**Graduate Certificate in Critical Translation Studies**

## **Checklist for Capstone Project**

Students pursuing the Graduate Certificate in Critical Translation Studies must design and complete their capstone project as a 3-credit independent study, either in the fall or winter term. You may register for COMPLIT 680 with the faculty member serving as Translation Studies Advisor, or you may propose an independent study with another faculty member who has agreed to supervise the project.

To do the capstone as Independent Study you will need to complete the following steps.

* At least one semester before you start your capstone project, meet with the faculty member serving as Translation Studies Advisor, to discuss your plans for a preliminary proposal.
* Ask a faculty member who has agreed to supervise the project to sign the **Preliminary Proposal for Capstone Project** form.
* Fill out the **Preliminary Proposal for Capstone Project** form and ask a faculty member who has agreed to supervise the project to sign the form. Submit your proposal to the Translation Studies Advisor and cc complit.student.services@umich.edu. The proposal will be forwarded to Critical Translation Studies Advisory Committee for approval and a signature from the Translation Studies Advisor.
* Send the signed form for **Preliminary Proposal for Capstone Project** to the translation studies advisor and cc complit.student.services@umich.edu and request a permission to enroll in the appropriate independent study section.
* At least one week before the semester begins, register for COMPLIT 680.
* During the first week of the semester, meet with the faculty member supervising your project to discuss a schedule for regular meetings and a timeline for completing the steps of the project.
* No later than the last day of the semester, when you have completed your capstone project and received final approval from the faculty member supervising the project, complete the form for **Summary of Capstone Project**. Please send this form to the Translation Studies Advisor and cc complit.student.services@umich.edu.
* If you have completed all other requirements for the grad certificate, apply to graduate from the certificate program through Rackham, and notify the Translation Advisor that you have applied.