

# Digital Media Studies

## Capstone Project Guidelines

The Digital Media Studies program requires that students complete 30 hours of coursework and a six-hour capstone experience in the form of a graduate project, thesis, internship or practicum. The capstone experience depends on both your interests and career path. Each option takes at least two long semesters to complete.

### **DMST 6839: Digital Media Studies Project**

If you choose to pursue a graduate project, you need to begin by approaching a full-time faculty member to be your Project Director. You will need to submit a 1000-2000 words proposal (see “Project Preparations” herein) to the Project Director at least one long semester (by week 10) before the project begins. Please contact your Project Director for specific requirements.

A project is done at least over **two consecutive long semesters**, Spring and Fall. Projects will not be completed over one semester. You cannot enroll in the Project. In order to be enrolled, you must fill out the Project Proposal and Master’s Project Enrollment paperwork (located in the HSH advising office) with your Project Director. Once your Project Director and Department Chair have signed and submitted your forms to the advising office, the advising staff will sign you into the first semester of the project. You will automatically be enrolled each long semester until the project is completed.

**Note** that a project must show academic rigor as well as technical prowess. In addition to the visual production, there must be a significant research component in the form of a written narrative.

### **Previous Projects have included:**

- A 30-page magazine with original articles, advertisements and illustrations
- A 40-minute video documentary for the Armand Bayou Nature Center
- Two 15 minute Pilot Episodes for a Travel Reality Show set Overseas
- An original 45 second 3d Animated Short
- A 30 page graphic novel complete with original characters and storyline
- A 45 page book highlighting the Collection of Space Suits at NASA JSC
- 30 informational Graphics Illustrations showcasing a variety of data
- A 40 Page catalog created for a Retrospective at the Historical Society
- A Complex web presence geared to a non-profit Organization
- An in-depth company brand identity, including promotional package
- The Creation of a social media App designed for sharing Artworks
- A mobile app game with original characters and 60 levels of difficulty

See the Project Documentation in the Library to review past project materials.

### **Project Preparations**

**To be completed the semester prior to starting the Project**

1. Review Past Projects in Library

2. Review Master's Project Guidelines in HSH Advising Office
3. Choose two Project Committee Members from Faculty
  - a. **Project Director (Please discuss with your Director for specific requirements)**
    - i. The Director will be your Main faculty contact
  - b. Project Reader (Committee Member)
4. Complete a Project Proposal
  - i. 1500-2000 words
  - ii. 12 Point Font
  - iii. 3-4 pages, single spaced
  - iv. 1" margins on Top, Bottom, Right
  - v. 1 ½" margin on Left
  - b. Project Abstract
  - c. Project Goals (detailed)
  - d. Concept / Theoretical Framework
  - e. Procedures / Techniques
  - f. Deliverables (Number of: Artworks / Pages / Length)
  - g. Timeline / Production Checkpoints
  - h. Academic Merit
  - i. Research/Review within Related Field
  - j. Knowledge Gained
5. Submit Online Portfolio to Perspective Committee
  - a. 12-20 Artworks/Examples of previous work indicating the ability to complete the proposed project.
6. Review Writing Center services
7. Get forms from HSH advising Office
  - a. Project Proposal Acceptance Form
  - b. Master's Project Enrollment Form
8. Submit Project Proposal to Project Faculty Committee by week 10  
The proposal will be read by the entire DMST faculty before approval
  - a. Include Project Proposal Acceptance Form
  - b. Include Master's Project Enrollment Form
9. Bring Signed Forms (signed by the Project Director, Committee member, DMST Program Director, and Department Chair) and Proposal to HSH Advising Office

#### **Project Costs (Projected)**

1. Course Registration and Fees per semester
2. Expenses Associated with Production
3. Student Research Conference Presentation  
(Subject to the Discretion of the Project Chair)
  - a. \$10-20 Application Fee
4. Possible costs of sending project reports to Project Committee
5. Draft Binding for Submission to Dean's Office
6. Library Binding
  - a. Printing Costs associated with library Documentation
    - i. 8.5x11 Archival Paper, Printed Single Sided

- b. About \$20 per copy for binding (2 copy minimum)

### **Project Requirements**

1. Creation of Project Deliverables / Work / Artwork
  - a. Meeting All Qualifications Presented in Project Proposal
2. Workshare Meeting with other Graduate Students
  - a. Once a Semester (week 3 of the semester)
3. Midpoint Production Review Containing:
  - a. Examples of Completed Work
  - b. Flowchart / Outline of Progress
  - c. Completion Dates / Milestones
  - d. Updated / Revised Project Timeline
4. Presentation at Student Research Conference (if required)

Per discussion of Project Director

  - a. Submit Abstract to Conference
  - b. (re)Format Project Material For Conference
    - i. Oral or Poster Presentation
  - c. Present at Conference In Spring Semester
    - i. Work may be completed or in-progress
5. Project Narrative (Written document with the completed project)
  - i. 20-30 Pages
  - ii. 4000-9,000 word count
  - iii. 12 Point Serif Font
  - iv. Left margin = 1 ½ inch
  - v. Right Top and Bottom margin = 1 inch

