VIETNAM STUDIES CAPSTONE GUIDELINES

(Last Updated Fall 2024)

Table of Contents

1. General Information

The culmination of the student's curriculum, a Capstone is an individual project that demonstrates the principal learning outcomes and competencies of that curriculum in a meaningful and coherent way. The Capstone may also draw from relevant extra-curricular activities and practical experience to support the research and realization of the project. The Capstone should demonstrate competency in a primary disciplinary specialization (optionally supported by secondary and tertiary disciplinary areas).

For projects other than those outlined in this handbook, please consult with your prospective advisor(s) early in your junior year to determine the suitability and feasibility of your proposed project.

Learning Outcomes

Students who complete the Capstone will be able to:

1. Analyze historical, cultural, social and contemporary issues in Vietnam with a critical interdisciplinary approach.
2. Demonstrate a strong mastery of research and analytical skills using primary and secondary sources, including archival material, oral histories and fieldwork data
3. Demonstrate the ability to use theoretical frameworks to analyze cultural, social, or historical challenges, such as identity formation, colonial legacies, or contemporary social change in Vietnam.
4. Demonstrate the ability to produce well-structured and cohesive written work—including research papers, policy briefs, or multimedia projects—that effectively conveys findings while showcasing advanced research and writing skills to meet the expectations of prospective graduate programs and employers.
5. Develop original and innovative projects, such as digital humanities tools, educational resources, or policy recommendations, that address complex cultural and societal concerns.

Mapping to Program Learning Outcomes

	PLO1	PLO2	PLO3	PLO4	PLO5
CLO1	X	-	X	-	-
CLO2	-	X	X	-	-
CLO3	-	-	X	-	-
CLO4	-	-	-	X	X
CLO5	-	-	-	-	X

The Capstone should demonstrate original critical and creative thinking, and we encourage primary research. However, it **should not** require extensive fieldwork. You should think very carefully about an appropriate scope of research and production for your proposed Capstone. It is important for you to consult early on with your prospective advisor about this. Applications which do not demonstrate awareness of the scope and the practicalities needed to realize the Capstone may not be approved.

Keep in mind that projects for which there is no current faculty expertise may not be approved. The 2024-2025 full-time faculty in Vietnam Studies hold expertise in the following fields: pre-modern and modern Vietnamese literature and history, conceptual history, translation and adaptation studies, gender studies, contemporary politics and economics, international relations, Vietnamese philosophy and spirituality, Vietnamese literature, Vietnamese migration and ethnic minorities studies.

1.1. Eligibility Criteria

To be eligible to apply for the Capstone in Vietnam Studies, you must meet the following criteria:

- Major GPA: 3.2
- All 100-level major requirements must be complete by the beginning of Capstone I
- No outstanding Incompletes at the time of application.

Capstone applicants will be assessed by the major faculty based on the eligibility criteria and the quality of the proposal.

NOTE: Successful Capstone applicants must maintain a 3.2 GPA throughout their senior year to be able to earn an Honors for the Capstone. Failure to maintain the required GPA will result in the Capstone being capped at Pass.

1.2. Allocation of advisor process

Successful applicants will be matched to their first choice of primary and secondary advisor where possible. If the student's first or second preference cannot be accommodated due to the necessity of maintaining a fair distribution of faculty workload, the major Capstone coordinator will consult with the student to determine an appropriate solution.

1.3. Advising process

The primary advisor is your first point of contact and should hold expertise relevant to your project, for example, in terms of being a specialist in the project's disciplinary field. The primary advisor may also be your academic advisor in the major. They will be the primary reviewer of your work in progress and, as such, will be the person with whom you meet most frequently.

The secondary advisor can offer you additional feedback where necessary and may represent a disciplinary field outside of Vietnam Studies (if your project is interdisciplinary). In some cases where the primary advisor is unable to continue, the secondary advisor will assume their role.

You should plan to meet with your primary advisor at least once a month, if not more often. It is your responsibility to initiate the meetings and to maintain consistent communication with your advisors. As part of the Capstone requirements, you are responsible for staying organized and regularly submitting your work-

in-progress to your primary advisor. Failing to meet these expectations may result in your final submission being capped at a "Pass" grade.

REMEMBER:

- ✓ *Respect your advisor's working hours*
- ✓ *Correspond professionally and courteously*
- ✓ *Use Fulbright email, no social media platforms*
- ✓ *Be prepared at meetings (with materials, questions) to use your time efficiently*
- ✓ *Take initiative for setting up the meetings (and showing up!)*
- ✓ *Expect meetings to be about one hour*

OTHER EXPECTATIONS:

- ➢ You cannot change your topic without consulting your advisors and getting their approval
- ➢ We expect you to demonstrate a steady work ethic, self-organization, and management of your Capstone workload with your other coursework
- ➢ You need to communicate challenges and questions
- ➢ Try to keep up with your timeline
- ➢ Manage your expectations in terms of what you can accomplish
- ➢ Provide at the end of Capstone I the detailed timeline of your Capstone II. The timeline should clearly outline target deadlines for each phase of the process to ensure everything is completed on time.

