

Honors College

6 UNIT HONORS CAPSTONE PROPOSAL

STUDENT INFORMATION

Name	NAU ID Number		
Email Address	Telephone ()	Expected Graduation Term	

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 the project, as described in the General Instructions (below) and the Guidelines for Honors Capstone (reverse).

Student Signature	Date
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COURSE INFORMATION List the classes below that you intend to use in fulfillment of your Honors Capstone. Most of these classes may require additional steps, proposals, and/or permissions for enrollment.

# of Units	Course (e.g., HON 491C, PSY 408CH)	Course Title	Proposed term and year of enrollment

Honors Capstone Mentor Name:	Mentor Department	
HON 303 Instructor Signature:	Date	Term completed HON 303

PUBLIC PRESENTATION: Please indicate how you will fulfill the public presentation component of the HON Capstone requirement.

<input type="checkbox"/>	Physical Final Product (Text, Article, Website, Blog, Vlog, etc)
<input type="checkbox"/>	<u>Presentation at a conference or other academically-focused event</u>
<input type="checkbox"/>	Honors Exploration, Class presentation, etc.
<input type="checkbox"/>	Other:

GENERAL INSTRUCTIONS:

- Expect the review and approval of this proposal to take a **minimum of two weeks**.
- This is **ONLY** a proposal for fulfilling Honors Capstone requirements—it is **NOT** an approval request for earning credit for any experience such as independently arranged credits or contract capstones. Those **MUST BE SUBMITTED SEPARATELY**.
- The complete form (including all signatures) and proposal must be returned to the Honors Office for the Dean’s (or designee’s) approval. Incomplete applications or proposals will not be considered.
- 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 Dean for possible re-submission.
- Students must secure the approval of the Honors Dean prior to beginning their independently arranged project.
- Please note that this is just a **PROPOSAL**. These classes and/or faculty may change when you are ready to enroll in these credits. Any substantive changes to the project’s scope or direction must be submitted to the Honors Dean for approval **PRIOR** to beginning any work.
- This proposal typically is completed in HON 303 under the guidance of your 303 instructor. If completed prior to your completion of HON 303, be sure to attend to the format guidelines on the reverse.

Honors Office Use Only

Rcv'd in Office Date/Initials:	Milestone Assigned:	Logged/Date:		Reflection Received:	
Honors Dean’s (or designee’s) Signature				Approved? <input type="checkbox"/> YES <input type="checkbox"/> NO	Date

Guidelines for Honors Capstone

Honors Capstone Proposal Format:

1. **Completed Proposal Form:** This will be signed by your 303 instructor after you have completed the course requirements.
2. **Cover Page:** Include your name, project title, and date.
3. **Abstract:** You will develop a coherent abstract which explains, in 200 words or less, the scope of your project and the intention behind it. You will most likely write this portion of your proposal at the very end of the process, once you are able to articulate your ideas concisely.
4. **Capstone Overview:** You will frame the scope of the project and articulate what path or track your Capstone will take. This section should be a bit biographical and explain who you are as a student and whether your Capstone is focused on your personal, academic, or career goals. This section serves as the “what” of your project.
5. **Project Specifics:** You will clarify how you plan to complete your Capstone and the steps necessary. The project specifics section will identify the “how” of your project. This section should be in narrative form, with the exception of the schedule and timeline for completion, which can be bulleted. This section should include:
 - a. Course sequence
 - b. Research methods and ethical guidelines for your project
 - c. Schedule/timeline for completing the project (can be in bulleted form)
 - d. Resources/budget needed for project
 - e. Deliverables or products generated from the project: i.e., final paper, reflective synthesis paper, research poster, or other culminating materials.
 - f. Public sharing component
6. **Project Goals:** This section will clarify the “why” behind your project. You will articulate the goals and aims of your project and the larger impact. This section should include:
 - a. The significance of your project--why it is important to you and how it will contribute to the larger community
 - b. Questions shaping your project
 - c. Limitations
 - d. Potential problems or issues impacting project.
7. **Evaluation of Resources-** This section will include at least five sources used in drafting your proposal. You will craft a 250 to 350 word statement that identifies at least five works or resources and frames them in relation to your own Honors Capstone topic. Use the correct MLA citation for the source. Sources should be related to your topic of interest; they may provide insight or inform your understanding of your project. Your HON 303 instructor will help you to select appropriate and relevant works and resources.

ADDITIONAL CAPSTONE REQUIREMENT:

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 College (honors@nau.edu) that incorporates reflection upon the Honors Curriculum, peer leadership and extra-curricular experiences in Honors, and how Honors may have shaped your general educational experience at NAU and your future education or professional direction/trajectory.

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.

A reminder with more specific prompts will be sent to you in the term in which you are completing your final Honors Capstone experience.

FINAL NOTE:

This is **ONLY** a proposal for fulfilling Honors Capstone requirements—it is **NOT** an approval request for earning credit for any experience such as independently arranged credits or contract capstones. Those proposals for –H or HON 497/408/485 credit **MUST BE SUBMITTED SEPARATELY FROM THIS PROPOSAL.**