Cover .....8

    Sample Title Page .....9

    Sample Acknowledgment Page (Optional).....10

    Table of Contents .....11

    Chapter Headings.....11

    References or Bibliography Samples.....12

## Capstone Experience Project and Presentation Projected Expenses

The actual expenses incurred in the preparation and duplication of the capstone experience final project and presentation will vary. The following is a list of expenses that may be incurred:

1. A \$10 graduation fee made payable to Bemidji State University must be attached to the Application for Graduation (Form 4) and submitted to the School of Graduate Studies during the first week of the semester the candidate plans to complete the final capstone experience course.
2. Printing of the FINAL Graduate Project and Presentation report. Students must submit one copy of their project **prior to the completion of the capstone course** (an electronic copy is preferred – send to [jmiller@bemidjistate.edu](mailto:jmiller@bemidjistate.edu)).
3. An appropriate binder for the submission of the FINAL Graduate Project and Presentation report is provided by the School of Graduate Studies.

## Steps to the Successful Completion of the Master of Education

1. Once approval has been given for Admission to Candidacy (Form 2), the candidate completes required coursework as approved.
2. In the FINAL capstone experience course, the student, with assistance from the course instructor, selects the non-departmental member and field representative for the final project and presentation.

The following forms must be completed and submitted to the School of Graduate Studies **during the capstone experience course**.

3. **Form 3, Graduate Project and Presentation Approval Form.** The candidate prepares a proposal in the capstone experience course in consultation with the capstone experience course instructor, non-departmental member, and field representative. Once all committee members approve the project, Form 3 is signed and submitted to the School of Graduate Studies. **A resume for the Field Representative must be attached.**
4. **Form 4, Application for Graduation** should be submitted to the School of Graduate Studies within the first week of the semester for which the student is registered for the capstone course.
5. **Form 5, Graduate Project and Presentation Final Approval** must be signed by the course instructor, non-departmental member, and Field Representative upon completion of the final project. **Form 5 must be included with the FINAL copy of the project that is submitted to the School of Graduate Studies.**

## Page Sequence of the Graduate Project and Presentation

Every capstone experience project submitted to the School of Graduate Studies must conform to the following requirements.

	See page
1. Label on front cover.....	6
2. Form 5, Graduate Project and Presentation Approval Form.....	7
3. Front page – unnumbered .....	8
4. Title page - small Roman i.....	9
5. Acknowledgment page (optional) - small Roman iv .....	10
6. Table of Contents page(s) - small Roman numeral(s) .....	11
7. References or Bibliography – Arabic number(s).....	12

**Note: All page numbers, both Roman and Arabic, are to be placed in the upper right corner of the page. The placement is 1/2" from the top of the page and aligned with the right margin. Page numbers are required. A page header (the first two or three words of the title) is optional.**

### Definitions

**Binding** – One copy of the capstone project and presentation report must be submitted to the School of Graduate Studies in a black heavy-duty report cover with metal fasteners (two- or three-hole punch). The exact title of the project and presentation and full name of the author must appear on the front cover. The School of Graduate Studies provides the binder.

**Front Matter** – This section consists of all preliminary information prior to the text of the project and presentation report.

**Margins** - The left margin must be one and one-half inches (1½”) in width with the other margins (top, right, bottom) one inch in width. All typing must be within the margins. All page numbers are to be ½ " from top of page aligned with the right margin. The text of the paper must be double spaced.

**Page Numbering Sequence** – All front matter pages (the front section) must be numbered in Roman Numerals. The title page is counted as the first page, and is numbered “i”. All text pages must carry Arabic numbers beginning with “1”. Every page must be accounted for in the numbering system with the exception of the fly leaf sheets and the author approval page.

**Paper** –The entire paper must be of the same quality, the same brand, and the same degree of whiteness. **For the capstone experience report, 20-pound, non-cotton printer paper is acceptable.**

**References or Bibliography** – All studies must contain source information reported using the style and formatting guidelines of the 5<sup>th</sup> Ed., American Psychology

Association (APA). The References or Bibliography pages should follow the text, and the pages are numbered in sequence with the text.

**Table of Contents** – The Table of Contents is a complete listing with page numbers of all sections of the project and presentation report. The Table of Contents is to be a detailed listing of all major subdivisions of the text rather than just a list of chapter headings. **Entries** – **It is essential that wording in the Table of Contents listing be identical to that of the headings in the text in every case.** **Page Numbers** – Align the page numbers flush right with dot leaders. In Microsoft® Word, go to the Format menu and select Tabs. Type in the tab stop position and select Alignment Right and Leader 2.

**Word Processing** – The final copy must be produced on a letter quality printer.

**Text** – The text is the main body of the project and should be double-spaced. The text is divided into sections called Headings (i.e. chapters, subdivisions). **There must be an exact correspondence between the headings in the text and the entries in the Table of Contents.**

**To center text vertically on a page:**

1. **Show formatting symbols:** On the Standard toolbar, click on the ¶ icon.
2. **At the bottom of the previous page, insert a section break:** In the Insert menu, select Break; under Section break types, select Next page.
3. **On that next page, type the text to be centered vertically.**
4. **At the bottom of the page, insert a section break.**
5. **Center the page vertically:** (a) Go back to the page to be centered vertically. (b) In the File menu, select Page Setup; go to the Layout tab; under Page, Vertical alignment, select Center. (c) Be sure that the Apply to: box shows this section, and click on OK.

