Capstone Paper Oral Defense Checklist

EIGHT MONTHS PRIOR TO ORAL DEFENSE
You must:
- Develop a proposal for your capstone paper.
- Meet with your capstone committee members as a group to discuss the plan for your project and your paper.
- Negotiate a timeline for the development and completion of your paper that includes providing opportunities to share drafts and obtain feedback from capstone committee members.

THREE MONTHS PRIOR TO ORAL DEFENSE
You must:
- Set the date and time for the oral defense. Reserve at least 1.5 hours.
- Plan the oral defense date to be one month prior to your graduation deadline.
- Communicate! Communicate! Communicate! Communicate! ---- about your progress, about difficulties, about changes in plans, or any other important information.
- Ask your capstone committee for feedback about your paper and your process.

SIX WEEKS PRIOR TO ORAL DEFENSE
You must:
- Provide a draft of the capstone paper to all of your committee members.
- Collect and incorporate feedback from committee members to finalize paper.
- Reserve room for the oral defense.

THREE WEEKS PRIOR TO ORAL DEFENSE
You must:
- Send FINAL capstone paper to capstone committee members (The paper is in its final form and you received feedback from EVERY capstone committee member and have incorporated their comments and suggestions into your FINAL paper).
- Include a list of revisions you made based on feedback from your committee members.
- Capstone committee members will communicate with Capstone Chair as to whether they feel that the paper is ready to be discussed at the scheduled oral defense. If committee members feel more work is needed on the paper, the oral defense may be delayed/postponed. Capstone Chair will communicate this to the student.

THE ORAL DEFENSE
You must:
- Attend oral defense with all capstone committee members.
- Provide brief (10 minute) summary/presentation on your project/paper.
- Discuss the paper and answer committee members’ questions.
- Have all capstone committee members sign Capstone Completion Form.

AFTER THE ORAL DEFENSE
You must:
- Provide the signed Capstone Completion Form and an electronic copy of the final paper to the MPH Program Office.

Note: This checklist/timeline is intended to be the default for all students; however if there is a need for a shorter timeline due to extenuating circumstances, it must be negotiated with all capstone committee members and the MPH Program.