

# APRP Checklist

## Summer

- Explore possible project and client ideas.
- Discuss possible ideas with Client and potential Faculty Project Advisor.
- Identify applied project, client, and Faculty Project Advisor.

## Fall Quarter (UP 205A)

- Identify a problem/issue to be addressed and develop a clear, researchable question to investigate, with your Client and Faculty Project Advisor.
- Attend **mandatory orientation** session for UP205A
- Sign up for and participate in **mandatory** weekly Capstone discussion group
- Submit Client Project Proposal Form by the second class session. Email copy to Graduate Advisor.
- Send complete draft of *Client-Student Agreement* to 205A instructor for review and suggestions.
- Present complete draft of *Client-Student Agreement* to Client for review and suggestions.
- Give *Client-Student Agreement* to Client Project Advisor for approval and signature.
- Give *Client-Student Agreement* to Faculty Project Advisor for approval and signature.
- Submit copy of signed *Client-Student Agreement* to 205A instructor and the Graduate Advisor.
- Review the relevant literature.
- Develop research design.
- Submit initial IRB application if using Human Subjects (see IRB Cheat Sheet on MURP Handbook page).
- Assemble relevant data.
- Submit progress report to 205A instructor and Client and Faculty Project Advisors.

## Winter Quarter (UP 205B)

- Complete data assembly.
- Analyze the information/evidence.
- Develop findings based on the analysis.
- Draw conclusions and develop recommendations based on the findings.
- Attend **mandatory** writing workshop
- Attend **mandatory** graphics workshop (unless waived from experience)
- Discuss possible policy options with Client and Faculty Project Advisors.
- Produce a complete initial draft for review and submit to Client and Faculty Project Advisors.
- Produce a poster draft and review it with Faculty Project Advisor.
- Prepare final poster for "Careers, Capstones, and Conversation" event.
- Submit PDF of final poster to Graduate Advisor.
- Complete 3-5 minute poster pitch session video for online showcase.

## Spring Quarter

- Attend and present final poster at "Careers, Capstones, and Conversation" event
- Produce a complete, polished draft that addresses the comments and suggestions of project reviewers.
- Submit final draft to Client and Faculty Project Advisors.
- Finalize project (incorporating comments from Client and Faculty Project Advisors, checking carefully for typos, correct formatting, and any spelling or grammatical errors).
- Obtain letter from Client Representative indicating acceptance and approval of project, and submit the letter to the Graduate Advisor (this letter can be emailed directly to the Graduate Advisor from the Client Representative).
- Review the APRP Deliverables Memo, emailed to you from the Graduate Advisor, throughout Winter and Spring.
- Submit final project to Faculty Project Advisor and obtain signature on the Approval Form by **Tuesday of Week 8**
- Submit signature page and PDF of final project to the Graduate Advisor by **Tuesday of Week 9**
- Provide a final copy to your Client and Faculty Project Advisors (if they request it).