University Honors Program
Student Guidelines for the University Honors Capstone

All upper division University Honors students must complete an independent study experience called the Honors Capstone. It is an opportunity for a student to explore in-depth a topic within his or her major area of study, or a closely related area. The student selects a professor to serve as his or her Honors Capstone adviser. The final product of the Honors Capstone experience may be a senior thesis, a computer program, a video, or another type of artistic or technical creation. The Honors Capstone will frequently fulfill departmental or college honors requirements in addition to those of the University Honors Program.

**Step 1. Start early.** Begin thinking about your Honors Capstone in your junior year. Discuss possible projects with different professors you know as well as Dr. Cisneros at the University Honors Center. Dr. Cisneros can direct you to examples of previous projects. For the Honors Capstone, you may continue with a project that you have already started or you may begin an entirely new one. Ask a professor to serve as your Honors Capstone faculty adviser and provide him or her with the document, “Faculty Guidelines for the University Honors Capstone.”

**Step 2. Prepare for your project.** Once you develop an idea that you think might be worth pursuing, it is time to begin the preliminary work. Learn more about your selected focus. In consultation with your Honors Capstone faculty adviser, formulate goals and directions for the project. Also, in order for the final capstone to be accepted, the student, faculty adviser, and Dr. Cisneros must agree in advance on the scope of the study, the type of project supervision, and the tangible product for the final presentation of results. Normally, this is completed in the semester before the Honors Capstone experience is taken for credit.

**Step 3. Write the Honors Capstone proposal.** Guidelines for the proposal are attached. Your Honors Capstone faculty adviser, department chair or school/program director, and Dr. Cisneros on behalf of the University Honors Program must approve the proposal. Ideally, the proposal should be completed and approved in the semester before the Honors Capstone experience is taken for credit. **The proposal must be submitted to the University Honors Program (located in Campus Life Building, room 110) no later than the last day of the second week of the semester in which the Honors Capstone is taken for credit.**

**Step 4. Do the work.** When you are working on the project, keep in mind the final goals and the final presentation of your results. Keep the lines of communication open with your faculty adviser. Time will pass quickly. Do not procrastinate.

**Step 5. Submit your results.** As part of the Honors Capstone, you are required to produce a thesis, report, or some other tangible product originating from the experience. Depending on the anticipated completion date, a **rough draft or preliminary report is due by the end of the first week in November or April. A copy of the completed work or documentation of the completed project must be filed with the University Honors Program no later than the Friday before final week of the semester of completion.** Your Honors Capstone adviser must approve the final submission. It is your responsibility to see that such documentation is submitted within the designated time.
## University Honors Program
### Student Guidelines for the University Honors Capstone

**Suggested Timeline.** Subsequently outlined, is an example timeline for successful completion of the Honors Capstone. Along with your faculty mentor, you have wide latitude to devise a process that meets applicable deadlines and best serves the project at hand.*

<table>
<thead>
<tr>
<th>Semester week</th>
<th>Item(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks #1 – #2</td>
<td>-Discussion of Honors Capstone project expectations with faculty (e.g., project scope, meeting frequency, final output, evaluation criteria, etc.)&lt;br&gt;Submit project for IRB approval – if applicable&lt;br&gt;<strong>Honors Capstone paperwork due to University Honors by Friday of week #2 (student’s responsibility)</strong></td>
</tr>
<tr>
<td>Weeks #3 – #4</td>
<td>-With faculty mentoring, complete background work / literature review for project – if not already accomplished</td>
</tr>
<tr>
<td>Weeks #5 – #9</td>
<td>-With faculty mentoring, conduct primary investigation for Honors Capstone (e.g., data collection, product creation, performance practice, etc.)</td>
</tr>
<tr>
<td>Weeks #10 – #11</td>
<td>-With faculty mentoring, produce complete draft of Honors Capstone experience (e.g., manuscript, manual, product, performance, etc.)&lt;br&gt;<strong>Complete rough draft of Honors Capstone due to University Honors by Friday of week #11 (student’s responsibility)</strong></td>
</tr>
<tr>
<td>Weeks #12 – #14</td>
<td>-With faculty mentoring, revise Honors Capstone based on initial project expectations</td>
</tr>
<tr>
<td>Week #15</td>
<td><strong>Final Honors Capstone due to University Honors by Friday of week #15 (student’s responsibility)</strong></td>
</tr>
<tr>
<td>Week #16</td>
<td>-Faculty submit grade for Honors Capstone</td>
</tr>
</tbody>
</table>

*Note – be sure to check with your “home” department/school, as some have earlier deadlines than the ones listed in this table.*
University Honors Program
Honors Capstone Proposal Requirements

1. Indicate the proposed title of the project/thesis. – one to two lines

2. Describe in detail the focus of the work you propose. For example, is there a specific hypothesis you are advancing? Is there a problem you are solving? Why is your topic of interest? Why is your topic important? – one half to one page

3. Briefly describe the methodology of your proposed study. Describe your research design, if any. Is the study qualitative or quantitative? Is it performance art? Are you using primary or secondary sources as your data source? Are you working in a specific creative genre? – one half to one page

4. List a minimum of five (and a maximum of 20) reference sources dealing with your topic using the manual of style appropriate for your discipline (e.g., APA, MLA, The Chicago Manual of Style, etc.). – one half to one page

5. In consultation with your faculty capstone adviser describe each phase or step of your project as specifically as possible. Include estimated completion dates for each phase or step. Include any deadlines that you must meet external to the Honors Program, such as those associated with Institutional Review Board (IRB) approval, funding sources, or prize competitions. – one half to one page

6. List the courses you have taken, expertise, and experiences or activities you have completed that provide a background for this study – one quarter to one page

Use the cover sheet and signature page attached to this document.
REQUEST FOR UNIVERSITY HONORS INDEPENDENT STUDY LEADING TO THE COMPLETION OF THE HONORS CAPSTONE

COVER SHEET

Student Name ____________________________ Local Address ____________________________

Department and Course Number ____________________________ Student Phone Number ____________________________

Student E-mail Address ____________________________

Semester of Registration ____________________________ Date of Request ____________________________
Signature Page

Student Signature ___________________________  Student Z-id number ___________________________

Request Approved:

Printed Name of Faculty Capstone Adviser ___________________________  Signature ___________________________

Date of Acceptance by Faculty Capstone Adviser ___________________________

Printed Name of Department Chair or Program or School Director ___________________________  Signature ___________________________

Date of Acceptance by Department Chair or Program or School Director ___________________________

Printed Name of University Honors Reviewer ___________________________  Signature ___________________________

Date of Acceptance by University Honors Program ___________________________