

6 UNIT HONORS CAPSTONE PROPOSAL

STUDENT INFORMATION

Name	NAU 7-Digit ID Number		
NAU 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

HON 303 Instructor Signature:	Date	Term completed HON 303
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PUBLIC PRESENTATION: Please indicate how you will fulfill the public presentation component of the Capstone requirement.

<input type="checkbox"/>	Physical Final Product (Text, Article, Website, Blog, Vlog, etc)
<input type="checkbox"/>	Presentation at a conference or other academically focused event
<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 emailed to the Capstone Coordinator for the Dean’s (or designee’s) approval. Incomplete applications or proposals will be returned to revise.
- If a proposal is denied, the student will be notified immediately and provided an opportunity to discuss p changes to the proposal with your HON 303 professor and/or the Honors Dean for resubmission.
- 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 Capstone Coordinator and Dean for approval.

Honors Office Use Only

Rev'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:

- 30 **Completed Proposal Form:** This will be signed by your HON 303 instructor after you have completed the course requirements.
- 40 **Cover Page:** See Cover Page template document.
- 50 **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.
- 60 **Part One: Overview and Goals:** You will frame the scope of the project and articulate the path(s) your Capstone will take. Part One should be a bit biographical and explain who you are as a student and why you chose this combination of coursework and/or experiences. You should then explain whether your Capstone will focus on your personal, academic, or career goals. You will also need to articulate your goals and aims of your project and the larger impact. This section serves as the "why" of your Capstone. This section includes the following:
- c. Significance of Capstone: why is it important to you, and how will it contribute to larger communities?
 - d. Questions shaping your Capstone experience
 - e. Potential limitations, problems, or issues impacting your Capstone
- 70 **Part Two: Specifics:** You will clarify your plan and the steps necessary to complete your Capstone. Part Two 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 will be bulleted. You should provide a brief one-sentence re-cap of your Capstone prior to sharing the specifics. This section needs to include:
- c. Course sequence
 - d. Schedule/timeline for completing your Capstone (bulleted form)
 - e. Research methods and ethical guidelines if needed (such as IRB)
 - f. Budget and materials needed for Capstone
 - g. Deliverables or products generated from the project: i.e., final paper, reflective synthesis paper, research poster, or other culminating materials
 - h. Public sharing component: this could overlap with your deliverables.
- 80 **Part Three: Evaluation of Resources:** This will be a 250-to-350-word descriptive summary of resources related to your Capstone. Your statement identifies at least five substantive works or resources and frames them in relation to your Capstone. Your HON 303 instructor will help you to select appropriate and relevant works and resources.
- 90 **Works Cited:** This is a separate page identifying the resources you shared in Part 3 and uses MLA citation format.

Additional Capstone Requirements:

Students 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 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, in the Honors College, 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 during the term you are graduating.

Important: This is **ONLY** a proposal to fulfill your Honors Capstone requirements. It is **NOT** an approval or enrollment request to earn credit for independently-arranged HON credits or contracting courses used for your Honors Capstone. Proposals for -H classes (HON 408, 485, and 497) **require separate enrollment forms.**