



KUTZTOWN UNIVERSITY

KUHONORS

How To Guide:

Honors Capstone Project

Revised: Fall 2019

Overview of the Honors Capstone Project

The Honors Capstone Project is the culmination of your Honors Program experience. The Honors Capstone is a comprehensive independent or collaborative research, creative or service-learning project. At the completion of the Capstone Project, Honors students should be able to demonstrate mastery in Self-Authorship, Communication, and Integrative Scholarship—three ideal student learning outcomes of the Kutztown University Honors Program.

The Honors Capstone Project is also a process. Throughout the process, Honors students develop ideas, have conversations with faculty members, create a proposal, conduct independent work, orally present their work in progress, write their own independent study courses, write or produce the independent final project, and present their original project at a conference to an audience that goes beyond the Kutztown community.

It is through this process that students will demonstrate mastery in the following student learning outcomes:

Self-authorship: combine one's identity, relationships, beliefs, and values into a set of expressed commitments upon which to act

Communication: develop and present ideas logically and effectively in order to enhance communication for various audiences and purposes.

Integrative scholarship: integrate knowledge to express insight and originality through disciplinary or multidisciplinary methods.

The best Capstone Projects are projects that demonstrate a student's investment in their academic and creative passions and the development of those passions as an academic, artist, educator or other professional.

Wishing you an exciting and enriching Capstone experience,

Dr. Jennifer Schlegel

Director, Honors Program

A Basic Timeline

Your Capstone Project is a three-semester project. Typically, the last of those three semesters is the semester that you graduate.

① First Semester of Capstone:

- **Identify your topic.** Do some research, figure out what interests you. Decide what you would like to propose to potential Advisors.
- **Find an Advisor.** They could be within your major or outside of it.
- **Submit Capstone Project Record Sheet.** Complete the sheet through the “Capstone Information” section.
- **Create and submit your Capstone Proposal.** Work with your Advisor to create this document. You can find examples of what this document should look like in **Honors Hall**. Talk to your Advisor about potential Independent Study courses. Honors students can get up to 6 Honors credits for up to 2 Independent Studies toward their Capstone Projects.
- **Submit Independent Study paperwork for 398.** This is an Honors Independent Study Research course. Most majors have a 398, but if they do not, meet with the Honors Director for assistance. Develop the syllabus for your Independent Study.

② Second Semester of Capstone:

- **Conduct your research or develop creative project.** Talk to your Advisor about where you should start if you are confused. Explore the resources that the university offers. Ask your Advisor if there are any other professors that concentrate in your area of interest.
- **Complete your Independent Study.** Be sure to attend scheduled meetings with your Advisor. You do get graded for these classes, and you must receive a B or better to gain Honors credit.
- **Complete your WIPS (Work-in-Progress-Session).** This presentation is meant to help you gain some outside clarity on where your project is headed and to show your peers and Advisor all the hard work you are doing for this Project! Details can be found later in this document under “WIPS.”
- **Submit Independent Study paperwork for 395.** This is an Honors Independent Study Thesis Writing course. Most majors have a 395, but if they do not, meet with the Honors Director for assistance. Develop the syllabus for your Independent Study.
- **Look for a potential conference (or multiple!) to present your Capstone Project.** Your Advisor might be able to provide some guidance in finding one! Your conference must be “beyond the walls of KU.” This means that the conference you attend must include participants outside of KU. If KU is hosting a conference with external participants, that is fine. Please see the Honors Program Director with any questions.

③ Third Semester of Capstone:

- **Write your Capstone Project.** Look in the Honors Hall Lounge for examples if you are lost. There is also a page in this Capstone Guide dedicated to formatting your project!
- **Send a draft to your Advisor to read.** Once approved...
- **Present your Capstone Project at an approved location.** Requirements can be found later in this document. You must be able to provide documentation that you presented at a conference.
- **Retrieve the Capstone Project Record Sheet from the Honors Program office for Capstone Advisor final approval and signature.**
- **Submit your Capstone Project and signed Record Sheet to the Honors Program Secretary. Your final project MUST be submitted no later than Week 13 of the semester that you graduate.**

Writing your Capstone Proposal...

The Proposal should reflect standards in the discipline(s) relevant to the Capstone Project. There are two components to the Capstone Proposal: an abstract and a short essay.

A really good proposal begins with a really good proposal abstract. Consult with your Capstone Advisor to discuss what an appropriate abstract looks like for your field.

The 500 word Capstone Proposal abstract introduces the topic, the relevance of the topic to the student's curricular and co-curricular experiences, the methods being used to investigate or develop the topic, anticipated outcomes, and anticipated relevance to the field(s) of study.

