

**SALLY McDONNELL BARKSDALE HONORS COLLEGE
CAPSTONE FORM**

Use this form to communicate the timeline and course credit for your Honors Capstone. When you have this form completed, you will know what you are doing each semester, and so will your director and the Honors College.

Submit this form to the SMBHC no later than November 1 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 plan. Some students will earn only six hours or even only three; others will earn six for the Capstone work and three for writing the thesis (or vice versa). **THIS WILL VARY.** Talk with your Thesis Director/Advisor.

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 or practicum, but most students will, and it is a way to earn honors credit. This form tells the SMBHC to award those honors hours for coursework you plan to take for that Capstone project.
- 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 are expected to be enrolled in a thesis or practicum course for the semester in which you plan to defend your work. On the form, note the course(s) and timeline for the thesis writing.
- 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 semester for the work leading up to it). In other words, credit hours will vary. Honors credit will be awarded to a maximum of 9 credit hours.
- Be aware that some pathways, particularly the Accountancy alternate route and most practicum experiences, will earn only six honors hours in total. Be sure you accommodate that number when you make your plans for reaching the 30-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. We prefer that you use departmental courses if those are available. They will count as honors credit.
- If your Capstone is the production of an event or artifact (e.g., a vocal recital, a collection of stories or artwork, 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.
- When you are enrolled in coursework for the Capstone, you are earning a grade. Talk about grade 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 director to design your Capstone and its curricular structure. Stay in frequent contact with your director. This form records their commitment to your Capstone and your timeline.

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Name _____ Student ID _____

Local Phone _____ Email _____

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 or practicum. (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 in mathematics, I will complete a practicum experience with Dr. Y, I will complete the Accountancy practicum).

Mark which you will complete: _____ a Thesis _____ a Practicum (if practicum, skip to page 2)

If you are earning course credit for work leading to the thesis, list below the coursework and timeline you will follow for your work prior to the thesis. List one or two courses, depending on what you and your advisor determine is appropriate to your field and project. **Use a departmental number if available. If not, use Hon 301 (and 302).** List thesis credit on page 2.

_____	_____	_____
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 advisor to ensure all regulations are followed.)

FORM CONTINUES ON OPPOSITE SIDE.

