

Handbook for the Preparation of the Capstone Review: Option A

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(no page number)

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.

SAMPLE

School of Graduate Studies
Bemidji State University
1500 Birchmont Dr NE, # 30
Bemidji, MN 56601-2699
218-755-2027

Sample Title Page

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. **Roman numeral page numbers are to be used on Front Matter pages and must be ½ inch from top edge and flush with right margin. Center all text within those margins.** Use this page as a model. (Use the same font size as that used in the body of the paper. The smaller font here is to allow the example to fit on one page.)

CAPSTONE PROJECT I IN SPECIAL EDUCATION
PRACTITIONER ARTICLE:

“Lighting Up My Special Education Classroom”

(1 blank line)

and

(1 blank line)

CAPSTONE PROJECT II IN SPECIAL EDUCATION
CURRICULAR ACTION RESEARCH PROJECT:

“Modified Reading Unit: *Island of the Blue Dolphins*, by Scott O’Dell”

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by

(1 blank line)

Jane E. Doe

(7 blank lines)

(line is 20 spaces long)

(7 blank lines)

A Capstone Review Project 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 SCIENCE IN SPECIAL EDUCATION

(2 blank lines)

BEMIDJI STATE UNIVERSITY

Bemidji, Minnesota, USA

(1 blank line)

June 2005

Sample Statement by the Author and Approval Page

The Title and Statement by the Author must begin 3 inches from the top edge of the paper or 11 blank lines from the 1-inch top margin. Roman numeral page number must be ½ inch from top edge and flush with right margin.

STATEMENT BY THE AUTHOR

(1 blank line)

Brief quotations from this capstone review project are allowable without special permission, provided accurate acknowledgement of the source is indicated. Requests for permission to use extended quotations or to reproduce the manuscript in whole or in part may be granted by **(insert name of department/program)** or the Dean, School of Graduate Studies when the proposed purpose is in the interest of scholarship. In all other instances, however, permission must be obtained from the author.

(1 blank line)

Signed: _____

(Student: Please sign final paper before you submit it to your advisor.)

(3 blank lines)

(line is 50 spaces, centered)

(2 blank lines)

APPROVAL BY CAPSTONE REVIEW PROJECT ADVISOR

(2 blank lines)

THIS CAPSTONE REVIEW PROJECT HAS BEEN APPROVED ON THE DATE SHOWN BELOW:

(3 blank lines)

(Name of Professor),
Committee Chair
Professor of Special Education

Date

Dean, School of Graduate Studies

Date

Sample Combined Abstract

The titles in the title page, combined abstract, and individual abstracts must be identical. The combined abstract should not exceed 300 words. Margins: 1.5 " left, 1" top, right, and bottom. Center all text vertically within the margins. Roman numeral page numbers must be ½ inch from top edge and flush with right margin.

CAPSTONE PROJECT I IN SPECIAL EDUCATION
PRACTITIONER ARTICLE:

“Lighting Up My Special Education Classroom”

(1 blank line)

and

(1 blank line)

CAPSTONE PROJECT II IN SPECIAL EDUCATION
CURRICULAR ACTION RESEARCH PROJECT:

“Modified Reading Unit: *Island of the Blue Dolphins*, by Scott O’Dell”

(1 blank line)

Jane E. Doe

(2 blank lines)

This capstone review project consists of a practitioner article on the topic of classroom lighting and students with emotional/behavioral disorders. The project also contains a curricular action research project, a modified reading unit on *Island of the Blue Dolphins*, by Scott O’Dell, which has been designed for teaching students with a learning disability.

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Approved by:

(2 blank lines)

Committee Chair

Date

Committee Member

Committee Member

Graduate Faculty Representative

(1 blank line between Committee Chair and signature lines throughout)

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

**ACKNOWLEDGMENTS
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The author wishes to thank John Q. Public
for his special assistance in the
preparation of this manuscript.

SAMPLE

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.

The following example is for a paper with three levels of headings. For two, four, or five levels refer to the APA manual, pages 113-115. Use the same headings and font size used in the body of the paper.

