

# COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS

## RECOMMENDED WORKSHOP TIMELINE FOR CLIENTS SPRING 2017 CAPSTONE WORKSHOPS

August 31 <sup>st</sup> :	Preferred date to match faculty with Capstone project proposals
September 15 <sup>th</sup> :	First Draft of project agreement (Terms of Reference) submitted to SIPA
September 30 <sup>th</sup> :	Final Terms of Reference must be submitted to SIPA
October 15 <sup>th</sup>	Capstone project TOR is posted on SIPA's website for students to view
By November 14 <sup>th</sup>	Capstone team student assignments are announced
December 22 <sup>nd</sup> -January 16 <sup>th</sup>	Winter Break—travel window for projects that involve international travel.
January 17 <sup>th</sup>	First day of classes
Week of January 17 <sup>th</sup> Or date convenient for the client	Client meets/conferences with Capstone team if they have not already met with team in early December
Week of March 9 <sup>th</sup> Or date convenient for the client	Midterm briefing to client on project's progress
March 13 <sup>th</sup> -17 <sup>th</sup>	Spring Break – teams that are travelling internationally will travel during this week—no classes for all other workshops
Week of April 13 <sup>rd</sup> Or date convenient for the client	Written draft report or initial findings submitted to Client
Week of April 27 <sup>th</sup> Or date convenient for the client	Client briefing of Project findings
Before May 2 <sup>th</sup>	Final Report and Client briefing due to Client
Early May	<b>SIPA Capstone Closing Reception</b> <b>All Capstone Clients invited to Attend</b> Columbia, SIPA, Kellogg Center (15 <sup>th</sup> floor), 420 W 118 <sup>th</sup> Street, NY, NY
Week of May 15 <sup>th</sup>	Client returns Client Feedback Form
June 30 <sup>th</sup> :	Preferred date for Capstone Clients to request to continue for the following year