**Title Page** – The title page contains the exact title of the project and presentation, the full name of the author, the degree to be awarded, the institution granting the degree, and the year the degree will be granted.

**Type Styles and Symbols** – One size of type (12 pt. font preferably) must be used throughout the paper.

# Sample Front Matter Pages

## Label Sample

*This is a sample of the label that goes on the front of the binder(s) for the project and presentation document. If you do not have the computer capability of creating a label, contact the School of Graduate Studies.*

# ***Label Sample***

***Do not include this  
in your project and presentation  
document.***

THE TITLE IS IN ALL CAPS, CENTERED, AND  
SINGLE SPACED  
(1 blank line)  
by  
(1 blank line)  
John H. Doe

***Label size is approximately 2"x 4". Text must be centered vertically and horizontally. The label must be affixed to the front cover of the project and presentation report.***

(no page number needed)

**Form 5 – Graduate Project and Presentation Final Approval**

*Retrieve Form 5 from the School of Graduate Studies website or in your capstone experience course. No page number required for this page.*

(no page number needed)

## Front Cover

*Establish a **left margin of 1.5 inches** on **ALL** pages for binding purposes and be certain to maintain a margin of at least 1 inch on the top, right, and bottom of the page.  
**From the 1-inch top margin, text begins on line 33, typed in upper and lower case, single-spaced, and centered. Do not place a page number on this page.***

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**Sample Title Page**

*Margins: 1.5 " left; 1" top, right, and bottom. Center the text vertically on this page (see Word Processing, Text, p. 13). Use Roman numeral page numbers on Front Matter pages; place the numbers ½ inch from top edge, flush with right margin.*

TITLE OF CAPSTONE EXPERIENCE PROJECT AND PRESENTATION  
SHOULD BE IN ALL CAPS

**(1 blank line)**

by

**(1 blank line)**

William Robert Howard

**(7 blank lines)**

---

**(line is 20 spaces long)**

**(7 blank lines)**

A Capstone Project and Presentation Submitted to the Faculty of the  
DEPARTMENT OF PROFESSIONAL EDUCATION

**(1 blank line)**

In Partial Fulfillment of the Requirements

For the Degree of

**(2 blank lines)**

MASTER OF EDUCATION

**(2 blank lines)**

BEMIDJI STATE UNIVERSITY

Bemidji, Minnesota, USA

**(1 blank line)**

June 2005

**(1 blank line)**

Copyright 2005 by William Robert Howard

**(optional copyright notice)**

### Sample Acknowledgments Page (Optional)

***This page is optional. Margins: 1.5" left, 1" top, right, and bottom. Roman numeral page number must be ½ inch from top edge and flush with right margin. Text should be centered and begin 3" from top of paper or 11 blank lines from the 1-inch top margin.***

#### ACKNOWLEDGMENTS

The author wishes to thank Jane Doe  
for her special assistance in the  
preparation of this manuscript.

## Table of Contents

**Headings must be presented in a format identical to the form used in text.**

**Roman numeral page number must be ½ inch from top edge and flush with right margin. Margins are 1.5" left, 1" top, right, and bottom. Center all text vertically within the margins.**

### TABLE OF CONTENTS

Chapter		Page
1.	Introduction.....	1
	(1 blank line)	
2.	Title.....	2
	(1 blank line)	
3.	Title.....	3
	References.....	10

**Page Numbers – Align the page numbers flush right with dot leaders.** In Microsoft® Word, go to the Format menu and select Tabs. Select or type in the tab stop position and select Alignment Right and Leader 2 ..... . **Please note that the page numbers are not italicized.**

**Roman numeral page number must be ½ inch from top edge and flush with right margin. Margins are 1.5" left, 1" top, right, and bottom. Begin the text at the 1-inch top margin.**

(Arabic Page Number)

## Chapter Headings

**One level.** Only use **Level 1.** **Start each chapter on a new page.**

**Example:**

Centered Uppercase and Lowercase Heading

(1 blank line)

The indented, double-spaced text starts here. All headings (Level 1) are centered and uppercase and lowercase.

## References or Bibliography Samples

**Arabic page number must be ½ inch from top edge and flush with right margin. Margins are 1.5" left, 1" top, right, and bottom.**

- ✓ **References** – only the sources that are cited in your project
- ✓ **Bibliography** – sources for background or for further reading; you may include descriptive notes with the source listings

**If a resource listing breaks between two pages, start the resource on a new page.**

**One format: hanging indent, single spaced, 1 blank line between each resource.**

### References (APA)

**(1 blank line)**

Kyle, R. M. J. (1965). *School-to-work transition and its role in systemic reform of education*. Washington, D.C.: National Institute for Work and Learning, Academy for Educational Development.

**(1 blank line)**

Luecking, R., & Fabian, E. (2000). Paid internships and employment success for youth in transition. *Career Development for Exceptional Individuals*, 23(2), 205-210.

**(1 blank line)**

National Organization on Disability. (2002). *What is the employability gap?* Retrieved December 2, 2004, from <http://www.nod.org/content.cfm?id=968>

**Another format: hanging indent, double spaced throughout.**

Kyle, R. M. J. (1965). *School-to-work transition and its role in systemic reform of education*. Washington, D.C.: National Institute for Work and Learning, Academy for Educational Development.

Luecking, R., & Fabian, E. (2000). Paid internships and employment success for youth in transition. *Career Development for Exceptional Individuals*, 23(2), 205-210.

National Organization on Disability. (2002). *What is the employability gap?* Retrieved December 2, 2004, from <http://www.nod.org/content.cfm?id=968>