Following the abstract, write a short essay that addresses the following:

- Your advisor and their role in the project.
- The expectations of the working relationship between you and your advisor.
- A description of the classes and co-curricular experiences you've had that can be applied to this project.
- A timeline of specific and accomplishable goals including meeting dates with your advisor.

Submit these documents along with your Capstone Project Record Sheet and Independent Study Form (if applicable) to the Honors Program Office by the end of the first semester of the three semester plan.

You will be notified by the Honors Program with notice of approval or revision your paperwork.

Visit Honors Hall for an example of a Capstone Proposal!

Interested in taking an Independent Study?

Fill out green Independent Study form if you are taking the course for Honors credit. The Independent Study courses available to MOST students are 398 (research) and 395 (writing). If you want to take both of them, please take in that order. Not all majors offer the 398 and 395 as Honors Independent Study. Please check the back of the green sheet to make sure you are enrolling in the correct course for your major (attached). Contact the Honors Program Director for alternatives.

Complete the green Independent Study form as required by the academic department indicated by the course prefix. This form gets routed through the appropriate academic department. Make a copy of the form with your advisor's signature and bring that copy to the Honors Program Office with the Capstone Project Record Sheet.

The white Capstone Project Record Sheet, your written proposal, and a copy of the green Independent Study form (if applicable) must be returned to the Honors Program Office by the end of the first semester of the three semester plan for completing your Capstone.

Works in Progress Seminars - "WIPS"

Each student must complete one WIPS during their second semester of work.

Process

- Select a date coordinating with your Capstone advisor and the Honors Program Director.
 - Schedule room with Honors Program secretary.
 - The Honors Program Director and your capstone advisor must be present at your WIPS.
 - Publicize your WIPS through D2L, including a short description of your project and time/location of the WIPS.
 - Invite at least (5) student peers. If you have fewer than five students at your presentation it will not be counted. You will have to reschedule the WIPS.
 - Consider providing participants with snacks and refreshments.
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Formatting Your Capstone Project...

- One inch margins on all sides.
- At least fifty pages (with 80% original content), typed, double spaced, one sided, 8 ½ by 11 paper with black ink, 12 point font in Times New Roman.
- Must be bound in a black, one-inch binder with cover sheet in the plastic pocket and a title on the spine of the binder.
- Title page with capstone title, student name, department, university and year (bottom left corner should have advisor name and faculty readers if any).
- An abstract is to be included after the title page.
- The following are required and count toward the page requirement but not the original content:
 - Table of Contents
 - Acknowledgements Page
 - Citations, Footnotes, and References
- Students submitting creative projects must write a process paper (at least 10 pages) as well as a reflection paper (at least 10 pages) to be included with their art.
- Page numbers should be included on each page.
- A detailed bibliography must be included. (Counted as part of the 50 page minimum page requirement)
- Appendices including relevant material are highly encouraged for inclusion within your project and count as part of the minimum 50 page requirement.

*Remember to write what you believe and what you intend to prove
and form your conclusion based on evidence.
A comprehensive Capstone Project demands significant original work.*

Look in the Honors Hall Lounge for examples of completed Capstones!

Final Presentation of Capstone Project...

Requirements

- Must take place in a academic or professional conference “beyond the walls of KU.” This means that the conference you attend must include participants outside of KU. If KU is hosting a conference with external participants, that is fine. Please see the Honors Program Director with any questions. Examples include:
 - a. Conference
 - b. Symposium
 - c. Gallery Exhibition
- Students are responsible for identifying, submitting, attending, and presenting at their conference. Provide a copy of the conference program to the Honors Program secretary for proof of attendance..

Turning it in

- Return to Honors to get your original Capstone Project Record Sheet for your Capstone Advisor to sign.
- A BOUND, HARD COPY of your completed Capstone Project, including a cover page with your name, advisor, presentation date, time and place, must be turned in to the Honors Program secretary.
- Honors Students have the option of submitting their Capstone to be digitally archived in Rohrbach Library. Contact the Digital Archives representative in the Rohrbach Library for instructions.
- Celebrate your achievement at the Honors Senior Banquet!

Due dates

- Final Capstone Presentation Documented by week 12
- Submission of Completed Capstone Project (turned in to Honors Program office) by week 13

If you are confused...

Come into the Honors Program office and talk to our staff members. We are here to help and can put you in the right direction for your Capstone Project. The Honors Program Secretary can help you set up an appointment with Honors Program Director.