1.4. Capstone I

In Capstone I, you will actively conduct research and refine your project proposal and plan. You will focus on gathering and organizing your information or other materials needed to realize your project. In some cases, students may begin the very initial stages of production (subject to your advisors' approval).

Capstone I will be assessed by a combination of your active participation in the advising processes and end-of-term submission. The end-of-term submission will demonstrate successful progress towards the final Capstone submission, and satisfactory completion.

Capstone I expectations:

At the beginning of the semester:

- Meet with your advisor as early as possible and set a regular meeting schedule and expectations for submissions with timeline.

End-of-term submission (very likely a combination of some of the following):

- A literature review or annotated bibliography of at least five pages (2,000 words)
- An introduction
- Or other materials/documents to be decided on in consultation with your advisors (e.g. questionnaires)

1.5. Capstone II

In Capstone II, you will focus more on production, whether it be writing your thesis or realizing a creative project. You might continue to do some research or information gathering, but this should taper off early in the semester so that you can focus on producing and editing your final submission.

In Capstone II, you will also be required to formally present your work, likely in a Capstone symposium.

Capstone II expectations:

Midterm submission(s):

- Drafts of chapters
- An entire rough draft

End-of-term submission:

- A revised and professionally presented written thesis or creative work
- Present your work formally, likely in a Capstone symposium

1.6. IRB Approval

If your project requires working with human subjects through processes that include, but are not limited to, in-person or online interviews, direct or indirect observations, opinion surveys, etc., you will be responsible for obtaining approval from Fulbright University Vietnam's Institutional Review Board (IRB). The IRB approval process involves taking an online module to learn about IRB procedures, as well as submitting an application detailing your research design and plan for data protection.

Students must obtain IRB approval **before** the period of their Fulbright-affiliated research. Failure to do so would result in delays to the project and/or its suspension. For this research, students are advised to begin their IRB application as soon as their Capstone application is accepted, or during Capstone I (preferably week 7) at the latest. In any case, students should have their questionnaire ready and approved at the end of Capstone I.

More information on the IRB approval process can be found at https://fulbright.edu.vn/irb/

1.7. Academic Integrity

The Capstone is subject to the regulations described in Fulbright University Vietnam's Code of Academic Integrity, including updates on usage of generative AI. Creative projects involving generative AI will require full documentation of its usage.

Creative projects that incorporate generative AI must include comprehensive documentation covering every aspect of AI usage. This documentation should include:

- **Objective and Scope:** Clearly define the reasons for utilizing generative AI and the specific elements of the project it contributes to.
- **Tools and Platforms:** Specify the AI tools, models, or platforms employed.
- **Process and Methodology:** Outline how AI will be incorporated, detailing which aspects of the project will be generated, improved, or altered with the use of AI.

- **Ethical and Copyright Issues:** Address the ethical and copyright concerns associated with using generative AI and how these will be addressed throughout the project.

This comprehensive documentation promotes transparency, offers insight into AI's role in the creative process, and highlights the originality and human contributions to the project.

1.8. Grading process

All Capstones are graded by the primary and secondary advisor, using what is known as a double-marking process.

1.9. Group projects

Group project proposals will be considered on a case-by-case basis. If the group project application is accepted, the primary and secondary advisors will decide on the method of assessment (as appropriate to the nature of the project) and ensure that the evaluation criteria are made clear to the group project members.

1.10 Dissemination

Each capstone project should incorporate a dissemination plan that specifies potential venues for sharing the work. Students may present their projects on campus at specific events, or other campus exhibitions. However, they are also encouraged to design their work for broader sharing opportunities, including professional settings, research conferences, single-authored academic papers or public exhibitions beyond campus.

2. Capstone by Thesis Guidelines

2.1. Word Count Regulations

The final submission should be 10,000-15,000 words, **including** endnotes or footnotes, **but not including** full bibliography and images with captions.

The bibliography must include a minimum of 25 primary and secondary sources that are referenced in the development of the thesis or capstone project.

Submissions that fall short of or exceed the allowed word count range will not be accepted. If the length requirements are not met, a justification should be provided.

