HONORS CAPSTONE CONTRACT PROPOSAL*

An Honors Capstone Contract allows Honors students to earn Honors credit for regularly-offered NAU Senior Capstone. Note the requisite for completing the Honors capstone is HON 39X. This form is ONLY to be used for –C classes to fulfill Honors Capstone AND major capstone requirements. Honors Capstone Contract proposals MUST also include the following in addition to the additional –H component:

- Capstone contract proposal (separate and attached) must be approved by the instructor of the class, the offering department chair and the Honors Director before enrollment;
- Syllabus of non-Honors class must be attached

Students wishing to use a major-based –C classes to fulfill an Honors Capstone requirement must, at the end of the term, ALSO submit a final “Honors Capstone Reflection.” Details for the content of this reflection is on the reverse as are the required components of your proposal.

Contracts may also be proposed between groups of students and a single instructor. Please include this request within your written proposal, and submit all completed materials together.

STUDENT INFORMATION

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<th>Name</th>
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By signing this form, you signify that you have read, understood, and agree to adhere to all of the Guidelines relating to the completion of this course, as described in the Honors Capstone Contract Guidelines (see reverse). You agree to fulfill all of the course requirements, including the requirements that enhance the course as an Honors experience. It will become your responsibility to change your schedule if you do not complete these requirements. You also agree it is your responsibility to enroll in the class once this proposal has been approved, unless submitted before the deadline to add, then you consent to Honors enrolling you in the –H section.

Student Signature

Date

CLASS INFORMATION

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<tr>
<th>Term</th>
<th>Course Subject &amp; Number*, ie, PSY 101</th>
<th>Course Title</th>
<th># of Units</th>
<th>Section #</th>
<th>Class #</th>
<th>Instructor Last Name</th>
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INSTRUCTOR INFORMATION

By signing this form, you signify that you have read, understood, and agreed to adhere to all of the Guidelines relating to the completion of this course, as described in the Honors Capstone Contract Guidelines (“Instructions” on reverse). You agree to fulfill all of the course requirements, including the requirements that enhance the course as an Honors experience.

Instructor Name

Instructor Signature

Date

Instructor EmpID

Email

Phone Extension

Department Name

Student should have access to the non-H course BBLearn Shell content? Yes ☐ No ☐

DEPARTMENT CHAIR APPROVAL

This approval granted after instructor and prior to Honors approval. Signing below permits Honors to create an identical “-H” section of the above class and to modify class capacities as appropriate.

Chair Name

Chair Signature

Date

HONORS OFFICE APPROVAL

Rev’d in Office Date/Initials:

Class created:

Class Number Assigned:

Class Section:

BBL? ☐ Comb. Sec? ☐ Permission? ☐ Copy/Distributed? ☐ Logged/Date: 

Advisor/Asst. Dir. OK

Honors Director Signature

Approved? ☐ YES ☐ NO Date

Enrolled? ☐

*EXS Honors Capstones must be submitted and approved two semesters prior to enrollment
Guidelines for Honors Capstone Contracts

**GENERAL INSTRUCTIONS:**

To pursue an Honors Contract:

- Faculty are under **no obligation** to fulfill Honors contract requests.
- You must first have successfully completed HON 39X course prior to capstone contract proposal enrollment.
- Expect the review and approval of this proposal to take a **minimum of three business days after submission to Honors**. We cannot guarantee that proposals received after the first day of the second week of classes will be approved prior to NAU’s published “Deadline to Add” date. This may mean additional fees in order to enroll.
- It is recommended that students consult with the “Adding an Honors Component to Major-based Capstone” suggestions below with the instructor, but are not limited to them.
- The complete form (including all signatures), separate proposal outlining your additional work (no more than 500 words), and a copy of the original, non-Honors syllabus, must be returned to the Honors Office for the Director’s approval. In addition, the proposal must include a **modified section of the syllabus that includes a modified total point requirement for the class in addition to the value of the enhanced Honors experience OR include in a separate section**. Incomplete forms or proposals will not be considered.
- Once approved, the Honors Program will provide the student a unique class number for the “-H” course, provide departmental permission to enroll, and send copies of the approved form to the student, instructor, and department chair, via email. Students submitting the complete paperwork prior to the published “add deadline” will be automatically swapped into the –H section. After this date, students must petition to enroll in these credits, typically involving additional paperwork as well as penalty fees. In addition, after the first day of classes, the Honors Program will manually enroll student in the non-H BBLearn class shell to access on-line content, unless otherwise directed. **It is the student’s responsibility to ensure enrollment in the class in a timely manner.**
- If a proposal is denied, the student will be notified immediately and provided an opportunity to discuss possible changes to the proposal with the Honors Director for possible re-submission.
- Students must secure the approval of the Honors Director PRIOR to beginning their Honors Capstone Contract experience.

**ADDING AN HONORS COMPONENT TO MAJOR-BASED CAPSTONE**

Because Honors Capstone Contracts are viewed as a culminating disciplinary experience, this experience should involve and engage students not only in their discipline but also across disciplines and within and across their academic and physical communities to as great of an extent possible. Such experiences should include, but are not limited to more in-depth or interdisciplinary written work, supplemental readings, research or lab work (such as) presentation of findings (such as at regional/national conferences, before a faculty panel, presenting materials in class), out-of-class work (such as volunteering with community agencies, research, job shadowing, observations, etc)

**IMPORTANT NOTE:**

In addition, before the end of the term, and before the student’s Academic Requirements report is modified to indicate the Honors Capstone requirement is complete, the student must submit a 2-3 page Honors Capstone Reflection to the Honors Program (honors@nau.edu) that incorporates the following:

- What HON classes have you taken? Why did you choose these? What –H classes have you completed (consider not just dedicated –H classes, but also cross-listed –H classes as well as –H classes arranged through Honors Contracts)? Why did you complete those particular classes? Have you completed independently arranged HON credit such as Independent Study, Undergraduate Research, an Honors thesis, or an internship? Did you study abroad? How did these Honors classes shape your NAU education?
- Did you participate in any Honors leadership experiences such as GURUS, Writing Tutors, Ambassadors, or HON 100 Facilitators? How did these Honors leadership experiences shape your NAU education?
- Consider the Honors Pathways you attended; take a moment to revisit the Pathways essays you submitted, and the events you attended. How were they similar? What did you take away from them? How do those events complement or contradict your education?
- What Honors events (outside of completed Pathways) did you attend, such as Honors Retreat, Welcome Picnic, Honors Pathways you didn’t submit an essay for, etc.? How did those events shape your experience in Honors? At NAU?
- Discuss how Honors and any of the above may have prepared you for a career, further education, life in a global society, or life as an active citizen (on local, state and national levels)?

This reflection should have some structure to it similar to an academic paper you would write for a class, but this really is about giving you an opportunity to think back on your time at NAU and in Honors and in Flagstaff. This reflection should be no less than 2 pages long and approximately 3 pages total. Submit to honors@nau.edu with “Honors Capstone Reflection” in the subject line.