The Term Plan is a tool to support the planning and tracking of doctoral capstone work. The plan is a flexible form and should be used in a way that works best for individual students and mentors. As always, the focus should be on the academic work toward the completion of the capstone.

Using the Weekly Term Plan

- Students and Mentors collaborate on the Term Plan Negotiation & Commitment
  - Set realistic, SMART goal(s) for the term—appropriate for the capstone stage
  - Specify weekly tasks toward term goal(s)—where appropriate
  - Establish a communication plan for the term (may include phone, Skype, Discussions, Groups, Journals, blogs, Bb Collaborate, etc.)
  [Note. Mentor indicates acceptance of term plan in the check box “Mentor/Chair accepts Plan” and then provides guidance and feedback, while also watching for progress throughout the term.]
- Students and Mentors collaborate on the Midterm Progress Check and note outcome on the Term Plan
- Students and Mentors collaborate on the Adequate Progress Final Review (Term Plan final submission indicating progress to date) and mentors assign the appropriate grade for the term

Assessing Term Goal(s) and Tasks Toward Goal(s)

Students and chairs/mentors should ensure that the Term Goal(s) (at the top of the form) is/are SMART:

- **Specific:** Set specific goals, which have a much greater chance of being accomplished than general goals.
- **Measurable:** Establish concrete criteria for measuring progress toward the attainment of each goal you set.
- **Attainable:** Ensure that you can map out a clear path to achieving your goal.
- **Realistic:** Write a goal that represents an objective toward which you are both willing and able to work.
- **Timely:** Ground your goal within a time frame (i.e., by the end of this term).

Students and chairs/mentors should ensure that the tasks toward term goal(s) (in the Term Plan form) are appropriate and indicate progress, for example:

- Submission of substantive drafts and/or other materials for review (primary task for progress)
- Activities that support capstone completion
- Completion of academic coursework and/or residency attendance
- Consistent communication with mentor/chair

**Note.** Sample completed forms are included in the Term Plan forms online.

Q. How can I modify the Term Plan form to include tracked changes and/or comments?

--Under the “Review” tab in Word, click “Restrict Editing” and then “Stop Protection.” Be sure to click “Yes, Start Enforcing Protection” when you have finished with the document to maintain the fill-in-form capabilities.