Honors Capstone Project Proposal Form
Please attach this form to the front page of your proposal

Name: _____

Student ID Number: _____ **CMU Email:** _____ **@cmich.edu**

Anticipated Graduation Date (Semester & Year): _____

Advisor: _____	Co-advisor: _____
Email:_____@cmich.edu	Email: _____ @cmich.edu
Signature: _____	Signature: _____

Honors Program Capstone Enrollment:

Semester and Year of Capstone Enrollment: _____ **Credits:** _____

<table>
<tr><td rowspan="4">Complete only ONE of these course options</td><td>HON 499</td><td>HON 499 Course Reference Number: _____</td></tr>
<tr><td>HON 499 WI</td><td>HON 499WI Course Reference Number: _____

I understand that utilizing the HON 499WI writing intensive option requires:
Indicate your agreement to the additional WI requirements by checking the boxes below.

☐ At least 18 pages of writing, AND
☐ 50% of writing has undergone revision

I understand that the "WI" option must be incorporated into my initial proposal and approved by my faculty advisor. Initial here: _____

Refer to the "Honors Capstone Project Frequently Asked Questions" for required criteria for completing a "WI" course option are outlined.</td></tr>
<tr><td>Departmental Capstone Course
(ex: BIO 403)</td><td>Non-HON Course Designator: Course Reference Number: _____</td></tr>
</table>

I understand that my Capstone Project must be completed and turned in to the Honors Office **_AT LEAST ONE FULL SEMESTER_** before I plan to graduate.   Initial here: _____

I understand that I am required to share my work publicly (e.g., conference, exhibit, SRCEE, etc.) or submit my project for publication.   Initial here: _____

Honors Approval Signature: _____ *Date:* _____

FOR OFFICE USE ONLY:	Email Approval to Student	Email Approval to Faculty	Tracking Sheet Updated

04-11-22

Honors Capstone Project Proposal Format Guide

Students are responsible for reviewing the Honors Capstone Project Proposal Format Guide and developing their proposals in consultation with their capstone advisor. Please use this as a guide to submit your proposal in a separate document. All aspects of the form must be complete before it is reviewed and processed. ***Incomplete proposals will be returned to the student for revision.***

	1. The Project Title.
	2. Brief Abstract (100 minimum words). Summarize the rationale for your project, the methodology, anticipated results, and the potential importance or significance of the work to your field.
	3. Problem Statement (100 minimum words). Research: State the research problem and briefly explain the rationale for your project. Creative Project: Describe your creative idea, the project, or products to be developed, and the rationale for your project.
	4. Brief Review of Literature (250 minimum words). In consultation with your capstone project advisor, you must select a minimum of five (5) reliable sources pertaining to their topic (if you are doing creative work, you might consider best practices for design, creative pieces that you draw inspiration from, or sources that highlight a gap in the field). You will review these sources, summarize the main points, and analyze how these main points demonstrate the importance of your project. Your literature review should answer the questions: Why now? Who cares? Why is this important? Please note that your literature review is considered foundational and can be included in your final project. Be sure to cite properly using the formatting style of your field.
	5. Detailed Project Design or Methodology (100 minimum words). **Describe in detail the steps you will take to complete your project.** a) What will you do? How will you do it? Are you working independently or in a group? **If you are working in a group, each individual's work must be the equivalent of a 3-credit capstone project.** Each student must submit a proposal in which they explain in detail what their tasks, roles and final products are and how they differ from other group members. b) Where will you conduct/create your project? c) Who are your potential participants, and how will you recruit them? Who will be most interested in your project results? You are expected to reach outside of the Honors Program for your participants. d) How will you analyze your results or the impact of your work? If you are doing a creative project, how will the creative process or exploration of a particular medium be informed by research, knowledge of the field, and best practices or techniques?
	6. Institutional Review Board (IRB) Approval. If you are proposing human subjects, or animal research, you may be required to obtain IRB approval. You must reach out to the Office of Research Compliance to determine whether you have to obtain approval before proceeding with the data collection. Please describe in detail any steps you have taken to determine if you need IRB approval.
	7. Detailed Timeline. In table or list form, provide a detailed timeline in which you outline the following: a) Your expected graduation date. b) Project completion deadline as pre-determined by the Honors Program (by the end of your seventh semester at CMU or the semester before you graduate, whichever date comes earlier). c) Dates and times you will meet with your capstone project advisor. d) Brief description of each task and when it will be completed. Students taking HON 499WI must include steps in the revision process in their timeline.

8. **Final Product. (Describe what will be submitted and evaluated by your capstone advisor)**

   a) You must state in your proposal that you will submit a minimum of **ten (10) pages of written work**, regardless of whether you produce a creative piece/product, research project, or scholarly work
   b) If you are planning to take HON 499WI, you must state in your proposal that you will submit a minimum of **eighteen (18) pages of written work** (including tables and figures) and that at least 50% of the formal writing has undergone revision.

