



League AI Fellows Capstone Project Case Study Submission Template

Choose Your Format

You may submit your case study in any of the following formats:

- **Written:** Microsoft Word document
- **Video:** e.g., narrated walkthrough, mini-documentary, recorded demonstration (max file size: 675 mb; accepted file type: MP4; up to 15 minutes)
- **Presentation:** slide deck with speaker notes or a recorded/narrated deck (max file size: 675 mb; accepted file type: PPT; up to 17 slides)

Instructions

- Use the following template, including section headings, to develop your case study.
- All submissions go through the League's editorial process. The author and League Managing Editor will partner to revise and refine submissions, as needed, before publication.
- Videos must include captions; presentations must use legible fonts, sufficient color contrast, and alt text for images.

Author Guidelines

- **Style:** American Psychological Association (APA), using the latest publication manual. All submissions that reference or use the work of others, regardless of format, must be accompanied by a reference list.
- **Person:** Use third-person point of view to help readers/viewers assess information from their own perspectives.
- **Audience:** The primary audience includes community college practitioners and scholars.
- **AI Disclosure:** See below.

Case Study Sections

The following information must be included in your case study. Please reference the written word guide, or equivalent for other formats, to ensure that your case study meets the League's submission requirements.

1. Project Overview

Required in writing for every submission, in every format.

- Case Study Title (up to 10 words)
- College
- Department/Program
- Project Lead(s): include name(s) and position title(s)
- Format: written, video, or presentation
- Timeline: start to end or ongoing
- Primary Goal (up to 50 words): Indicate what problem you were/are trying to solve. Be specific.

2. Context and Problem Definition

Guide: up to 150 words · approximately 1 minute of video · 1-2 slides

- Institutional Context: size, student demographics, modality (online, hybrid, etc.)
- Challenge or Pain Point: What wasn't working before? Include data, if possible (e.g., low completion rates, advising bottlenecks)
- Use of AI: Why did you choose an AI-based approach instead of a traditional solution?

3. Solution Description

Guide: up to 200 words · 1-2 minutes of video · 2-3 slides

- AI Tool(s) Used: e.g., chatbot, predictive analytics, generative AI tools, agentic AI
- Build vs. Buy: Did you develop in-house, customize a vendor product, or use off-the-shelf tools?
- How It Works: Explain the workflow in plain language (inputs, outputs, and user interaction).
- Target Users: students, faculty, advisors, staff, etc.

4. Implementation Process

Guide: up to 200 words · 1-2 minutes of video · 2-3 slides

- Planning Phase: Stakeholders involved (use positions rather than names), needs assessment approach
- Development/Configuration: how long it took, who was involved, major decisions, etc.
- Pilot Phase: scope, participants, duration
- Full Deployment: rollout strategy and timeline

5. Resources Required

Guide: up to 100 words · 30-60 seconds of video · 1 slide

- Human Resources: roles and approximate time commitment
- Technology Stack: platforms, integrations, infrastructure
- Budget: rough range or categories (software, staffing, training)

6. Outcomes and Impact

Guide: up to 200 words · 1-2 minutes of video · 2-3 slides

- Key Metrics: before vs. after (retention, engagement, response time, cost savings, etc.); charts and visuals encouraged in all formats
- Qualitative Feedback: student/staff/faculty reactions, usability insights.
- Access Considerations: Did it improve access or create new gaps?

7. Challenges and Lessons Learned

Guide: up to 200 words · 1-2 minutes of video · 1-2 slides

- What Didn't Work? Be specific. This is the most valuable part for others.
- Barriers Encountered: technical, cultural, policy-related
- Adjustments Made: what you changed midstream

8. Ethical and Policy Considerations

Guide: up to 100 words · 30-60 seconds of video · 1 slide

- Data Privacy and Security
- Bias and Fairness
- Academic Integrity (if applicable)
- Governance/Approval Process

9. Scalability and Transferability

Guide: up to 100 words · 30-60 seconds of video · 1 slide

- Can this scale within your institution? How?
- What would another college need to replicate this?
- Dependencies or Limitations

10. Future Directions

Guide: up to 100 words · 30-60 seconds of video · 1 slide

- Next Iteration Plans
- Potential Enhancements
- Long-Term Vision

11. Supporting Materials (if any)

Any format—include as links or attachments

- Links to tools, web pages, and reference materials
- For non-written formats: transcripts, slide files, source graphics

12. AI Disclosure

- If generative AI has been used in the research, writing, editing, or creation of a case study, regardless of format, include a brief AI disclosure statement at the end of the text, just before the reference list. Elements of the disclosure must include the tool name and, where relevant, the version; specific purpose(s) for which the tool was used (e.g., writing; editing; developing video, audio, or graphics); date used; and affirmation that you take full responsibility for the content.

13. Reference List (if any)