Department of Communication Sciences and Disorders
UNIVERSITY OF WISCONSIN-MADISON

School of Health Sciences & Wellness
University of Wisconsin-Stevens Point

Appendix A
Capstone Project Timeline: 2025-27 (Class of 2028)

The purposes for beginning your capstone project during the second year are to:

1) allow enough time to finalize your methods prior to seeking IRB approval;
2) allow enough time to obtain IRB approval prior to beginning data collection; and
3) allow you some flexibility regarding when to collect data. For instance, you can choose to collect more data in the summer and fall so you are less busy in the spring.

You should plan to follow this timeline unless you, your advisor, and committee have agreed on slightly different dates. Depending on how each project is progressing, it may be beneficial to adjust the dates slightly, but this can ***only be done with your advisor's permission***.

Fall Semester 2025:

Advisors and topics should be determined as early as possible in the fall semester. The faculty will inform you of potential topics and advisors, and you are responsible for arranging meetings with the faculty to finalize advisor and topic assignments.

You will be working on your initial introduction during the fall semester in research class. Dr. Henning will be reading and grading your assignments to meet the goals of the research class. It is expected that your introduction will require additional revisions during subsequent semesters to meet the goals of the capstone project.

It is suggested that you meet with your advisor periodically during the fall as you work on your introduction.

Spring Semester 2026:

During the spring semester, you should meet with your advisor to work on any or all of the following. You should talk to your advisor to determine your most important priorities for this semester.

- Determining your methodology
- Writing a draft of your proposed methods
- Revisions to your introduction
- Planning for data collection, including equipment needs and/or how to recruit participants
- Timing of the IRB application

Check with your advisor to find out if your project is already covered under an IRB-approved protocol. If it is already approved, ask your advisor for a copy of the protocol, read it carefully, and you will be expected to answer questions about it from your advisor.

If you need to apply for IRB approval, then you may begin preparing your IRB application as soon as you and your advisor have agreed on your methodology and how you will recruit participants. The IRB deadline given below is the LATEST possible spring semester deadline for UWSP. It may be to your advantage to complete and turn in the IRB application sooner.

The UWSP IRB does not meet over the summer, but some minimal risk protocols are reviewed at limited times during the summer. If you are a UWSP student and would like to begin data collection in the summer or right at the beginning of the fall semester, you must have your IRB approved before the end of spring semester.

The Madison IRB does meet over the summer; however, the IRB approval process at Madison can be lengthy, so Madison students are advised to apply as early as possible.

April 15 (approximate): For UWSP students who need or want IRB approval before the fall semester, IRB application must be turned in to the IRB. Remember that drafts of the IRB application will need to be turned in to your advisor and department chair ***before*** you can turn it in to the IRB.

Fall Semester 2026:

Committees will be assigned at the beginning of the fall semester.

Ongoing:	Obtain IRB approval ASAP if this has not been done already. As soon as IRB approval is obtained, you may begin data collection. Begin or continue data collection. Work on proposal (introduction + methods section).
Oct. 5:	Proposal turned in to committee. It is expected that this proposal will be in "near-final" format rather than "draft" format, although it should be understood that your committee members will suggest revisions for you to make. "Near-final" format means that all references should be checked, the entire paper should be in APA style, and spelling, grammar, and other writing errors should be minimal.
Oct. 26:	Deadline for committee to provide feedback on proposal
Dec. 4:	The following turned in to your committee: ● Final version of proposal, taking into account your committee's feedback ● Data collection progress report (see 899 syllabus for description)

Spring Semester 2027*:

Feb.-March:	Data collection and data entry should likely be completed sometime in late February or March. Check with your advisor for an appropriate deadline.
Mar 12:	"Rough+" version of poster turned in to advisor, and/or students should arrange to meet with advisor to discuss poster. Check with your advisor to determine how they would like to review your results.
Apr 2:	Poster turned in to committee.
April 16:	Deadline for committee to provide feedback on presentation.
April 20:	Deadline to submit poster for printing
April 30:	Electronic version of final poster turned in to committee.
April 30:	AuD Capstone Poster Symposium

***Spring 2027 dates are subject to change**
You are expected to meet with your advisor regularly throughout the year.

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Appendix B
Capstone Project Timeline: 2024-26 (Class of 2027)

IRB Application

IRB approval for your project must be obtained before you can begin data collection. This is a rule that applies to all universities. If your project is not already approved, you must apply for approval ASAP!

Fall Semester 2025:

Committees will be assigned at the beginning of the fall semester.

Ongoing: Obtain IRB approval ASAP if this has not been done already. As soon as IRB approval is obtained, you may begin data collection.

Begin or continue data collection.

Work on proposal (introduction + methods section).

Oct. 6: Proposal turned in to committee. It is expected that this proposal will be in "near-final" format rather than "draft" format, although it should be understood that your committee members will suggest revisions for you to make. "Near-final" format means that all references should be checked, the entire paper should be in APA style, and spelling, grammar, and other writing errors should be minimal.

Oct. 27: Deadline for committee to provide feedback on proposal

Dec. 1: The following turned in to your committee:
- Final version of proposal, taking into account your committee's feedback
- Data collection progress report (see 899 syllabus for description)

Spring Semester 2026*:

Feb.-March: Data collection and data entry should likely be completed sometime in late February or March. Check with your advisor for an appropriate deadline.

Mar 6: "Rough+" version of poster turned in to advisor, and/or students should arrange to meet with advisor to discuss poster. Check with your advisor to determine how they would like to review your results.

Mar 27: Poster turned in to committee.

April 16: Deadline for committee to provide feedback on presentation.

April 21: Deadline to submit poster for printing

May 1: Electronic version of final poster turned in to committee.

May 1: AuD Capstone Poster Symposium

***Spring 2026 dates are subject to change**
You are expected to meet with your advisor regularly throughout the year.