

**New York University  
Higher Education and Student Affairs Program**

**The Capstone Project:  
Focusing on Professional Development and Global Higher Education**

Fall 2011- Spring 2012

**Goals**

The goals of the Capstone Project are to:

- Encourage professional development and professional socialization;
- Encourage involvement in professional organizations;
- Ensure preparation for global higher education; and
- Enhance student marketability.

**Program Overview**

- Each student will develop and present a portfolio of their work and accomplishments.
- Each student will write and have approved by their advisor a statement of professional philosophy and professional preparation.
- Each student will be required to attain a minimum number of professional development points and global higher education points.

**Program Elements**

**Portfolio**

A portfolio is a creatively compiled collection of evidence related to the student's academic and internship work and accomplishments during her or his master's program. A portfolio is a powerful tool for students in their job search. The portfolio contains the statement of professional philosophy, the internship contract, and a collection of materials related to the student academic and professional experience at NYU. Several portfolios from previous students are available for viewing in the department. Students can contact the program secretary to schedule a time to review them.

Students may opt to create an electronic or web-based portfolio instead of a paper version. The electronic version, while initially demanding to create, can convey skills beyond those conveyed in the paper version. A portfolio sample may be viewed at <http://homepages.nyu.edu/~ctf211/capstone/homepage.htm> .

**Statement of Professional Philosophy and Program Preparation**

This statement will be a two-part document.

1. A three to four page explication of the student's professional philosophy (i.e., values, beliefs, and perspectives as related to student affairs work); and
2. A three to four page section that focuses on integrating the elements of the program (i.e., academics, practical experience, and professional development) and that explains how the experiences have prepared the student to be an effective educator, administrator, and leader as a student affairs professional.

The process of writing, presenting, and explaining this statement will also prepare students to address such issues in their job interviews. The student will work with his or her advisor on developing this statement and the advisor will need to approve the statement prior to the portfolio presentation.

### **Professional Development Points**

A list is attached that identifies a wide variety of professional development activities. Each is assigned a certain point value, which varies according to the amount of time, energy, potential development, and depth of experience associated with each activity. Each student is required to attain a certain level of points.

- *Students will be required to obtain a minimum of 15 points.*

Points earned after the initial competency level of 15 points are expected to be related to activities that specifically enhance professional development. Examples include professional organization presentations, professional workshop attendance, teaching of courses and workshops, and professional publications.

### **Global higher education points**

A list is attached that identifies a wide variety of global higher education activities. Each is assigned a certain point value, which varies according to the amount of time, energy, potential development, and depth of experience associated with each activity. Each student is required to attain a certain level of points.

- *Students will be required to obtain a minimum of 7 points.*

Points earned after the initial competency level of 7 points are expected to be related to activities that specifically enhance professional development. Examples include professional organization presentations, professional workshop attendance, teaching of courses and workshops, and professional publications.

### **Approval of Points**

Forms must be submitted to and approved by the student's advisor. For the Spring presentation, all forms must be submitted by January 30. This should include any forms

for activities anticipated during the spring semester (e.g., conference attendance or presentations). The faculty advisor works with students so that they bring a polished professional product to the capstone event.

### **Capstone Presentation**

In a group session schedule for mid spring, the students will present and explain their portfolio and statement and respond to questions from a panel of faculty and student affairs professionals. Each student will have had their portfolio and statement reviewed and approved ahead of time by their advisor. The Capstone presentation is meant to be a celebration of students' professional accomplishments rather than a defense of their work.

### **Guidelines for Professional Development Activities and Points**

- The organizations mentioned here are general student affairs organizations. However, any specialty area professional organization or conference is acceptable.
- When more than two people present at a professional conference, a note of explanation to advisors of all students about the role and degree of participation by each person is required.
- Points will not be given for activities that are part of the normal expectations of one's internship or full-time job.
- Points are provided only for activities conducted during the time of enrollment in the master's program.
- Points earned in this category cannot be used in the Global Higher Education category.

