1. The student must find and contact a research supervisor who will agree to supervise the capstone experience. The research supervisor must be a JHU faculty member. You can find a list of faculty who have agreed to supervise students on capstone projects [here](#).

2. The student must complete a Proposal Request for the Capstone Experience in Data Science describing the project goals and submit it to their academic advisor for approval/signature.

3. The proposal should be written as follows:
   a. Title of proposed project.
   b. Project description, with enough details for evaluation (e.g., 200 words).
   c. Completion timeline.
   d. Name(s) and signature(s) of faculty supervisor(s).

4. Once the proposal has been reviewed and signed by the advisor, student will upload the form [here](#). Academic staff will receive notification of the file upload and begin the committee review.

5. Upon approval, the student will be permitted register to “EN.553.806.01: Capstone Experience in Data Science. Registration will need to be approved by the academic staff before confirmation of registration is received. If the deadline has passed for registration, the student must follow the instructions for a late add as indicated on the [Registrar’s website](#).

6. At the completion of the project, the supervisor will provide a grade to the academic staff contact and the grade will be uploaded to SIS.

7. As part of the experience, the student must write a paper or research report that must be approved by the research supervisor. The final paper should be 6-12 pages in latex full page format (1 inch margins, times, 12pt) or ms-word equivalent.

8. The written paper will be summarized in a poster presented in a poster session organized at the end of each semester.