

Roles and Responsibilities for PREV Masters Capstone Projects

Faculty Advisor Support:

- **Meet with your advisee in-person at least once each term (F/W/S).** The student will contact the faculty advisor to schedule these meetings. Capstone (PREV 607) instructor will track whether students have contacted respective advisors and scheduled meetings each term.
- **Provide access to data set and relevant documentation by the end of Fall term.** If the student is using their advisor's data set, the advisor provides background information (codebook, measures, previously published articles etc.). Advisors may also refer the student to a data manager/other project staff for this information. If the student is using a different faculty member's data (not the advisor's data), then faculty member should cc the student's faculty advisor when providing access to the data and relevant documentation. In such cases, faculty advisor will provide supports listed in this section.
- **Provide advising support on Capstone project.** This includes providing feedback on research questions, analytic plan, assisting with interpretation of findings, and reviewing grad forum or conference presentations (if any) from Capstone findings. Advisors are NOT expected to assist with data analyses.
- **Provide academic and career advising.** This includes assisting with course registration advising (when possible), career planning, and other professional development support (e.g., reference letters).

Capstone Seminar (PREV 607) Support:

- **Discuss and finalize faculty advisor matches.** Typically, students will be using the data set of their faculty advisor, but sometimes they can use another faculty member's data set who is not their assigned advisor.
- **Feedback and guidance to support progress on Capstone project.** Instructor feedback and peer feedback on research questions, variables, analytic plan, writing, Capstone paper, and grad forum posters and presentations.
- **Review basic analytic skills** - Pearson's correlation, Student's t-test, ANOVA, and chi-square.
- **Provide general professional/scholarly writing information.**

Student Responsibilities:

- **Schedule in-person meeting with faculty advisor each term.** Students initiate this meeting in Fall term by emailing faculty advisor and introducing themselves. During the first meeting, discuss the data set, potential research questions, and mentoring style.
- **Get access to the data set by the end of Fall term.**
- **Send regular updates and materials to faculty advisor for feedback.** Faculty advisors are expected to provide feedback on advisee's research questions, analytic plan, interpretation of findings, and Capstone presentation.
- **Complete requirements of Capstone seminar.** This includes getting access to a data set, reviewing measures, generating research question and hypotheses, analyzing the data, writing up results and final paper, presenting Capstone project in class or at the Graduate Research Forum.
- **Sign up for research credits with faculty advisor.** Students should sign up for research credits (PREV 601) with their faculty advisor as listed in their program plans.