### **Activities**

- Join a professional organization. (1 point per organization)
- Attend a state or regional conference (e.g., CSPA, NASPA Region II). (1 point per conference attended)
- Submit a proposal to present a program at a state or regional conference (e.g., CSPA, NASPA Region II). (1 point)
- Present a program at a state or regional conference. (3 points)
- Attend a national conference. (2 points)
- Submit a proposal to present a program at a national conference. (2 points)
- Present a program at a national conference. (5 points)
- Participate in a case study competition at a state, regional, or national conference. (3 points)
- Submit an article for publication in a regional student affairs journal. (3 points)
- Publish an article in a regional student affairs journal. (4 points)
- Submit an article for publication in a national journal or publication. (5 points)

- Publish an article in a national journal or publication. (8 points)
- Submit an essay to a national essay competition. (3 points)
- Win a national essay competition. (8 points)
- Run for an office in a national professional organization. (3 points)
- Serve as graduate student representative of a state, regional, or national organization. (8 points)
- Serve as a volunteer at the placement process of NASPA or ACPA. (2 points)
- Serve on a planning committee for a state or regional conference. (5 points)
- Teach a section of an orientation course. (4 points)
- Serve in a nationally-sponsored summer internship. (5 points)
- Conduct a faculty-supervised research project. (5 points)
- Participate in the CMEP-sponsored FACTS (Future Administrators' Cultural Training Seminar) program. (4 points)
- Participate in NYU in Albany (or Washington, DC) Day. (1 point)
- Write a grant proposal for research or program development. (1 point)
- Submit a grant proposal for research or program development to an agency outside of NYU (or one's own institution). (2 points)
- Receive a grant for research or program development. (4 points)
- Develop a professional website. (3 points)
- Present a training session or workshop outside of the department where you work full-time or in an internship. (2 points)
- Present a training session or workshop outside of the college or university where you work. (3 points)
- Win a state or regional student affairs award. (6 points).
- Win a national student affairs award. (10 points)
- Attend a local one-day conference. (1 point)
- Run for an office in a local or state professional organization (2 points)
- Obtain an elected office in a local or state professional organization. (4 points)
- Serve as a volunteer at a national conference. (2 points)
- Serve on a planning committee for a state or regional conference. (5 points)
- Serve as ASAP president (7 points)
- Serve on executive board or chair of a standing committee of ASAP. (5 points)
- Serve on the general recruitment committee of ASAP. (3 points)
- Participate as a member of a University committee. (1 point)
- Serve on the Journal of Student Affairs Executive Editorial Board. (4 points)
- Serve on the Journal of Student Affairs Editorial Team. (2 points)

**Other activities:** Students can propose professional development activities not included on this list to their advisor.

## Global Higher Education Activities and Points

Points earned in this category cannot be used in the Professional Development category.

### Activities

- Study or teach abroad during graduate school. (7 points)
- Take a class focused on aspects of global higher education. (5 points)
- Complete an internship working with international students. (4 points)
- Conduct research project related to global higher education. (4 points)
- Complete a project for the Office of International Student Services (OISS) or other related offices at NYU or other institutions. (2 points)
- Participate in the OISS International Friendship Program. (2 points)
- Focus a class paper or project on global higher education. (2 points)
- Work on a faculty-supervised project related to global higher education. (4 points)
- Attend a professional conference with global or international higher education as part of its theme. (2 points)
- Attend local or regional events focused on global or international higher education. (1 point)

**Other activities:** Students can propose global higher education activities not included on this list to their advisor.

### Helpful Hints for Part-time Students Earning Capstone Points:

Part-time students cannot always participate in activities at the same level as full time students.

- Consider serving as a club or sorority advisor.
- Serve as a local interviewer for high school students interested in attending your alma mater.
- Get a promotion.
- Serve on a campus-wide committee.
- Work on a campus voter registration drive.
- Work as a Human Resources Safe-Zone Coordinator.
- Serve on the Administrative Management Council.
- Take advantage of professional training at SCPS or Human Resources.

Also see the part-time student handbook for additional suggestion.

**Capstone Project  
Activity Submission Form**

**Type of activity**

\_\_\_\_\_ Professional Development

\_\_\_\_\_ Global higher education

**Points**

Amount of points requested \_\_\_\_\_

Amount of points approved \_\_\_\_\_ (to be completed by advisor)

Description of activity (attach evidence of activity)

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Student name \_\_\_\_\_

Date \_\_\_\_\_

Student signature \_\_\_\_\_

Advisor approval \_\_\_\_\_



**Capstone Project  
Global Higher Education Tally Sheet**

Student name \_\_\_\_\_

<b>Professional Development Activity</b>	<b>Points</b>
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**Total points** \_\_\_\_\_

Advisor signature \_\_\_\_\_

Date \_\_\_\_\_