



# HARVARD EXTENSION SCHOOL

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

## Digital Media Capstone (DGMD E-599) Proposal Form

The capstone, DGMD E-599, is the culminating project for digital media program candidates. Most students register for it at the very end of their course of study; students are permitted to register for the capstone after completing at least 8 program courses.

Prior to enrolling in DGMD E-599, you are required to have your topic approved by your research advisor, Dr. Jeff Parker (parker3@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 discussions and revisions are 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.

To begin the process, create a WORD document that answers the following points, then email the document to Dr. Parker. Include your full name, prior education, current employment, and your five-year deadline in your email. Please put "Capstone Preapproval" in the subject line.

1. Abstract (one to two paragraph quick synopsis of the project)
2. Brief project description (one to two pages detailed description)
3. What technology will be used and why?
4. How do you expect your project to be evaluated? For example: As a work of art? As a working prototype?
5. Tentative schedule

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.