**Roles & Responsibilities**

**Capstone Advisor and the Committee**

The capstone committee is composed of three members: the capstone advisor (must hold a terminal degree in their discipline) and two readers (interested individuals – faculty, administrators, or respected community members). Critical to the success of the Sport Science student is the Capstone advisor. This individual is responsible for the supporting the student and optimizing their success. The Master of Sport Science program is predicated on the ability to create a personalized learning environment that supports the professional needs of the student. Thus the capstone advisor should cultivate an interactive student mentoring relationship in support of the academic and professional development of the student. The capstone committee readers oversee the development of the project providing valuable input to the student concerning the quality of the work and the acceptance of the conclusions. The capstone committee together should emphasize the following: a commitment to learning, personal responsibilities of the student, definition of the project, effective problem-solving, professional development, and ethical judgment.

**Capstone Advisor**

This Capstone Advisor will:

- Have a high interest in the project
- Assist in narrowing the scope of the student’s project
- Review and approve the capstone proposal
- Consult student regularly to help keep the project on track
- Assist with the preparation of any IRB materials
- Guide the student’s project to meet objectives
- Help prepare all forms for submission
- Insure that the student meets all of the guidelines for the preparation of the capstone project report
- Discusses with the committee whether the student has met the requirements
- In cases when the decision is to make revisions, the capstone advisor agrees to be responsible for seeing that revisions are done and meets the standards before signing and returning the final Capstone Project form to the Director of the Sport Science program.
- Remediation in the event the student is struggling

**Capstone Committee Members**

Capstone committee members can be faculty, administration or respected community members, the committee members generally oversee the developing project and are brought in periodically to verify the project is progressing satisfactorily. They often provide a secondary specialist opinion for the capstone project.
Their role is to:

- Review capstone project and prepare comments.
- Attend the capstone forum and provide feedback
- Confer with other committee members to determine whether the student has met the requirements
- Sign Approval Form