

CAPSTONE FORM

Use this form to figure out and communicate the timeline and curricular infrastructure for your Honors Capstone. When you've got this form completed, you will know what you're doing each semester, and so will your director, and so will the Honors College. **Submit this form to the SMBHC no later than November 15 of your third year (or, at least 3.5 semesters before you plan to graduate).** The SMBHC will award a **maximum of 9 honors hours** to coursework in the Capstone. How many honors hours you earn is determined by your strategy. Some students will earn only 6 hours or even only 3; others will earn 6 for the Capstone work and 3 for writing the thesis (or vice versa). **THIS WILL VARY.** That's why you tell us your strategy, reflecting your major, timeline, and goals. Talk with your Director.

COMPLETING THE FORM / YOUR CAPSTONE CURRICULAR INFRASTRUCTURE:

- You are not required to earn academic credit for the work you undertake that will culminate in your thesis (e.g., lab research, senior art show, directed readings in literature), but most students choose to do so, and it is the way you can earn honors credit for your Capstone work before the thesis. This form tells the SMBHC to award those honors hours for coursework you plan to take for that Capstone project.
- You are expected to be enrolled in a thesis-writing course for the semester in which you plan to defend the thesis. On the form, note the course (or sometimes courses) and timeline for the thesis writing.
- For your Capstone coursework, most students will use the independent study/special topics/directed readings courses in their major field. Please consult the Honors website to see "Commonly Used Courses" in your major. You have to have a course to earn credit; these are the usual options.
- Some majors will expect at least six hours (two semesters) on the Capstone work leading to the thesis; others will expect only one semester's work. Ditto for the thesis: some majors routinely use two semesters for this work (and only one for the work leading up to it). In other words, credit hours will vary. This is fine. Honors credit will be awarded to a maximum of 9 credit hrs.
- Be aware that some pathways, such as the Accountancy alternate route, will bring you only six honors hours in total. Be sure you accommodate that number when you make your plans for reaching the 29 hour minimum to graduate from the SMBHC.
- If your department does not have an independent study/special topics type course, consider using HON 301 (and HON 302 if necessary) for the work leading up to the thesis and HON 401 (and 402) for the thesis writing. We prefer that you use departmental courses or course numbers if those are available.
- If your Capstone is the production of an event or artifact (e.g., a voice recital, a portfolio, a business plan, a series of lesson plans, a policy), your thesis will still be an academic work. It will focus on the research and choices leading up to the event/artifact. The thesis, in other words, will demonstrate the scholar's ability to put that work into its significant academic context.
- If your major has a required Capstone, those are the numbers you will use. Check with your director to be sure that coursework includes the writing of a thesis. If it does not, you must plan to include a thesis-writing semester in your Honors Capstone.
- When you are enrolled in coursework for the Capstone, you are earning a grade. Talk about grading expectations with your director. If you do not complete the work for the semester, expect a low grade. If you cannot complete the work for a semester, talk with your Director about options.

In all cases, work with your Capstone mentor(s) to design your Capstone and its curricular structure. Those mentors are essential to your success with the Capstone and vital to your growth as a professional. Work with them closely. Stay in frequent contact with your director especially. This form records their commitment to your Capstone and your timeline.

**SALLY MCDONNELL BARKSDALE HONORS COLLEGE
CAPSTONE FORM**

Name _____ Student ID _____

Local Address _____
Street City State Zip

Local Phone _____ E-mail _____

Major(s) _____

Minor(s), if any _____

Expected date of graduation _____

HONORS CAPSTONE: Please give a brief description of the work you plan to undertake for your honors Capstone, understanding that the Capstone is an extended experience in your field, culminating in your Honors thesis. (E.g., I will conduct research in Dr. X's chemistry lab, I plan to develop a portfolio of news stories about Delta restaurants, I will explore "manners" in the works of Dickens, I will create a series of lesson plans to teach fractions, I will do the ISS Capstone, I will follow the Accountancy alternate route).

Will you earn academic credit for your Capstone work leading up to the thesis? Yes _____ No _____

If yes, please list below the coursework and timeline you will follow for your work on the Capstone prior to the thesis. List one or two courses, depending on what you and your supervisor determine is appropriate to your field and project. Use a departmental number if available. If not, use HON 301 (and 302).

_____	_____	_____
Course	Credit hours	Semester
_____	_____	_____
Course	Credit hours	Semester

Will your Capstone Project require research using human subjects? Yes _____ No _____
(If it does, work closely with your faculty supervisor to ensure all regulations are followed.)

FORM CONTINUES ON OPPOSITE SIDE.

HONORS THESIS: Below, give us your timetable and coursework for the thesis. List either one or two courses, depending on what you and your supervisor determine is appropriate to your field. Use a departmental number if available. If not, use HON 401 (and 402).

_____	_____	_____
Course	Credit hours	Semester
_____	_____	_____
Course	Credit hours	Semester

Return this form to your Honors Advisor (one of the Associate Deans; last name A-L, submit it to Dr. Samonds; last name M-Z, submit it to Dr. Young). Completed forms include your signature and those of your Capstone Director and your Department Chair. We urge you to be sure your Chair notes whether your Capstone work will count toward your major.

_____	_____
Student	Date
_____	_____
Director	Date
_____	_____
Director's printed signature	Date
_____	_____
Department Chair	Date

Courses approved for credit toward major? Yes _____ No _____

SMBHC Approval of Capstone Plan:

_____	_____
Dean of SMBHC	Date

NOTE: Your Plan might change as you work on it (timeline, director, topic). Please let the SMBHC know!