STUDENT & PROFESSOR GUIDELINES

- The capstone paper is a research or analytical paper to be written in conjunction with an approved upper-level Jewish Studies course in the student’s declared track and 2 credits of SIS 494 with the instructor of the course.
- The final paper is to be a second and expanded draft of at least 20 pages in length (double-spaced, 12 pt. type, margins no greater than 1”), using citations, and submitted with a bibliography (which does not count toward the 20 page total).
- The paper is to analyze or evaluate a problem, issue or question, set it into a context of existing literature on the subject, and provide evidence to support the points made. (It is not to be a descriptive summary of a subject or book, a book review or critique, or a translation without analysis.) It may be based either on primary or secondary sources. Quotations, evidence, and other people’s ideas are to be acknowledged in footnotes or endnotes. Excessive reliance on encyclopedias, popular accounts, textbook or websites—except for specific purposes approved by the instructor supervising the paper—should be avoided.
- A grade of at least a 2.7 on the paper is required for graduation.

PROCEDURE FOR SPONSORING A JEWISH STUDIES CAPSTONE PAPER

- The student is responsible for arranging with a Jewish Studies professor to submit a paper in an approved course. The paper can be based on a paper required for the course, but it must be an expanded draft that meets the Jewish Studies Capstone paper requirements noted above.
- The student is responsible for completing and obtaining the sponsoring professor’s signature in Part One of this Agreement. S/he must submit this form to the JSIS Office of Students Services by the end of the first week of the quarter in which the paper will be completed, in order to register for 2 credits of SIS 494 with the same professor. The Independent Research form must also be submitted to register for SIS 494.
- This Agreement form will be kept on file in JSIS Student Services. At the end of the quarter, the student will pick up and attach the agreement form to his/her paper to give to the sponsoring professor.
- Upon satisfactory completion of the paper, Part Two of this form must be signed by the professor and returned, to the Jackson School Office of Student Services, Thomson 111, Box 353650.

PART ONE: To be completed and submitted to the Office of Student Services by the end of the first week of the quarter in which the paper is to be written.

Student Name: ________________________ Student #: _____________ Email:_________________
Faculty Member: ____________________________ Course #: __________ Quarter/Year _____________
Paper topic:___________________________________________________________________________
Faculty Signature:  ________________________________________ Date:  ______________

Sign here before paper is written to signify agreement that student will write a capstone paper in your course.

PART TWO: To be completed by faculty member after grading final draft of the paper, revised per the instructor’s critique. When the paper meets the Jewish Studies Capstone Paper requirements, note the grade below, sign the form and return it to: Jackson School Office of Student Services, Thomson 111, Box 353650. (This same grade should be reported by the instructor on the grade sheet for the SIS 494. If this paper is completed after the end of the quarter, a separate change of grade form may be filed by the instructor for the SIS 494.)

Paper Title: ___________________________________________ Grade:  ______
Faculty Signature: ______________________________________ Date:  ______________