Scholarly Format

  - i. Introduction
    1. Describe Project Goals
    2. Describe Professional Environment
    3. Describe Significance of Project in a Global Context
  - ii. Literature Review/ Research Narrative
    1. Critical Review of Literature/Source Inspirations/Media Examples
    2. Quotes
    3. Citations
    4. Data
  - iii. Methods/Production Narrative
    1. Technical Process / Procedures
    2. How Work was Created
    3. Examples of Work in Progress
  - iv. Findings / Results
    1. Evolution of Work/Deliverables
    2. Knowledge Gained
    3. Future Goals for the Project
  - v. Conclusion
    1. Placement of Work in a Professional Context (Significance)
    2. Value outside of an Academic Context

3. Global Need
4. Discussions
- vi. Bibliography
  1. APA style
7. Take Research and Production Narratives to **Copy Editor**
8. Bring the project narrative to the Project Director by week 10 if not earlier
9. Students who fail to turn the completed project with the project narrative in by week 10 will not be able to graduate in that semester.
10. If your project belongs to any of the following formats: PDF, EBook, Website, or Electronic Delivery, please include: Virtual Facsimile of Final Project presentation
11. Draft Binding for submission of project to Dean's Office
  - a. 3-ring Binder (8.5x11")
    - i. Proposal
    - ii. Narrative
    - iii. Project Work
      1. Examples of All Works
      2. Detail shots may be required
    - iv. CD, Keydrive, or Electronic Copy of Project
12. Copies of all raw files to Project Committee
  - a. DVD, or Keychain Drive Preferred
13. Library Bindings (2 copies)
  - a. **Perform Library Thesis Format Check**  
<<http://prtl.uhcl.edu/portal/page/portal/LIB/HOME/projectformat>>
  - b. Included in Library Binding
    - i. Project Proposal
    - ii. Project Narrative
    - iii. Examples of Deliverables
    - iv. CD of online material (optional)

**Students Responsibilities:**

1. Set achievable goals
2. Ensure all work is original
  - a. Create all work without Plagiarism or Copyright violations
3. Meet all Agreed Upon Production Checkpoints
  - a. See Project Proposal
4. Initiate contact with Project Advisors
  - a. At least 2 updates per semester.
5. Check University Email on a continuing basis.
6. Deliver work-in-progress to Project Committee
7. Ensure Narrative is grammatically correct
8. Take Research and Production Narratives to **Copy Editor**
9. Adhere to University Calendar
10. Submit all raw materials to Project Advisors
11. Attend workshare session(s)
  - a. 1 per semester (week 3)
12. Present at Student Conference (if required)

13. Bring Project and Narrative to Project Director for approval by week 10
14. Bring Project and Narrative to Library for Format Check
15. Print Project and Narrative in proper library format

## **Capstone Experience Checklist**

### **Proposal Checklist**

- Online Portfolio Turned into Project Advisor(s)
- Project Proposal Turned into Project Advisor(s)
- Project Proposal Approved By Project Director, Committee Member, DMST Program Director, and Department Chair

### **Project Checklist**

- Met Project Production Checkpoints
- Midpoint Progress Review
  - Flowchart Review with Committee
  - Work in Progress Shared with Committee
- Workshare Meeting Held with Graduate Students
- Narrative Submitted to Project Director
- Library Format Check
- Presented at Student Research Conference
- Project Approved By Project Director
- Project Approved by Project Reader
- Project Approved by Department Chair
- Project Approved by Associate Dean
- Project Approved by Dean

## **Project Timeline:**

### **Previous Semester** (Last Semester of Coursework)

Week 5: Contact Possible Committee Members (Project Director & Project Reader) **Please discuss with your Director for specific requirements**

Week 9: Complete Project Preparations (Refer to the Project Preparations section)

Week 10: Turn in Completed Proposal To Committee Members (Proposals will not be accepted after Week 10)

### **Semester 1:**

Week 1: Start research necessary for project completion.

Week 3: Start image tests (style, process, and technique).

Week 4-6: Meet with Graduate Project Critique Group

Week 8: Research completed. Start production phase.

Week 9: Write a Draft of the Research Portion of the Narrative;

Take Narrative To the Writing Center for Suggestions

Week 10: Send Progress Report to Project Committee

Week 15: Turn in the Completed Research Narrative

### **Semester 2:**

Week 1: Project 1/2 completed. Send Progress Report to Project Committee

Week 4-6: Meet with Graduate Project Critique Group

Week 6: Write a Draft of the Production Narrative;

Take Narrative To the Writing Center for Suggestions

Week 7: Take Research and Production Narratives to **Copy Editor**

Week 8: Send Progress Report to Project Committee

Week 9: Make revisions suggested by Project Director.

Week 10: **Project and narrative completed**, printed and assembled in Draft Binder and sent to project Committee For Revisions.

Week 11: Receive project revisions from Committee

Revise and Resubmit Project to Committee

Week 13: Turn Completed Binder in to Department Chair. Make Chair's revisions

Week 14: Project due to the Dean. Make Dean's revisions.

**Note:** It is not uncommon for projects to continue into additional semesters. Although this requires an additional course registration and fees, there is no grade penalty for extending the project.