

**The Honors Program  
Senior Capstone Project  
Requirements for Class of 2011**

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**Deadlines**

Task	Fall 2010 Graduation	Spring 2011 Graduation	Task Details
<b>Initial Proposal</b>	April 5	April 5	<ul style="list-style-type: none"> <li>• Three copies on approved forms located on honors website</li> <li>• Only typewritten forms will be accepted</li> <li>• Ensure that you follow all form instructions</li> <li>• <b>ONLY</b> student and faculty sponsor should sign form</li> <li>• Submissions not fulfilling instructions will be returned unevaluated</li> <li>• Submit to HPA</li> </ul>
<b>Receive Feedback &amp; Decision</b>	April 27	April 27	<ul style="list-style-type: none"> <li>• Department chair and Honors Council will evaluate submissions</li> <li>• Written feedback will be provided and returned to designated faculty sponsor</li> <li>• Member must meet with faculty sponsor before departing for summer</li> </ul>
<b>Final Proposal Due</b>	September 15	October 1	<ul style="list-style-type: none"> <li>• One copy on approved forms</li> <li>• Ensure that you follow all form instructions</li> <li>• <b>ALL</b> signatures (member, faculty sponsor, department chair and editorial reviewer) should be received</li> <li>• Submit to HPA</li> </ul>
<b>Status Report Due</b>	October 15	December 10	<ul style="list-style-type: none"> <li>• Form will be available on the honors website</li> <li>• Must be signed by faculty sponsor</li> <li>• Current manuscript must be submitted with form</li> <li>• Members receiving sponsors approval of progress will be registered for HON490</li> <li>• Submit to Coordinator</li> </ul>
<b>Final Manuscript</b>	December 1	March 25	<ul style="list-style-type: none"> <li>• Final manuscript must be sent to faculty sponsor and reviewer</li> <li>• Failure to do so will transfer HON490 to directed study and withdrawal from Program.</li> </ul>
<b>Colloquium Presentation</b>	December 7-9	April 18 – 21	<ul style="list-style-type: none"> <li>• More information on scheduling and procedures</li> </ul>
<b>Final Submission &amp; Certification</b>	December 17	April 27	<ul style="list-style-type: none"> <li>• More information on certification process will follow</li> </ul>

### Capstone Project Procedures and Expectations

1. Submitting materials after the deadline will either a) cause your application to be delayed or b) withdrawal from the Program. See point #7.
2. Honors members are expected to properly plan for signatures of faculty and department chairs. Do not “show up” in a faculty member’s office on the day a form is due and expect it to be signed.
3. Members will be expected to adhere to deadlines. Reminders of upcoming deadlines may or may not be sent. It is your responsibility to monitor your own progress.
4. It is understood that members will be withdrawn from the Program for not submitting the appropriate documents by the deadlines.
5. Ultimately, be respectful of your faculty and administrative personnel. Faculty are prepared to be available for assistance and coaching. However, it should be clearly understood that a member’s poor planning is not the issue of the faculty and administration.
6. Members must show substantial progress toward completion of their project in order to remain in the Program and be registered for HON490. The status report will be used to evaluate the member’s progress. Only those members receiving this acknowledgement will remain in the Program.
7. If the member does not provide progressive and positive actions toward completion in the presenting semester, the member will be withdrawn from the Program and HON490. If the course is required for graduation, the member may opt to register for an appropriate directed study with the sponsoring department.
8. Issues can and do occur over time. When issues arise, members should meet with the Coordinator or faculty sponsor. Avoiding the issue and expecting that it will be resolved ... or not facing the issue will only cause additional issues.

### Additional Project Details

- If you need any resources for the completion of your project, your faculty sponsor will need to submit a request to define the need and associated expense.
- Effective immediately, no reimbursements for survey administration will be accepted. The Program has secured an online survey processing tool which can be used by all honors members at no cost.
- Only tenure/tenure-track faculty are eligible to sponsor capstone projects. In addition, the faculty sponsor must be a member of the department assigned to the project. Example: A member proposing a marketing HON490 for marketing credit **MUST** select a sponsor from the Marketing Department. A listing of eligible faculty and department assignment is available on the honors website.
- If a member is not able to find a faculty sponsor, schedule a meeting with the department chair of the department that will sponsor your project. Chairs are knowledgeable about the research specialties and availability of their department members.
- All projects must have a substantial research component.
- The timeline definition on the project is NOT for faculty or Coordinator, it is for the member. The time schedule should be followed to guide your project.
- All projects must define a research methodology ... the process of how you will gather, analyze and report your research data.
- It is your responsibility to return the research text. As with any other library transaction, failure to return the textbook will prevent registration and transcript generation.
- **Reasonable** and **necessary** expenses associated with this project will be considered. Three requirements must be met: 1) Proposed and justified by faculty sponsor in advance, 2) approved by Coordinator and 3) proper documentation must be submitted by September 30 (fall) and December 1 (spring).