   Creative Endeavor:
   Tell us what you are submitting for the creative piece/product, which should be documented in some form (e.g., photograph, sound recording, video recording, novel, website, PR campaign, physical object). You are also required are required to submit **a minimum ten-page artist statement,** reflecting on the following: 1) any research or investigation conducted in order to design your creative piece/product; 2) a justification for any of the aesthetic decisions that you made; 3) a reflection on the creative process; and 4) an evaluation of the significance or impact of the creative endeavor.

   Research Project or Scholarly Work:
   Written work should be prepared in accordance with the best practices for research or scholarship in your field while meeting the ten-page minimum. We encourage, whenever possible, that written work should be of publishable quality.

9. **Criteria for Evaluation**.
   You are expected to discuss with your capstone project advisor and describe in detail the following:
   a) Capstone project advisor's expectations for how you will work together on this project.
   b) Capstone project advisor's evaluation criteria for the project (this can be in rubric format or a brief description).
   c) Capstone project advisor's expectations for the quality of the final product.
   Capstone project advisors may consult the Honors Capstone Project Advisor Grading and Assessment form as a reference point for Honors Program expectations.

10. **Presentation, Publication, Exhibition, or Dissemination**.
    Describe how you will share the results of your project (e.g., publication, public exhibition, national or regional conference, journal submission, SRCEE, or the Honors Exhibition.) Please specify the name and location of the venue.

11. **Detailed Budget**.
    If you are requesting funding from the Honors Program, please submit a Student Funding Application with a detailed budget, including any other sources of funding. Funding is on a reimbursement basis, you will need to submit your receipts to the Honors Program Office upon completion of your capstone project, up to the amount approved by the Honors Program Director.

12. **References or Works Cited**.
    For both research and creative proposals, you must include at least **five (5) references or works cited** lists corresponding to any citations made throughout their proposals in the format and style of their field.

13. **Faculty Signature**.
    Ensure that your capstone advisor has signed the Honors Capstone Project Proposal form. If your advisor is unable to provide a physical signature, they may send an email approval from their cmich email account to honors@cmich.edu.

Honors Program Student Funding Request Application

Submit this form for Honors Program funding pre-approval.
Do NOT include receipts with this application.
See reverse for important funding information

Name (print): _____ **Student ID #**_____

CMU Email: _____ **@cmich.edu Cell Phone** _____

Do you have a Centralis Scholarship?   Yes   No

Funding Requested for:

  Capstone Expenses   *Conference Expenses*   *Study abroad/study away*   *Other*

Purpose and rationale of request:

_____
_____
_____

Estimated Expenses and Revenues:

Expense Description (attach additional sheet if needed)	Approximate Amount
Total Anticipated Expenses	$

Anticipated income from Other Sources	
Total Anticipated Income from Other Sources	$

Amount requested from Honors Program: $_____

If funding is requested for a conference:

Name of Conference (*No acronyms*) _____

Location: _____ Conference Date(s): _____

Title of Presentation_____

       I have received confirmation that I am a presenter at a conference: yes   no

       I have attached conference confirmation with this application: yes   no

Applicant Signature: _____ **Date**: _____

Honors Program Approval: _____ **Date:** _____

Approved Reimbursement Amount: $_____

<u>Applicants Must:</u>

- Be an undergraduate Honors student in good standing, enrolled at CMU during the semester the application is submitted.

- Be actively completing your Honors Protocol.

- Acknowledge the Honors Program's contribution at events, SRCEE, presentations, publications, conferences, etc.

- While completing budget requests, please list the departments that you have requested funding from (for reimbursement coordination).

- **Funding for conference or capstone expenses**

  a. Honors Program students may request up to $300 in Capstone expenses in addition to requesting up to $300 to attend a conference as an author or co-author on a presentation. Please use a separate application for each expense. Please apply for conference support only after you have received confirmation of your presentation.

  b. Expenses are reimbursement based. Do not include receipts with this application. Approved reimbursements are applied directly to the student's CMU account. Conference expenses can only be reimbursed after the conference has occurred.

  c. A budget transfer will be made for conference, project or research expenses paid by a faculty member or a department.

  d. University policies do not allow reimbursements to you for expenses someone else has paid for.

  e. For travel reimbursements:
     1. Lodging expenses should be pro-rated to reflect your share if lodging is shared.
     2. Meal expenses will not be reimbursed by the Honors Program.
     3. If you are submitting mileage for travel reimbursement, please list the day(s) you traveled on a Google Maps-type printout that shows your departure and your destination locations and the total mileage for your trip. The current year milage reimbursement rate by CMU will apply.