2.2. Style and Formatting

Fonts:

- Times New Roman, Garamond, or Calibri preferred
- 12-point font
- Chapter headings and subheadings may be 14-point

Margins:

- Use one-inch margins on all sides
- Place page numbers in the lower right-hand corner within these margins

Line spacing:

- The text must be double-spaced. Footnotes/endnotes, image captions, should be single-spaced, in 10.5-point
- Quotes longer than three lines are indented, single spaced, in the same font and size as the body.
- The title page and preliminary pages are treated in special format; see below

Sequence of Thesis Materials:

Preliminary pages, in the following order:

A. Title Page. The title page should include the title of the thesis, your name, the date of submission, and your advisor's name. Include this statement on the lower third of the page:

<div align="center">

Submitted in Partial Fulfillment
Of the Requirements for the Degree of Bachelor of Arts
Vietnam Studies, Fulbright University Vietnam

</div>

B. Acknowledgment(s) page (Optional, double-spaced)
C. Table of Contents. A consecutive listing of chapters or major headings with page numbers; also include the page number for the additional sections (illustrations, the appendix (if included), and the bibliography (double space between these elements)
D. List of Tables (as necessary), with titles and page references
E. List of Illustrations, with titles and page references
F. Main Text

NOTE: *The preliminary pages should be paginated using small Roman numerals (i, ii, iii, iv, v, and so on). These may be placed at the bottom of the page. The title page counts as page i, but do not print a page number on this page. Begin the pagination with the next page (acknowledgments page, if you have one, or the table of contents).*

Text

References in the Text: Choose ONE reference style and stay consistent. If you anticipate using many in-text citations, you may opt for Modern Language Association Style. You may also opt for footnotes with the Chicago Manual of Style – Notes and Bibliography Style. Discuss with your advisor which is more appropriate for your project and final thesis.

Pagination: Use Arabic numerals for these pages, starting with page 1 as the first page of the text.

NOTE: *All pages through the text, and including the end material (appendices, illustrations, and bibliography), should be numbered consecutively in Arabic numerals.*

Appendices

Optional [If you think you have material you want to include here, please discuss that idea with your advisor.]

Bibliography

Your bibliography must be constistent and well-formatted. It should follow the same formatting style as you choose for your in-text citations. The bibliography must include a minimum of 25 primary and secondary sources that are referenced in the development of the thesis or capstone project.

2.3. Formal Presentation Requirement

While this presentation is not assessed as part of the final submission, in order for your final submission to be evaluated at the end of Capstone II you must present your work as a formal 15-minute presentation at the Capstone Symposium. You are expected to attend the entire symposium and to engage with the presentations of your classmates.

2.4. Evaluation Criteria: Capstone by Thesis

5=Strongly Agree   4=Agree   3=Neutral   2=Disagree   1=Strongly Disagree   NA=Not applicable

Vietnam Studies Capstone Evaluation Rubric		
Student name and Project title:		
Primary Advisor:		Secondary Advisor:
Evaluation Component	**Comments from Primary Advisor**	**Comments from Secondary Advisor (if any)**
1. **Area Studies expertise**	Overall comments (Component 1):	Overall comments (Component 1):
1a. <u>Local knowledge</u>: The project reflects awareness that historical and cultural heritage, as well as regional and global contexts, are all essential to understanding Vietnam. (MLO 1)		
1b. <u>Evidence-based argumentation</u>: The student leverages language skills to draw relevant evidence from appropriate primary and secondary sources to support their arguments. (MLOs 2, 3)		
<u>Component 1 score:</u>	**/5**	
2. **Originality**	Overall comments (Component 2):	Overall comments (Component 2):

2a. <u>Intervention</u>: The project acknowledges existing work on a topic and articulates a novel contribution to knowledge of that topic. (MLOs 3, 5)		
2b. <u>Use of Sources</u>: The project utilizes under-utilized sources or uses familiar sources in new ways to make an original contribution to knowledge about Vietnam. (MLOs 5, 6)		
<u>Component 2 score:</u>	/5	
3. **Communication**	Overall comments (Component 3):	Overall comments (Component 3):
3a. <u>Structure</u>: The project is structured in a logical way that is conducive to communicating and supporting its key arguments. (MLO 4)		
3b. <u>Rhetoric</u>: Ideas are communicated effectively on the paragraph and sentence levels. (MLO 4)		
3c. <u>Formatting</u>: The submission is appropriately formatted, including the cover sheet, table of contents, sections, citations, and bibliography.		
<u>Component 3 score:</u>	/5	
Cumulative Score: (sum of component scores)	/15	
Score Interpretation Key	**0-9.9 = No Pass | 9-12.9 = Pass | 13-15 = Pass with Honors**	

APPENDIX I: Vietnam Studies Student Learning Outcomes

1- **UNDERSTAND** the historical, cultural heritage, and regional/global contexts essential to studying Vietnam;

2- **ACQUIRE** foundational proficiency in languages essential to Vietnam Studies, such as classical/standard Chinese, Nôm script, and French;

3- **ANALYZE** critically texts and media by local and international scholars, writers, and cultural producers;

4- **COMMUNICATE** and **COLLABORATE** competently in intercultural contexts;

5- **DESIGN** and **PRODUCE** independent research by applying interdisciplinary skills to address contemporary Vietnamese issues and foster active citizenship.