

# UNIVERSITY HONORS PROGRAM

## Honors Capstone Prospectus Traditional Project

This prospectus paperwork is for students completing a traditional Honors Capstone project. It may be submitted in paper format to the UHP Office, 219 Clark Hall, Campus Box 8610, or scanned and emailed with signatures to [university\\_honors@ncsu.edu](mailto:university_honors@ncsu.edu)

**Deadline:** The prospectus is due by no later than the 20th day of class two semesters prior to a student's graduation date. May graduates should submit the prospectus by the 20th day of class in the Fall term. For December graduates, the prospectus must be submitted by the 20th day of class in the Spring term.

### Student Information\*

Name: \_\_\_\_\_ Major/Minor(s)\*\*: \_\_\_\_\_  
 ID Number: \_\_\_\_\_ Anticipated Graduation Term: \_\_\_\_\_  
 Email: \_\_\_\_\_

*\*if Capstone is a team-based project, each team member must fill out an individual Capstone prospectus.*

*\*\*Students may only complete a Capstone in their major/minor field unless approved in advance by the UHP*

### Faculty Mentor Information\*

Title:  Dr.  Ms.  Mrs.  Mr. Campus Box: \_\_\_\_\_  
 Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Department: \_\_\_\_\_ Phone: \_\_\_\_\_

*\* If a non-NCSU faculty member is serving as co-mentor, please include that person's name, contact information, and resume in the attached description.*

### Capstone Information

Tentative Capstone title: \_\_\_\_\_

Courses taken for Capstone project\*\*\*

Semester and Year (e.g., Spring 2018)	Course Abbreviation and Number (e.g., HON 499)

*\*\*\* In addition to submitting the prospectus, students must register for graded research credit each semester they are working on the project. This may be via HON 498/499 (in which case additional forms are required) or in your home department.*

For Office Use Only

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Notification Sent: \_\_\_\_\_

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## Honors Capstone Prospectus

### Traditional Project

#### Student signature

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Final approval of your Honors Capstone prospectus is contingent upon meeting the following expectations. Students please initial next to each statement:

I have read and understood the Capstone overview for students provided on the UHP website. \_\_\_\_\_

I understand that any major change to this proposal (e.g. choosing a different topic or mentor) requires the submission of a new Capstone prospectus. \_\_\_\_\_

I understand that it is my responsibility to identify, schedule, and notify the UHP office in advance of the required public presentation of my Capstone. \_\_\_\_\_

I understand that it is my responsibility to submit a final copy of my Capstone to the UHP in electronic format no later than the last day of classes of the semester in which the project is completed. \_\_\_\_\_

I understand that this Capstone prospectus is being submitted *pro forma*, meaning that I may assume the project to be accepted unless notified otherwise. \_\_\_\_\_

I understand that I must enroll in at least 3 graded credit hours for my Capstone project and that I must receive a B- or better each semester to meet UHP requirements. \_\_\_\_\_

I understand that I may not receive financial compensation for any research hours conducted as part of the Capstone, including during HON 498/499 \_\_\_\_\_

I am willing to abide by these expectations, as well as follow the plan of research outlined in the attached Capstone prospectus:

Student signature \_\_\_\_\_ Date \_\_\_\_\_

#### Mentor signature

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By signing this form, the faculty mentor agrees to supervise the student's proposed Capstone project (prospectus attached). It is also your acknowledgement that you have read and understood the Capstone overview for mentors provided on the UHP website.

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

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In addition to the cover and signature pages, the student should attach a Capstone prospectus. The Honors Capstone Prospectus is an opportunity for the student to outline his or her concept for the Capstone project, detail a plan of research, and develop shared expectations with the Capstone mentor. The planning and writing stages of the prospectus should begin well in advance of the work undertaken for the Capstone project. **The prospectus must be submitted to the UHP no later than the twentieth day of class during the semester in which the Capstone has begun.** Ideally, initial conversations with the faculty mentor will begin at the mid-point of the semester prior to beginning the project.

**Your prospectus is a minimum 1000 word conceptual plan and overview of your proposed Capstone.** It should provide the general scope of your project, your basic research questions, research methodology, the overall significance of your study, and a bibliography. In brief, your proposal explains what you want to study, how you will study this topic, why this topic needs to be studied.

- For research-based, analytical, or empirical capstone, focus on your governing questions or hypothesis, your research methods, and your theoretical or methodological framework.
- For a creative or project-based Capstone, your prospectus should focus on what you plan to do, why this project is important or has significance, and how it is relevant to your discipline.

Since Capstone projects vary widely according to disciplinary context, there is no standard template for the prospectus that would accurately cover every Capstone project. Instead, students and faculty mentors should draw from the following framework (below), while being at liberty to tailor prospectus to the needs and contours of their own project. In general, an Honors Capstone Prospectus will include some combination of the following components:

- Tentative capstone title
- Problem and/or significance statement
- Literature review or summary
- Major research questions and/or hypothesis
- Theoretical framework
- Research design and method
- Research timeline
- References and/or appendices
- Tentative final product (required for all students)