

Honors College

HON 491C HONORS CAPSTONE PROPOSAL

The requisite for completing the Honors capstone is HON 39X. This form is ONLY to be used for HON 491C. There is a different and separate form for students pursuing an Honors Capstone from a Major-based Capstone class as an Honors Contract. Students must, at the end of the term, ALSO submit a final "Honors Capstone Reflection." Details for the content of the proposal and capstone reflection is on the reverse.

STUDENT INFORMATION

Name	NAU ID Number
Email Address	Telephone ()

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 Guidelines, below. You agree to fulfill all of the course requirements. 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.

Student Signature	Date
I intend to use this class in fulfillment of my Honors Capstone requirements (in whole or in part) and submitted my Capstone proposal in <input type="checkbox"/> Fall <input type="checkbox"/> Spring of 20____(year).	<input type="checkbox"/> YES <input type="checkbox"/> NO

COURSE INFORMATION

Proposed # of Units	Course Number	Course Title	Enrolling for Term:	Expected Completion Term (typically the same, but some projects may extend)
	HON 491C	Honors Capstone		

PROPOSED PROJECT TITLE

--

INSTRUCTOR INFORMATION

Instructor Name	Instructor Signature	Email
Instructor EmplID	Date	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 Guidelines below. You agree to fulfill all of the course requirements, including the requirements that enhance the course as an Honors experience.

- Faculty are under **no obligation** to fulfill Honors Capstone requests.
- You must first have successfully completed HON 39X course prior to Honors capstone 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.
- This complete form (including all signatures) and a separate proposal (no more than 500 words) must be returned to the Honors Office for the Dean's approval. Incomplete forms or proposals will not be considered.
- Once approved, the Honors College will provide the copies of the approved form to the student and instructor via email. Students submitting the complete paperwork prior to the published "add deadline" will be added into their respective HON 491C section. After this date, students must petition to enroll in these credits, typically involving additional paperwork as well as penalty fees. **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 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 Honors Capstone experience.

HONORS OFFICE APPROVAL

Rev'd in Office Date/Initials:	Class created:	Class Number Assigned:	Class Section:		Permission?	Copy/Distributed:	Logged/Date:
Advisor/Asst. Dir. OK	Honors Dean Signature		Approved? <input type="checkbox"/> YES <input type="checkbox"/> NO	Date	Enrolled?		

NOTES ON HONORS CAPSTONE PROPOSAL CONTENT

Because Honors Capstones are viewed as culminating academic experiences, 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)

Your **PROPOSAL** should provide a thorough and specific documentation of the planned academic effort. This will most likely require 2 or more pages of text or detailed outline. Typed proposals must be attached to the Proposal Form and returned to the Honors Office for approval. Proposals must include the following:

- I. Summary of key objective(s) of effort. How long will this project last? How much time will you spend on the project? What will be the final result(s) of your project? What will you learn that you didn't know before? Who will this project affect?
- II. Discussion of the student's academic motivation.
How does this fit in with your academic goals and/or your previous coursework or experiences? What will you benefit from participation in this effort?
- III. Discussion of Relevant Theory.
How will you relate this work to existing theories or frameworks related to this topic? Will you draw on fundamental knowledge learned in past courses? Will you seek new theoretical understanding through references or other sources of information?
- IV. Outline of work plan.
Discussion of methodologies. Explain how you plan to do the work. Will you run experiments? Perform research in the library or elsewhere? Interview people? Give sufficient details (typically 1-2 paragraphs).
Describe the role of the instructor. How often will you meet and for how long? What expertise does the instructor bring to this effort? Will s/he tutor you? Will they link you with outside experts?
Provide a list of references. This does not need to be complete, but should reflect the types of sources of information you will draw on for the project. This may include books, films, journal articles, people, or other sources of knowledge.
- V. Description of the final project. Include scope of product, length, and format.
- VI. Description of the evaluation method to be used by the supervising instructor.

FINAL REFLECTION

In addition, before the end of the term, the student must submit a 2-3 page Honors Capstone Reflection to the Honors College (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.

Effort:

Effort should be commensurate with the Arizona Board of Regents rule of 3 hours of effort per week over 15 weeks (45 hours) per 1 unit. Thus, for a 3 unit course, 135 hours of academic work is expected. Independently arranged coursework general effort level: the final report length should be approximately 10-15 pages per unit. This also must be submitted prior to grades being reported by your instructor.

Final Grade:

Prior to receiving a final grade, a copy of the complete report/product must be provided to the Honors College by the student. In the absence of this complete report/product, a grade of "I" will be reported.