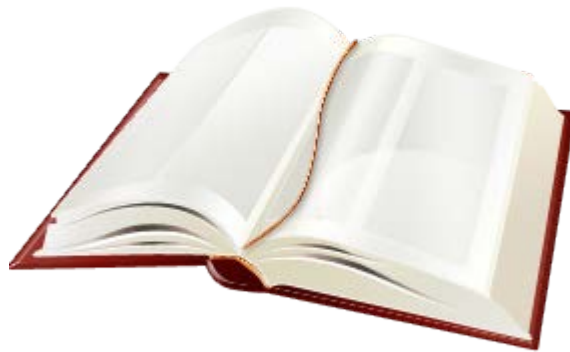




KUHONORS

HOW TO GUIDE: HONORS CAPSTONE PROJECT



BEGIN BY:

- Identifying what the project will be about.
- Write up a brief proposal to present to potential advisors.
- Find an advisor who is knowledgeable in your chosen topic.
- Schedule meetings with your advisor weekly or once every two weeks.
- Set up a calendar detailing advisor meetings.
- Attendance at scheduled advisor meetings.
- Write a detailed project proposal for submission to the Honors Program Director for approval (see attached sheet for proposal guidelines).
- Fill out Honors Capstone Project Application and Record Sheet (available in the Honors Program Office).
- Fill out green Independent Study form if you are taking the course for credit. You do not have to, but since you are doing the work...why not? The Independent Study courses available to MOST students are XXX398 (research) and XXX395 (writing). If you need to take both of them please take in that order. Not all majors offer the 398 and 395 as Honors Independent Study. Please check the back of the green sheet to make sure you are enrolling in the correct course for your major.
- Take the white Capstone Proposal sheet, the Capstone Proposal that you wrote after following the proposal guidelines and the filled out green Independent Study sheet to your Capstone advisor. Have the Capstone professor sign it. Make two copies of these forms prior to leaving your Capstone advisors' office; one for you to keep and one to hand into the Honors office. Please leave the original green form and the original Capstone Proposal with your Capstone advisor who will give it to the department chair to sign. The dept. secretary will then forward those two items to the Dean of the College who will sign the green form and forward it along with the written proposal to the Registrar's Office.

- The white Capstone Project Application, your written proposal and a copy of the green Independent Study form must be returned to the Honors Program Office by the end of the registration period the semester **BEFORE** you are starting your project.

- Feel free to make an appointment to meet with the Honors Program Director at any time during this process for clarification.

WRITING THE HONORS CAPSTONE PROPOSAL

1. Proposal format should fit the professional standards of the field being investigated.
2. Reflect on:
 - methodology
 - process
 - final outcome
3. Answer the following questions:
 - a. Describe project in detail.
 - b. Why does this project interest you?
 - c. Who are you in relation to this project?
 - d. Identify your advisor.
 - e. What is the advisors role in this project?
 - f. What are your expectations from the advisor?
 - g. What classes have you taken which can be applied to benefit this project? Detail how and why?
 - h. Timeline of specific and accomplishable goals.
 - i. Calendar of advisor meeting dates.
4. Turn written proposal, white Capstone Application Sheet and a copy of your Independent Study Form into the Honors Program Office for approval by the end of the registration period the semester **BEFORE** you are starting your project.
5. You will be notified by the Program Director only if there is a problem with your paperwork. Otherwise, it will go through and the course will appear on your revised class schedule.

FORMATTING FOR YOUR CAPSTONE PROJECT

- One inch margins on all sides.
- Seventy-five pages or more, typed, double spaced, one sided, 8 ½ by 11 paper with black ink, 12 point font in Times New Roman.
- Citations, footnotes and references should be included. (Counted as part of the 75 page minimum page requirement).
- Art students must write a process paper (at least 10 pages) as well as a reflection paper (at least 10 pages) to be included with their art.
- Must be bound in a regular black binder.
- Page numbers should be at the same place (bottom middle of page).
- Title page with capstone title, student name, department, university and year (bottom left corner should have advisor name and faculty readers if any).
- An acknowledgments page could be included. (Counted as part of the 75 page minimum page requirement).
- Table of Contents should be included. (Counted as part of the 75 page minimum page requirement).
- A detailed bibliography must be included. (Counted as part of the 75 page minimum page requirement).
- Remember to write what you believe and what you intend to prove and form your conclusion based on evidence.
- Graphs, charts, pictures...are highly encouraged for inclusion within your project and count as part of the minimum 75 page requirement.

TIMELINE

Write Proposal

Fall semester of senior year

- Research
- Write
- WIPS presentation

Spring semester of senior year

- Write
- Edit
- Write
- Presentation of final project in a formal setting (conference, symposium, gallery)

Education majors please be aware of Professional Semester and Student Teaching obligations!

All majors must be aware of their respective Senior Seminar requirements.

WORKS IN PROGRESS SEMINARS = WIPS

Each student must sponsor one (1) WIPS when enrolled in _ _ _ 398 (Honors Thesis Independent Study course) during their first semester of work.

PROCESS:

- Pick a date with advisor.
 - Schedule room with Honors Program secretary.
 - Invite at least (5) student peers. If you have less than five students at your presentation it will not be counted. You will have to reschedule the WIPS.
 - Invite thesis advisor and a faculty member whose input would benefit your project.
 - Send reminder notices and have Honors Program secretary send announcement out on Honors List Serve (include title with a short description of project).
 - Make sure Honors Program staff is aware of any arrangements being made with advisors and faculty members regarding WIPS and presentations.
 - It is up to you whether or not you wish to provide participants with snacks and refreshments.
-

- WIPS session scheduled for _____
Date
- _____
- Room Reserved
- _____
- Time

FINAL PRESENTATION OF CAPSTONE PROJECT

Requirements:

Must take place in a professional or formal setting,

- Conference (Every Spring Honors participants in the Undergraduate Research and Creativity Conference. Information will be sent out by the Program Director as soon as it is received.)
- Symposium
- Gallery Exhibition
- Poster Session

Student makes all arrangements

- Reserve space
- Invite guests
- Inform Honors Hall staff of arrangements
- Send out “save the date” cards
- Send out reminders
- Secure food (if desired)
- Set up and tear down area used (gallery, auditorium, etc.)

Upon completion of the presentation of your Capstone Project a BOUND, HARD COPY including a cover page with your name, advisor, presentation date, time and place must be turned in to the Honors Program secretary.

The bound copy of your project must be in the Honors Program Office by:

TBA December for Fall graduates

TBA April for Spring graduates

OTHER VALUABLE INFORMATION

Deadline Extensions: Apply only if you do not plan to graduate when expected.

Extensions will be granted only if the following two conditions are met:

1. The extension has the advisor's endorsement.
2. The extension request includes evidence of some sort of progress.

A request for an extension must be submitted in writing **not emailed** to the Honors Program Director and must include:

- 1) reasons for request
- 2) advisor's endorsement
- 3) evidence of progress on project
- 4) updated timeline

Appeal

An Honors Capstone project that cannot be completed due to unforeseen circumstances may require intervention from the Honors Program Director. Please call Honors Hall to set up a meeting to discuss alternate plans.