MANUAL FOR BS CAPSTONE PROJECT

Course Code 9186

Department of Gender & Women Studies
Allama Iqbal Open University
Islamabad

1. INTRODUCTION

The capstone project is mandatory for the completion of the degree; it is 3 credit hours. A capstone project is work done by students involving an intellectual endeavor and demonstration of their academic knowledge in a mini research report. It is supervised and graded by a faculty member. It cannot be substantiated by opting for another course. The capstone project enables the students to understand how the theoretical knowledge related to the gender studies discipline can be applied to practical, real-life-based situations in the form of a research project report. For the data collection, students are encouraged to select the same organization where they completed their internship. The organization selected should be either from the public sector or a non-governmental organization.

After completion of the mandatory coursework, the students are required to submit a capstone project research report to the Department of Gender & Women Studies in the final semester. In case the report is not up to the prescribed standards and format, the students would be asked to improve it as per the comments of the faculty member and resubmit.

1.1 CAPSTONE PROJECT

Students will gain a foundational understanding of a subject or instrument and learn new concepts from industry experts through their capstone project. Above all, students will be able to identify latent human needs by looking past apparent trends in quantitative and qualitative data to comprehend underlying drivers and motivations. They will also develop job-relevant skills through practical projects. Finally, students will be able to analyze the production of quantitative data, spot gender-related data gaps, and apply analytics to find intersectional gender-based insights. The capstone project is offered in the 8th semester and is comprised of three credit hours. It comprised 6 weeks of activity during which students applied their theoretical knowledge of gender studies analysis into practice by completing a research project. At the end, the student will write a 6000- to 8000-word document and present their topic in the form of an oral presentation in front of the faculty. The capstone project has certain specific objectives.

- ➢ The capstone project will assist students in investigating methods for identifying and rephrasing problem statements in order to understand conventional approaches to an issue.
- ➢ To comprehend the ethical and legal frameworks for gathering, preserving, evaluating, and sharing data to lessen the vulnerabilities of those who are marginalized.
- ➢ To analyze the production of quantitative data, spot gender-related data gaps, and apply analytics to find intersectional gender-based insights.

➢ The capstone project will teach students how to evaluate and use qualitative and quantitative information on stakeholders' and beneficiaries' demands.

➢ It will assist students in working with stakeholders to use ethnographic and community-based research approaches to obtain a thorough understanding of unmet needs.

1.2 SELECTION OF AN ORGANIZATION FOR THE CAPSTONE PROJECT

A student is advised to select an organization for the capstone project for the mini research report, where primary/secondary data for the research topic can be selected from the organizations with which they are familiar and have already completed internships in the previous semester. A student can focus his/her study in the field related to addressing gender-based analysis for the completion of a capstone project. The following institutions can be consulted, for instance: educational institutions, law, health, media, financial, religious & political institutions, and community-based organizations, INGOs & local NGOs. Students can also reach out to the ministries of social welfare & human rights and other women's departments at the provincial & federal levels.

1. Educational institutions, i.e., schools, colleges, universities, skills training centers, for instance, TEVTA, etc.
2. Health institutions such as basic health units, district health units, hospitals, etc.
3. Media channels, i.e., radio, print, & TV channels etc.
4. Financial institutions like Banks etc.
5. Legal institutions, law firms, etc.
6. Law enforcement agencies, i.e., police, etc.
7. Women's research resource centers/advocacy-based organizations.
8. Policy Think Tanks
9. Political Institutions
10. Union Councils etc.
11. Religious Institutions Mosques, religious seminaries etc.
12. Entrepreneurship-based organizations
13. Private firms
14. Call centers, etc.
15. Hospitality industry
16. Embassies

*Note:

This list is not inclusive at all; it is compiled to give students a rough idea of where they can gather data for the capstone project. Students are advised to select the same

organization for the capstone project where they completed their internship because it will be easier for them to build rapport and to get an insightful analysis in the form of a mini professional research report.

2 WORK PLAN

The department will provide students with a general list of work to be done in the course of twelve weeks of the **capstone project.** Students should bear in mind that the previously done internship will provide a baseline for the capstone project. It is advised that students smartly select an organization for their internship so that they can easily complete their capstone project.

2.1 PROJECT WORK PLAN (Suggested Timeline)

Time	Activities
Weeks 1–2	Topic selection, supervisor approval, literature review
Weeks 3–4	Research design, data collection tools, and proposal writing
Weeks 5–6	Data collection (survey/interview/secondary data)
Weeks 7–8	Data analysis, preparation of charts/tables
Weeks 9–10	Drafting chapters and submitting for supervisor feedback
Weeks 11–12	Final editing, proofreading, and submission

2.2 GUIDELINES FOR WRITING THE CAPSTONE PROJECT REPORT

- Page: A4 size
- Font: Times New Roman
- Spacing: 1.5 line spacing
- Margins: 3 cm on all sides
- Justification: Fully justified
- Paragraphs: Use blank lines between paragraphs and sections
- Headings: Use hierarchical heading formatting (Heading 1, 2, etc.)
- Word Count: 6,000 to 8,000 words (excluding annexures)
- Page Numbers: Roman numerals (i, ii…) for preliminary pages, Arabic (1, 2…) from Chapter 1
- Spelling/Grammar: Use MS Word grammar/spell check

2.3 FORMAT OF CAPSTONE PROJECT REPORT

i. Title Page
ii. Supervisor's Certificate
iii. Acknowledgements
iv. Table of Contents

v.   List of Tables & Figures
vi.   Executive Summary
vii. Chapter 1: Introduction
viii. Chapter 2: Literature Review
ix.   Chapter 3: Research Methodology
x.   Chapter 4: Data Analysis & Findings
xi.   Chapter 5: Conclusions & Recommendations
xii. References (APA or Harvard style)
xiii. Annexures

2.4 CONTENTS OF THE REPORT (Minimum Requirements)

i.   Introduction (500–700 words): Problem background, objectives, scope
ii.   Literature Review (800–1000 words): Theoretical base, past studies
iii. Methodology (600–800 words): Research type, tools, sampling, data collection
iv.   Data Analysis (1500–2000 words): Quantitative/qualitative analysis, tables, interpretation
v.   Conclusion & Recommendations (600–800 words): Findings, suggestions, policy implications

2.5 GENERAL RULES REGARDING CAPSTONE PROJECT

1.   Every student enrolled in the capstone project must complete it within the allocated semester under the supervision of a faculty member.
2.   The responsibility to propose a suitable topic lies with the student. The department will approve or suggest changes to the topic.
3.   Upon topic approval, the department will assign a faculty supervisor who will guide the student throughout the project.
4.   An online orientation session (minimum 2 hours) will be arranged at the start of the semester to guide students about the objectives, structure, ethics, and report writing of the Capstone Project.
5.   Students must follow ethical standards and avoid plagiarism. Projects with over 20% similarity (Turnitin or equivalent) may be rejected or penalized.
6.   At the end of the semester, the final capstone project must be submitted in electronic format via LMS for grading.
7.   The Department will assign an Evaluator to assess each Capstone Project. The final grade will depend on:
8.   Quality of report
9.   Originality and depth of analysis
10. Relevance of recommendations

11. Adherence to structure and format
12. The passing marks for the Capstone Project are 50 out of 100. Failure to meet the minimum score will result in a re-enrolment requirement.
13. Evaluation may be conducted by the supervisor or tutors may be assigned for evaluation, not exceeding 50 students per evaluator.
14. The University holds no financial liability related to any field visits or data collection undertaken by the student.

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