- **Funding for study abroad/study away**

  a. Non-Centralis Honors Program students may request up to $1,000 for any study abroad or study away course one time while attending CMU.

  b. Funding approvals will be sent to the Office of Financial Aid and applied to student accounts

Honors Capstone Project Advisor Roles and Responsibilities

Agreeing to be an advisor for an Honors Program Capstone Project means agreeing to the following responsibilities:

☐ **Help the student select a suitable and focused project.** Many times, students have a large topic that needs to be narrowed down and tailored. Others have an area in which they are passionate about but need direction as to a specific focus. Others yet are not sure what topics "have already been done" and which topics would be "new territory." And some students select a topic that can in no way be done due to its vastness, monies needed, and/or hours they have available to commit to the research. The project needs to be one that an undergraduate can reasonably complete while taking a full load of other undergraduate courses.

☐ **Carefully review the Honors Capstone Packet in its entirety.** The student will bring a copy of this packet to your first scheduled meeting. Be sure to review all documents so that the two of you have a thorough understanding of what is expected throughout the process.

☐ **Assist the student in developing his/her proposal.** We have provided students with guidelines that serve as talking points for the advisor and student to shape the direction of the Honors Capstone Project, its components, and how to evaluate the end result. The proposal will detail where and how often the advisor and advisee will meet, as well as define the advisor's role. The proposal will also include a timeline of specific deadlines for each stage of the project.

☐ **Determine when, where, and how often you will meet:** Some advisors/advisees will meet daily, some weekly, and some just twice a month. The nature of your student's project will determine how often you should meet. A student is not to disappear once their proposal is signed and then reappear after the project is finished. ***The dates and times of your planned meetings must be included in the proposal.***

☐ **Develop specific criteria for evaluating the final result of the student's Honors Senior Project.** Please refer to the Honors Capstone Evaluation form. Some criteria are listed but feel free to add additional expectations with which you will grade the project. These criteria should be specific and be included in the student's project Proposal. Be sure to clearly communicate to the student your expectations of the project in terms of quality. Remember that amount of work they put into their project should be the equivalent of 3 credit hours and they will receive a letter grade on their transcript. The result should be that it could be presented at a professional conference or published in a professional journal.

☐ **Sign off on the final draft of their project proposal.** A Proposal, written by the student, and approved by you, must be submitted to the Honors Program Office at least **two** semesters before the student plans to graduate (not counting summers as semesters). The Honors Office will review the proposal, give their approval, and send an email confirmation to both the student and to the advisor, meaning the project has been approved and work on the project can now commence. The student will also be emailed with instructions to register for HON 499.

☐ **Meet with the student on a regular basis to review their progress.** Give the student a large measure of initiative, independence and responsibility. At the same time, be constantly ready to offer suggestions, directions, and answers to their questions. Make it clear that you want to see work that has been done such as drafts of papers, data collected, results of surveys, preliminary sketches, photographs, etc. As you check their work in progress, evaluate both content and form, and don't hesitate to ask for revisions in either area. During your meetings come up with a list of specific tasks the student should accomplish by your next meeting.

☐ **Guarantee the honesty and integrity of your student's work.** Students can include their Honors Project on their resume and completing their project as part of their Honors Protocol also qualifies them for Honors distinction at graduation and on their transcript.

- ☐ **At the conclusion of the project the student will turn in a final copy of their project to you to be graded.** You will fill out the Honors Capstone Project-Faculty Grading and Assessment form and review your evaluation and letter grade with the student. Once you and the student have both reviewed and signed the evaluation form, the student turns in a copy of their project with the evaluation form to the Honors Program office. The Honors Program must have the student's project and evaluation on file no later than one full semester before the student plans to graduate.

- ☐ **If student is taking HON 499 as a writing intensive option, help student develop revision plans.** HON 499 is the course in which Honors students enroll when working on their Honors Capstone. With your approval, students may take HON 499 as a writing intensive course. If WI, then with your input, the student will need to include details about the re-write process and work progress dates on the detailed timeline that is submitted with your capstone proposal. Advisors need to approve the timelines and can help structure the due dates to ensure there is enough time for revision and completion of each section. The student's paper must be at least 18 pages (including references, tables, figures, etc.), and at least 50% of the formal writing will need to be revised if you are taking the WI option. Each of the five sections (e.g., introduction, literature review, methodology, results, and discussion) of the research paper offers an opportunity for revision. The capstone proposal can be considered the first draft of the first sections of your final capstone, and as such, can be counted in the required revision process.

- ☐ **Inform the student of professional conferences and journals where their work might be displayed, presented, or published.**

- ☐ **If the student is enrolled in HON 499 or HON 499 WI, your academic department will receive $400. This money may be available to you based on your department's policies and procedures.**

- ☐ **Enjoy!** Honors students are among the best and brightest at CMU, and you will surely develop a rewarding relationship with your advisee. The Honors Program is aware of the considerable time, energy, and thought required on your part, and is deeply grateful for your willingness to take on the task of project advising in addition to your normal workload.

- ☐ **Students must present their Honors Program Capstone Project at a campus, state, regional, or national conference.**

If you have questions about the roles and responsibilities of an Honors Capstone Advisor, please contact the Honors Program Office at (989) 774-3902.