To use this form please "make a copy" or "download" function in the file menu. If you make a copy in google docs, you may share it with your faculty member(s) and the student services staff.

MAJOR IN TRANSLATION & MINOR IN TRANSLATION STUDIES
Checklist for Capstone Project

Students pursuing the undergraduate Major in Translation or Minor in Translation Studies receive credit for the capstone project by completion of COMPLIT 497.

For COMPLIT 497, you will need to complete the following steps:

- ☐ At least one semester before you start your capstone project, meet with the faculty member serving as DUS (Director of Undergraduate Studies), to discuss your plans for a preliminary proposal.
    - After this meeting, student services will issue you permission to register for COMPLIT 497. You must do so before the first day of classes.
- ☐ During the first week of classes, meet with the instructor of 497 to discuss your capstone project. The instructor will reach out to you to set up this meeting. Be prepared to answer the following questions:
    - Explain your translation project. Will you translate a literary text, or other kinds of documents? Will you do an internship? Will you engage in a community translation project? Will you pursue research on histories and theories of translation? Are you proposing an interdisciplinary project, across media or disciplines? Are you preparing a performance or presenting a creative project?
    - Describe the skills you will need to work on this project. (What is your background in the languages or media you will use for your project? Will you draw on experience during study abroad, or work experience? Do you need to develop any new skills?)
    - Articulate your goals. (What do you hope to learn from this project? How will you document your work for the project? What kind of feedback will you need from your instructor? How will you incorporate critical reflection into your project?)
    - Clarify your timeline. (What are the steps for working on this project, how long will each step will take, what is your tentative timeline for each step, when is the final deadline for completing the project?):
- ☐ Fill out the form for your **Preliminary Proposal for Capstone Project** by the end of the first week of classes, for approval from your instructor and the DUS.
- ☐ No later than week 6 of the semester, complete the form for **Progress Report for Capstone Project**, for approval by your instructor.
- ☐ No later than the last day of the semester, when you have completed your capstone project and received final approval from the instructor of 497, complete the form for **Summary of Capstone Project**.

If you are unable to complete 497 within your schedule, please reach out to the department (complit.student.services@umich.edu) to discuss completing your capstone project as an independent study within COMPLIT 498, which will require you to find a faculty advisor with

To use this form please "make a copy" or "download" function in the file menu. If you make a copy in google docs, you may share it with your faculty member(s) and the student services staff.

MAJOR IN TRANSLATION & MINOR IN TRANSLATION STUDIES
Checklist for Capstone Project

relevant specialization who is available and agrees to supervise your project prior to the semester of 498.