|  |  |
| --- | --- |
| **RECOMMENDED WORKSHOP TIMELINE |**SPRING 2017 CAPSTONE WORKSHOPS | |
| October 21st | Capstone project descriptions are posted on SIPA's website for students to view |
| October 24th | [Capstone Application Information Session | 1501 IAB | 1-2pm](http://sipacapstone.wikischolars.columbia.edu/Timeline+%26+Dates) |
| *Students only need to attend 1 of the 3 available sessions* |
| October 31st | Capstone Application Information Session for Energy & Environment Concentration students | 1512 IAB | 1-2pm |
| November 1st | Capstone Application Information Session | 1501 IAB | 1-2pm |
| *Students only need to attend 1 of the 3 available sessions* |
| November 2nd | Capstone Application Information Session | 1501 IAB | 1-2pm |
| *Students only need to attend 1 of the 3 available sessions* |
| November 3rd- 5:00pm | Deadline for students to apply to Capstone Workshop |
| By November 14th | Capstone team student assignments are announced \**Teams must be announced prior to pre-registration\** |
| November 30th | Capstone Faculty Meeting | Room 1512 IAB | 5:00-6:30pm |
| 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 your client to let them know that teams have been selected and arrange first client meeting. Contact Saleha Awal (sa3359@columbia.edu) to book a room.](mailto:sa3359@columbia.edu) |
| December 8th | International Travel Meeting | Room 1501 IAB | 1-2pm |
| For all students traveling international for the workshop |
| J**anuary 17th** | **First day of classes** |
| Week of January 17th | Client meets/conferences with Capstone team if they have not already met with team in early December |
| (or date that is convenient for the client) |
| **January 19th** | **Client Engagement Strategies |Room 1501 IAB |1:00-3:00pm** |
| January 26th | International Travel Coordinator Meeting | Room 1512 IAB | 1:00-2:00pm |
| Before week of January 23rd | [Suggested: Complete Project Teambuilding Form and develop team Code of Conduct (available at http://sipacapstone.wikischolars.columbia.edu/Forms+%26+Handbooks)](https://sipacapstone.wikischolars.columbia.edu/Forms+%26+Handbooks) |
| January 30th | [Faculty must select a SIPA Liaison and notify Capstone Program Coordinator, Saleha Awal (sa3359@columbia.edu)](mailto:sa3359@columbia.edu) |
| Week of January 30th | [Suggested: Complete Project Control Plan (available at http://sipacapstone.wikischolars.columbia.edu/Forms+%26+Handbooks)](https://sipacapstone.wikischolars.columbia.edu/Forms+%26+Handbooks) |
| February 1st | Orientation for SIPA Liaison | Room 1512 IAB | 1:00-2:00pm |
| February 6th | Interviewing Skills Session | |Room 1501 IAB |1:00-3:00pm |
| February 9th | Deadline to confirm availability for your team’s midterm presentation timeslot |
|  |  |
| **February 27th (by 9:00am)** | **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 2nd & 3rd** | **SIPA Capstone Midterm Presentations | 15th Floor, IAB | 9:00am-5:00pm** |
|  |
| *Specific schedule will be sent out in early February* |
| Week of March 6th | Students complete first Peer Assessment Form |
| March 6th | Deadline for first batch of TBERS for International Travelers |
| Week of March 6th | Midterm briefing to client on project’s progress |
| (or date that is convenient for the client) |
| March 13th-17th | Spring Break—teams that are travelling internationally will travel during this week—no classes for all other workshops |
| Week of April 10th | Written draft report or initial findings submitted to client |
| (or date that is convenient for the client) |
| April 19th | Deadline to submit prospectus for consideration to present at SIPA Capstone Closing Reception |
| April 24th | Deadline to submit last batch of TBERS for International Travelers |
| Week of April 24th | Client briefing of Project findings |
| (or date that is convenient for the client) |
| Before May 1st: | Final Report and briefing due to client |
| Week of May 1st: | Students complete final Peer Assessment Form |
| Early May | SIPA Capstone Closing Reception | 15th floor, IAB | 4:00pm-5:30pm |
| May 2nd- May 4th | Study Days |
| May 11th | Final deliverables and a 250-word abstract are due to SIPA. |
| All Travel/Business expense reimbursement forms are due to SIPA (for domestic expenses) |
| Week of May 13th | Client returns Client Feedback Form |
| May 17th | University Commencement |
| May 18th | SIPA Graduation |
| June 30th | Preferred date for Capstone Clients to request to continue for the following year |