



# HARVARD EXTENSION SCHOOL

Office of Degree Candidate Advising and Program Administration, 51 Brattle Street, Cambridge, MA 02138

## SUSTAINABILITY CAPSTONE PROPOSAL FORM

### Independent Research Capstone (ENVR 599)

After completing all other course work as well as degree requirements, you are eligible (if pursuing the capstone track) to enroll in ENVR 599 or ENVR 599a. In ENVR 599, you'll work on an individual research project. In ENVR 599a you'll complete a consulting project for a real-world organization of at least 50 employees. This proposal form is only for ENVR 599.

Prior to enrolling in ENVR 599, you are required to have your topic approved by the instructor and assistant director of the sustainability program, Mr. George Buckley, by submitting this form via email to gbuckley@fas.harvard.edu. It is important to plan this process accordingly, and have your project approved well in advance of registration for this course. Multiple revisions may be needed and approval is not guaranteed for all projects. We recommend that you begin this process the semester before your capstone registration and not to make travel arrangements until the topic is approved.

Most capstones are between 30 and 40 pages. The capstone is an excellent opportunity to apply what you've learned in the program to a real world problem to support your future career aspirations. For example, completing an energy assessment for green building project, a life cycle analysis, or a cost-benefit analysis that includes environmental considerations. You'll work with the capstone instructor to decide on the exact format, although most capstone projects have five chapters:

- Chapter I Introduction (presentation of the problem, significance, definitions of terms)
- Chapter II Background (short targeted literature review and limitations of the study)
- Chapter III Methods (research work plan)
- Chapter IV. Data and Results (if applicable)
- Chapter V. Discussion, Conclusions, and Recommendations (presentation of the findings, implications for practice, and suggestions for future research).

| STUDENT INFORMATION     |    |                     |                |                 |
|-------------------------|----|---------------------|----------------|-----------------|
| Last/Family/Sur name(s) |    | First/given name(s) |                | Middle name(s)  |
| DCE ID number           | OR | Harvard ID number   | Telephone      |                 |
| @                       |    |                     |                |                 |
| Current address         |    |                     | State/Province | ZIP/Postal code |
| E-mail                  |    |                     |                |                 |
| Current job title       |    |                     |                |                 |
| Employer                |    |                     |                |                 |
| Prior degrees           |    |                     |                |                 |



## **SUSTAINABILITY CAPSTONE PROPOSAL FORM**

### **Independent Research Capstone (ENVR 599) - Continued Page 2**

Answer the following questions:

1. What is the working title?

2. Why was this topic chosen?

3. What research methodology is to be utilized?

4. What do you hope the project will accomplish?

5. How has your Sustainability coursework prepared you for this undertaking?

-Please include references showing the applicability of the topic and research method.

**Two weeks after you submit this document, please schedule a phone or in-person meeting with Mr. George Buckley to discuss the details of the project.**

**PLEASE NOTE:** When you register for this course, you will receive a registration status of Waiting for Placement (WP). The program office must review your academic record to ensure you meet the published prerequisites. Once your proposal is approved and all other prerequisites have been satisfied, you will receive a registered (RE) status. If you are enrolled in courses in the prior term, you will not be registered (RE) until your grades are available.

**PROFESSIONAL PROGRAMS OFFICE USE**

Approved capstone topic: \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

George Buckley