

Honors Capstone Instructions

A required component for successful completion of the Honors Program at UNA, the Honors Capstone Project places junior and senior level students in close consultation with a faculty advisor to develop a major project of their own design. The faculty advisor is ultimately responsible for the academic rigor of the project, its duration, and the amount of academic credit you should receive. Students pursuing a Capstone Project should meet regularly with their faculty advisor.

Your Capstone should be a project that will help further your goals after university. E.g., if that is graduate school, think of a project that would help you get into the school you want or with an advisor you want to work with. If the next step is a career then formulate a project that will help you get the job you want and make yourself more marketable. If you want to start a business, have your project be a component of your start-up plan.

The people you will be competing with for grad school assistantships and employment positions will have the same degree as you, so use the Capstone to set you apart from the rest. Show initiative to develop and carryout a project that is your own! Solve a problem in your field. People love problem solvers!

Be creative! Have fun!

Capstone Requirements

- **A Capstone Proposal** – A written document proposing your project, including:
 - Description and background on the subject area (questions, issues, problems, creative concepts)
 - Goals of the project
 - End products of the project
 - Bibliography of resources
 - Plan to fulfill the digital component requirement
 - Plan to fulfill the written component
 - Plan to fulfill the public presentation requirement
 - Timeline for project

Supporting documentation, signed by your faculty advisor and the HP Director/Asst. Director, must be turned in at the beginning of the project (no later than the 1st week of student's final semester). (see form for details: http://www.una.edu/honors/docs/Capstone_Proposal_Form.pdf)

- **A written document** – Document of a length suitable to the project. The specific format for the written document should be negotiated with the faculty advisor. The form of the written document must be declared in the Capstone Proposal and approved by the HP.
- **A public presentation** – *Examples* are presentation in a class format, conference presentation, or a specially arranged presentation on campus
- **A digital component** – *Examples* are an ePortfolio, a web site for the project, blog about the project development from start of completion, or a comprehensive digital presentation as a part of the public presentation.
- **The project must be completed in a credit bearing course(s) in student's major, 3-6 hours** – You will enroll in a class(es) in your department. This is different for every department. It may be an "Independent Study" or "Directed Research" or "Capstone" or "Senior Project" or "Research" or

“Topics” or “Practicum” etc. You may take 3 to 6 hours (these will be “Honors hours”), and they can be taken all at once or split up: e.g. one semester of 3 hours; two semesters of 2 hours and 1 hour; three semesters 1/1/1, etc.

- **Registration in the Honors Capstone Course** – In your final semester of work on the project you will be put into a 0 hour Honors Capstone Course. Don’t worry about this! This is a place marker to show you completed the project. The HP will register you in this placeholder (0 hour) course.
- **A Capstone Completion Form** (with signatures), the **original proposal, completed project, and written document** need to be turned in no later than noon the final study day before graduation.

Suggested Capstone Timeline

First semester junior year:

1. Capstone ideas list
2. Begin planning project
3. Talk to potential faculty advisors, and to HP staff about ideas for project

Second semester junior year:

1. Finalize project idea
2. Fill out Capstone Proposal form, indicate number of semesters of research, and have it **signed** by faculty advisor
3. Meet with Honors Director/Asst. Director to **approve** project
4. **Turn in form and supporting** documents to HP Administrative Assistant (Neatly in a folder!)
5. Outline, plan, resulting documents, and literature review
6. Possibly begin research

First semester senior year:

1. Register for appropriate courses
2. Begin research

Second semester senior year:

1. Proposal forms and documents **MUST** be turned in by **FIRST** week of classes or scholarship will be pulled.
2. Complete research
3. Turn in the Capstone by **noon** on **Study Day**.