TABLE OF CONTENTS

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CAPSTONE PROJECT I IN SPECIAL EDUCATION

PRACTITIONER ARTICLE:

“Lighting Up My Special Education Classroom”

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CAPSTONE PROJECT I IN SPECIAL EDUCATION
PRACTITIONER ARTICLE:

“Lighting Up My Special Education Classroom”

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Abstract

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This article addresses the question of what effect classroom lights can have on student behavior and academic success. Detailed observations of five students with emotional/behavioral disorders suggest a strong relationship between lights and student behaviors and academics. The reader is given information and recommendations on various lighting options.

***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.***

The titles in the title page, combined abstract, and individual abstracts must be identical.

Chapter 1: Lighting Up My Special Education Classroom

Getting up before sunrise, riding the bus in the dark, sitting all day in a classroom under fluorescent lights, and riding the bus home while the sun slowly sets. Does this sound like something you would like to do? ...

Each chapter begins on a new page.

Headings in the text and in the Table of Contents must be identical.

Please note: This example is for a three levels of headings paper in the APA format. For a two, four, or five levels of headings paper, please refer to pages 113-115 of the APA manual.

Chapter 2: Case Study

Participants

During the school year, I worked with approximately twenty-five students with special needs. I have chosen to write this article about five students who spent the majority of their school year in and out of my classroom. Names have been changed for confidentiality.

Environment

No matter where my classroom is located in the school, there is always a welcome mat in front of the door. I consider my room a place where students can “talk,” “vent,” or just “chill” for a few minutes on an overstuffed armchair. ...

Observations

Al. Al visited my classroom throughout the year. He came in for both emotional/behavioral support and academic assistance. ...

Bill. For the first three months of school, I rarely saw Bill. ...

References or Bibliography

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 should immediately follow each project.

Follow instructions in the APA Publication Manual, 5th edition. See Chapter 4, Reference List (pp. 215-281), and page 299.

References – only the sources that are cited in your thesis or research paper

Bibliography – sources for background or for further reading; you may include descriptive notes with the source listings as a separate appendix

The following formats can be used. **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

(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.

References

(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.

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>

CAPSTONE PROJECT II IN SPECIAL EDUCATION
CURRICULAR ACTION RESEARCH PROJECT:
“Modified Reading Unit: *Island of the Blue Dolphins*, by Scott O’Dell”

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Abstract

(2 blank lines)

Due to the quantity of materials involved with the Curricular Action Research Project, a modified reading unit designed for students with special needs, the project is not included in this paper. The graduate student will notify the members of the committee of its availability. The following is a brief description of the project.

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This modified reading unit was created for the book, *Island of the Blue Dolphins*, by Scott O’Dell. The reading unit was designed to meet the needs of students with learning disabilities. This unit may be used by the special education teacher as well as the general education teacher. Two formats are included in the project. This project includes (a) lesson plan suggestions; (b) pre-reading activities, word search, and concept webs; (c) literal and inferential comprehension questions for each chapter; (d) vocabulary activities; (e) activities incorporating math, writing, social studies, and art; (f) responding activities including travel brochure and puzzles; (g) section quizzes; (h) final assessments for vocabulary and comprehension; and (i) answer keys for all activities and assessments.

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.

The titles in the title page, combined abstract, and individual abstracts must be identical.

References, on a separate page, should immediately follow each project.

Filename: Capstone Review Option A Sample
Directory: D:\sites\GradStudies\html\gradForms\onlineForms\2007Ha
ndbookForms
Template: C:\Documents and Settings\User\Application
Data\Microsoft\Templates\Normal.dot
Title: Handbook
Subject:
Author: Kathy Berglund
Keywords:
Comments:
Creation Date: 10/31/2005 10:16:00 AM
Change Number: 25
Last Saved On: 10/26/2006 3:35:00 PM
Last Saved By: jmiller
Total Editing Time: 37 Minutes
Last Printed On: 4/26/2007 1:06:00 PM
As of Last Complete Printing
Number of Pages: 11
Number of Words: 1,778 (approx.)
Number of Characters: 10,137 (approx.)