

GGNB Plan II Master's Capstone Report Guidelines and Mentor Expectations

Capstone Report

Plan II Master's students will complete a technical written report (capstone paper). One faculty member (the capstone mentor) will have primary responsibility for approving the selected topic and providing guidance on report preparation. A committee of two faculty members (the capstone mentor and one additional faculty member) must approve the written report.

As described in the degree requirements, the capstone report may include results of original research and/or a critical review of scientific literature. Often, the Plan II Master's capstone report will be a critical narrative review of scientific literature. The report should synthesize original research (i.e., from the scientific literature) on a selected topic agreed upon by the student and their capstone mentor. The report must demonstrate the ability to synthesize and critically evaluate original research and communicate this information in a clear and professional manner. The report is expected to be at least 10 pages in length double-spaced and should be structured as a scientific paper (e.g. Abstract, Introduction, Methods, Results, Discussion, and References). References should be formatted in the American Medical Association (AMA) citation style. A cover page should be included (title, name of student, degree objective, date submitted, and the names of the capstone mentor and additional faculty reviewer; **see template at the end of this document**). Final reports approved by the capstone mentor and additional reviewing faculty member should be submitted as Word documents (with cover page) to the Graduate Advisor and Graduate Group Coordinator at least one week prior to the Graduate Studies filing deadline for MS Plan II graduation, to ensure the Masters Report Form will be submitted by the deadline. The Office of Graduate Studies is the authority of filing deadlines and they can be found at <https://gradstudies.sf.ucdavis.edu/academic-dates>. Most commonly MS Plan II students will submit their report one week prior to the June submission deadline for the Spring degree list.

Capstone Mentor Expectations

The capstone mentor is expected to: 1) provide input on possible capstone report topics, 2) provide input on an outline and/or draft version of the capstone report, 3) provide guidance as needed on report content or formatting, and 4) participate as a reviewer of the final report.

The graduate student is responsible for: 1) identifying potential capstone topics, 2) developing and following a timeline for preparation of the capstone report, 3) incorporating feedback from the capstone mentor on report topic, content, and preparation timeline, 4) informing the capstone mentor in a timely manner of challenges or concerns encountered while preparing the report, and 5) providing sufficient time for review of preliminary materials (e.g. outline) by the capstone mentor and sufficient time (minimum 2 weeks) for review of the final version of the report by the faculty committee.

The Masters Plan II Graduate Advisor is responsible for 1) providing guidance on course planning, 2) helping students identify a capstone mentor, 3) recruiting reviewers for completed capstone papers (two reviewers per paper, including the capstone mentor) and 4) completing the MS Plan II Report form and submitting this form to Graduate Studies prior to student graduation.

MS Plan II Typical Degree Timeline

Year 1 Fall: Attend course planning meeting (held by Masters Plan II Advisor); create draft course plan and submit to Masters Plan II Advisor.

Year 1 Fall/Winter: Brainstorm capstone report topics and contact potential capstone mentors

Year 1 Winter/Spring: Confirm capstone mentor and report topic

Year 1 Spring: File MS Plan II Candidacy application; take Comprehensive/Prelim exam

Year 2 Fall-Winter: Work with capstone mentor to complete research (literature review), and outline and draft the capstone report; revise capstone report according to feedback

Year 2 Spring: Allow for a minimum of 2 weeks for faculty member reviews. Capstone mentor and second reviewer of the paper sign the title page and provide a copy to the Graduate Advisor and GGNB Graduate Coordinator. Graduate Advisor signs the Master's Report Form, Plan II and submits to GGNB Graduate Coordinator, who completes and transmits the form to Graduate Studies in advance of the MS Plan II graduation filing deadline

<https://gradstudies.sf.ucdavis.edu/academic-dates>.

Accelerated track:

Must confirm capstone mentor in Fall Year 1 to be able to complete Capstone report in Spring/Summer of Year 1.

MS Plan II Candidacy paperwork from Graduate Studies website should be completed and filed when the student has completed approximately half of the required coursework. The student must be advanced to candidacy before taking the Comprehensive/Prelim exam or before submitting a final version of the capstone project.

Capstone Report Title

By

STUDENT NAME (in all caps)

Submitted in partial satisfaction of the requirements for the degree of

MASTER OF SCIENCE

in

Nutritional Biology

in the

OFFICE OF GRADUATE STUDIES

of the

UNIVERSITY OF CALIFORNIA

DAVIS

Approved:

Capstone Mentor's name, Capstone Mentor

Faculty Reviewer name

Committee in Charge

Year of Degree, e.g. 2022