

Capstone Form

Name: _____ Student ID: _____

List All Majors: _____

List All Minors (if any): _____

Expected date of graduation: December May 202____ Date: _____

- Select one:** ___ This is the first Capstone Form that I have submitted.
 ___ This Capstone Form replaces an earlier one that I submitted.
 ___ This Capstone Form describes a second capstone that I am undertaking.

After reviewing the descriptions of the [three tracks](#) on the SMBHC website, **select one:**

- ___ Thesis Track Students on the thesis track can count up to **nine** credits toward honors hours.
___ Practicum Track Students on the practicum track can count up to **seven** credits toward honors hours.
___ Project Track Students on the project track can count up to **six** credits toward honors hours.
 Associate Dean for Capstone signature if Project Track: _____

After checking the [list of commonly used courses](#) on the SMBHC website and consulting with your capstone advisor and academic advisor, **please list the courses you will take while you work on your capstone.**

(Note that HON 301/302 and HON 401/402 are not required, and they usually do not help meet the requirements of their major or minor.)

Course: _____ Credit Hours: _____ Fall Spring 202____

Course: _____ Credit Hours: _____ Fall Spring 202____

Course: _____ Credit Hours: _____ Fall Spring 202____

Please give a brief description of the work you plan to undertake for your honors capstone. We recognize that plans change, but this is a statement of your current topic, methods, and goals.

(If you are using the practicum track to complete a senior project in your major or minor or you are in Croft, you may simply state that you plan to use that approach, as we know that the topic will not yet have been chosen.)

If your capstone involves a collaboration with other students who will serve as co-authors of the written thesis and/or co-presenters at the oral defense, list their names below (if known) or state, for example, “CME cohort.”

Both the student and the capstone advisor should initial for each item below.

- _____ We have discussed the expectations of an undergraduate honors capstone, including the time commitment involved at each stage and how this is reflected in the course credit given, how an honors capstone differs from regular coursework and from a graduate thesis, and what would constitute a successful finished written thesis.
- _____ We have discussed whether or not the courses listed above will count toward successful completion of the student’s major or minor or the student has had a separate conversation with the academic advisor or department chair about this.
- _____ We have discussed how attribution of authorship for professional publication works in the discipline, including the kinds of work for which a student might be listed as first author or contributing author.
- _____ We intend to abide by all relevant regulations. If the work involves human subjects (including surveys and interviews), we will if necessary seek Institutional Review Board (IRB) approval. If the work involves laboratory animals, we intend to abide by all relevant regulations, standards, and practices.

By serving as the advisor of this student’s honors capstone, the advisor agrees to:

1. communicate and meet with the student on a regular basis.
2. guide the student in research methods, data collection, special approvals, and other skills necessary for the successful completion of the project.
3. assist the student in securing a second reader at the appropriate time.
4. direct the student through the writing and revising of a high-quality thesis, as far as possible.
5. respect that the student is an undergraduate producing an undergraduate thesis, not a master’s thesis.
6. consult the Associate Dean for Capstone on questions and concerns, as needed.
7. discuss with their chair the advisor’s eligibility for advising an honors capstone, as well as whether advising contributes to teaching, research, or service responsibilities.

Thesis Advisor (print): _____

Home Department or Unit: _____

Thesis Advisor’s signature: _____ **Date:** _____
(signature not required for Accountancy Practicum) (Associate Director signs for Croft)

By undertaking an honors capstone, the student agrees to:

1. communicate and meet with the advisor on a regular basis.
2. work diligently, take on appropriate challenges, accept feedback, ask for help, and meet deadlines.
3. respect the advisor, their time, and their resources.
4. recognize that capstone course credit requires as much commitment as any other course.
5. abide by all relevant regulations and ethical standards, including those regarding academic honesty.
6. keep the Honors College updated on any significant changes to the capstone plan, including graduation date.

Student’s signature: _____ **Date:** _____

Please submit your completed form to HoCoCapstone@olemiss.edu.

Capstone Form Frequently Asked Questions

Do I have to do a capstone and a thesis? The honors capstone is also called the thesis. Every graduate of the Sally McDonnell Barksdale Honors College must complete an honors capstone.

My department has a capstone course. Does this count as my honors capstone? Most departmental capstone courses, senior seminars, and senior design courses do not meet the requirements of an honors capstone, which are always multi-semester projects. Sometimes these seminars can be incorporated into one's honors capstone. It is more common for students to take an independent study or research course while working on the capstone.

Which courses should I take to complete the capstone? Most students “double up” by having their work on the honors capstone count toward their major, through courses designated by their department for research or independent study. Here is a useful list of such courses: <https://www.honors.olemiss.edu/commonly-used-courses-for-the-honors-capstone/>.

When do I submit the Capstone Form? Capstone Forms are due by November 1 of a student's junior year. “Junior year” is determined by the student's planned graduation date, not their accumulated credits. In other words, you should have your honors capstone plan in place more than three semesters before you expect to graduate.

Can I do more than one honors capstone? Yes. You should fill out a separate form for each capstone. If you are a double major, you are only required to do one honors capstone.

Which track should I be on? Most students are on the thesis track, which emphasizes research or creative achievement in their major (or occasionally minor), whether that is in the physical sciences, social sciences, arts, humanities, business, education, journalism, and beyond. There are two kinds of practicum track. In some disciplines (including Accountancy, some engineering majors, and the CME minor), students work on a collaborative, pre-professional project, and the honors capstone is a deeper version of that experience. Additionally, the Honors College or other campus partners sometimes offer multidisciplinary opportunities for practicums. Students engaged in long-term, community-transforming work can speak to the Associate Dean for Capstone about whether and how to pursue a project-track capstone.

Do I need my department chair's signature? We no longer require the signature of the department chair or dean of the school. Students are responsible for ensuring that their plan has departmental approval and that they have spoken with their academic advisor or department chair about how their work on the honors capstone fits into their degree plan.

When do I need the Associate Dean for Capstone's signature? All students using the project track must get the signature of the Associate Dean for Capstone. If you would like to do a thesis track capstone outside your major or minor, contact the Associate Dean for Capstone for approval.

What if I don't know my topic or collaborators yet? We recognize that in Croft and in some fields with practicum options, the student will not know their topic until later. In that case, state what you know now, such as, “I plan to study abroad in Uruguay and complete a Croft thesis” or “I will use the Chemical Engineering practicum option.”

Who is eligible to serve as a thesis advisor? Most full-time faculty of the university can direct honors capstones, as well as those with long-term research positions. For all other cases, including staff members, those with visiting appointments, and those with part-time appointments, the advisor must be approved by the Associate Dean for Capstone, usually in consultation with the relevant department chair.

When do I need IRB approval? Information about Institutional Review Board requirements and procedures can be found at <https://research.olemiss.edu/irb>.

When should I submit a revised capstone form? Small changes to the project do not require a new capstone form. Students can update us on minor changes when submitting the second reader information. If a new topic is undertaken or a new advisor is needed, please fill out a new form and submit it to HoCoCapstone@olemiss.edu.

Additional help is found on the SMBHC website (<https://www.honors.olemiss.edu/students/honors-capstone/>), the SMBHC Student Handbook, and on the Blackboard page available to current SMBHC sophomores, juniors, and seniors.

Questions not answered on this FAQ or on the website can be directed to the Associate Dean for Capstone, Dr. Timothy Yenter, at tpyenter@olemiss.edu.