

**RECOMMENDED WORKSHOP TIMELINE FOR STUDENTS
SPRING 2016 CAPSTONE WORKSHOPS**

October 15 th	Capstone project descriptions are posted on SIPA's website for students to view
October 22 nd	Capstone Application Information Session Room 1501 IAB 1-2pm <i>Students only need to attend 1 of the 3 available sessions</i>
October 23 rd	Capstone Application Information Session Room 1501 IAB 3:30-4:30pm
October 26 th	Capstone Application Information Session Room 1501 IAB 1-2pm
October 29 th - 5:00pm	Deadline for students to apply to Capstone workshops
November 14 th	Capstone team student assignments are announced <i>*Teams must be announced prior to pre-registration*</i>
Early December	Introductory Session by Faculty Advisor for student team to discuss the details of the project and assign winter reading/research. Time, date and location to be determined by Faculty Advisor. Contact Saleha Awal (sa3359@columbia.edu) to book a room.
December 10 th	International Travel Meeting Room 1501 IAB 1-2pm <i>For all students traveling international for the workshop</i>
January 19 th	First day of classes
Week of January 19 th (or date that is convenient for the client)	Client meets/conferences with Capstone team if they have not already met with team in early December
Before week of January 25 th	<i>Suggested:</i> Complete Project Teambuilding Form and develop team Code of Conduct (available at http://sipacapstone.wikischolars.columbia.edu/Forms+%26+Handbooks)
January 25 th	Capstone Project Management Basics Room 1501 IAB 1:00-3:00pm
January 28 th	International Travel Coordinator Meeting Room 1512 IAB 1:00-2:00pm
January 31 st	SIPA Liaison is selected.
Week of February 1st	<i>Suggested:</i> Complete Project Control Plan (available at http://sipacapstone.wikischolars.columbia.edu/Forms+%26+Handbooks)
February 2 nd	Interviewing Skills Session w/ Prof. Anya Schiffrin Room 1501 IAB 1:00-3:00pm
February 3 rd	Orientation for SIPA Liaison Room 1512 IAB 1:00-2:00pm
February 10 th	Deadline to confirm availability for your team's midterm presentation timeslot
February 29 th - 9:00am	Deadline for SIPA Liaison to submit a 250-word abstract of Capstone project to be used for presentations. It is the responsibility of each team to bring supporting materials (i.e. PowerPoint, handouts, etc.) to the presentation via flash drive, email, DropBox, etc.)
March 3 rd & 4 th	SIPA Capstone Midterm Presentations 15th Floor, IAB 9:00am-5:00pm <i>Specific schedule will be sent out in early February</i>
Week of March 7 th	Students complete first Peer Assessment Form
Week of March 7 th (or date that is convenient for the client)	Midterm briefing to client on project's progress
March 14 th -18 th	Spring Break —teams that are travelling internationally will travel during this week—no classes for all other workshops
Week of April 11 th (or date that is convenient for the client)	Written draft report or initial findings submitted to client
Week of April 25 th (or date that is convenient for the client)	Client briefing of Project findings
April 21 st	Deadline to submit prospectus for consideration to present at SIPA Capstone Closing Reception
Before May 2 nd	Final Report and briefing due to client
Week of May 2 nd	Students complete final Peer Assessment Form
May 5 th	SIPA Capstone Closing Reception 15 th floor, IAB 4:00pm-5:30pm
TBD	Students complete SIPA Course Evaluation of Capstone course via CourseWorks
May 13 th	Final deliverables and an updated 250-word abstract are due to SIPA. All Travel/Business expense reimbursement forms are due to SIPA.
May 18 th	University Commencement
May 19 th	SIPA Graduation