

# Technical Writing Certificate Program: Capstone Project

## Overview

The Technical Writing Capstone Project is the culminating project for the Technical Writing Certificate Program. Before enrolling, you must have completed all required coursework (87 hours) for your certificate. Concurrent enrollment in elective courses is allowed. The Capstone Project requires you to apply and synthesize the skills, knowledge, and techniques learned in your classes. In this self-managed course, you independently plan, draft, and revise a procedural manual about a self-selected, instructor-approved how-to topic with minimal direction from the instructor. Since the Capstone Project simulates the development of a real-life project, it also serves as a sample for your job portfolio. To complete the Capstone Project and receive the Technical Writing Certificate, you must successfully meet all project milestones in the time allotted.

## Objectives

The objectives of the Technical Writing Capstone Project are to:

- Plan, draft, and revise a procedural how-to manual for a specific audience
- Participate in peer reviews
- Publish and submit a final draft to instructor for evaluation
- Follow a project plan and meet scheduled deadlines

## Format and Schedule

The Technical Writing Capstone Project is completed entirely **online** and there are **no** in-person class sessions.

To successfully complete the Capstone and receive the Technical Writing Certificate, you must:

- Submit all required deliverables, including topic descriptions, plan, outline, first draft, second draft, and final version
- Submit all assignments on time
- Receive a score of 80 percent on your project
- Participate in peer reviews and discussions

The course mentor's evaluation and comments will indicate the area(s) where the project did or did not meet expectations. If you receive a "fail" score below 80 percent,

you will have to re- enroll in and pay for the Capstone again if you want to earn the Technical Writing Certificate.

If requirements are not met, you must pay the full course fee to repeat the course and then successfully meet the course requirements to receive a certificate of completion.

## Assignments

This online course has six instructional modules. Each module has a project deliverable, a discussion, and peer reviews. The assignment in the last module is the final project graded against a rubric..

- Module 1 Assignment: Select a topic
- Module 2 Assignment: Draft a project plan
- Module 3 Assignment: Prepare a project outline
- Module 4 Assignment: Complete a first draft
- Module 5 Assignment: Complete a second draft
- Module 6 Assignment: Complete the Capstone project

## Project Plan Phase

The Capstone project is organized into several phases. You must complete each phase before going on to the next.

### Project Plan Phase: Topic selection

In this phase, you submit three-to-five how-to topics from which you will select your project topic. Your course mentor reviews the topics and must approve the final choice. In addition, you and the other students have the chance to provide feedback to each other to help narrow down your selection.

### Project Plan Phase: Draft plan

After deciding on a topic, you select an audience and begin planning your project. You submit a brief project plan and identify the audience for your project. You submit your plan for approval by the course mentor and for peer review.

### Project Plan Phase: Develop an outline

To complete the planning process, you develop an outline for your project and submit it to the course mentor with any clarification questions. The mentor's review allows you to validate the organization of your document before drafting your manual.

## Project Draft Phase: Draft One

Once you receive feedback from the course mentor and your peers, you revise your outline as needed and begin writing your first draft. You submit the first draft to the course mentor with any clarification questions. The mentor's review allows you to validate your initial approach before completing a second draft of your manual.

## Project Draft Phase: Draft Two

Once you receive feedback from the course mentor and your peers, you begin writing your second draft. For the peer review, you and the other students critique the completed second drafts against the Capstone evaluation criteria. After completing this assignment, you should have the feedback required to revise and finalize your how-to manual.

## Project Revision and Evaluation Phase

In this phase, you continue to work independently to revise and finalize your manual. You submit your final draft to the course mentor for review and assessment. The course mentor scores your document against the Capstone evaluation criteria. A successful score of 80 percent or higher indicates completion of the Capstone project and the award of the Technical Writing Certificate.

## Important Considerations Regarding the Technical Writing Capstone Project

The Technical Writing Certificate Capstone is different from other classes in the Technical Writing Certificate Program. You should be aware of the following considerations:

**Prerequisites:** To register for the Capstone, you must have successfully completed all required coursework in the certificate program. Concurrent enrollment in electives is allowed. You are expected to have a firm foundation of knowledge from the required and elective classes, which are considered to have given you the basic skills and knowledge for this culminating project. The course mentor will assume your readiness and will NOT use class time to teach or discuss prerequisites.

**Self-managed learning:** The Capstone requires you to work independently and manage your time over the course of the project to meet the required milestones. The Canvas Calendar, course activities, and the online course materials are designed to help you successfully meet each milestone.

Communication with the course mentor: You have the opportunity to communicate questions and concerns with the course mentor when you submit assignments and through peer reviews and discussions. You conduct all communications within Canvas, the online course software. You should expect directional answers rather than solutions.

Milestone checkpoints: You are expected to submit your assignments for review on the required due dates. The course mentor will then provide feedback and answer your questions. These checkpoints are designed to help you remain on track through the stages of project development.

Course failure: The Capstone is pass/fail. Failure to meet on-time delivery for a milestone checkpoint will result in an automatic fail for the course. No “incomplete” scores are given. Students who meet all deadlines yet fail to achieve a passing score of 80 percent on the final project also fail the course. In either case, if requirements are not met, participants must repay the full course fee to repeat the course and receive a Technical Writing Certificate.

## Accommodation

The Disability Resource Center (DRC) at Bellevue College provides accommodation services to students with documented disabilities. For information about DRC and its services, visit its website at <http://bellevuecollege.edu/drc>, call (425) 564-2498, or go to B132 at the Bellevue College Main (South) Campus.