



Honors Capstone Form



Process for Honors Capstone:

1. **Make sure you completely understand a regular Honors contract first.**
2. **Ask your professor** if they are willing to work with you on your Honors Capstone. Your Honors Capstone must 1) involve significant original research, design, or creative work PLUS 2) be attached to a 300-400 level class in your major or minor AND 3) must be PRESENTED to the public either at the Honors Student Symposium (fall), the Endeavor Symposium (spring), a forum provided by your major/college, or some other way approved by the Honors Director. Presentation required ONLY if you joined Honors in Fall 2018 or after.
3. **Decide with your professor** what you will ADD to the course as your Honors Capstone.
4. Fill out this form. Make sure it is **SIGNED** by your professor and includes a due date.
5. **SUBMIT this form to the Honors Program by the end the 3rd Monday for full semester courses.** Please note this is an EARLIER deadline than for regular Honors contracts. We encourage you to think about your Honors Capstones the semester BEFORE you will present them.
6. At the end of the semester, **your professor will submit a grade report** to the Honors Program.
7. You must earn an A or B in both the course and on the Honors Capstone to earn Honors credit.

What makes something a “Capstone”?

Your Capstone should involve the production of new knowledge, insights, or creative work rather than a summary of previous work.

When should I do my Capstone?

Most students will do their Capstones their junior or senior year, but some might even work on their Capstone earlier.

How do I know if a course is “in my major or minor”?

For the purposes of the Capstone, Honors defines a course in your major or minor as a course that appears in the major or minor section of your DegreeWorks degree audit. If you have a question or need an exception to this policy, please meet with the Honors Director.

Can I just present my Capstone to my class?

No, you have to present your Capstone to the wider community in an Honors-approved setting.

What kind of presentation could I do?

Depending on your field and your Capstone, your presentation might be:

- A lecture
- A poster presentation
- A reading or “unveiling” of a creative work
- A concert or performance
- A “defense” of research with questions/comments

Your Capstone presentation for Honors should NOT be part of your grade for your course.

My major already includes a Capstone.

Does this mean I have to do two?!

No!!!! Your Honors Capstone may supplement and extend a required major-related Capstone project. Think of this as making your “regular” Capstone an “Honors” Capstone.

More questions? Come ask!

Student Signature: _____

Date: _____

Professor Signature: _____

Date: _____

Checklist:

- Make sure you and your professor have **read the back of this form** and **understand what an Honors Capstone is**.
- Make sure you and your professor have signed the back of this form AND the project description.**
- Withdrawals:** You may drop the Honors Capstone without withdrawing from the course itself. Notify both your professor and the Honors Program. *We discourage withdrawals unless it's absolutely necessary.*
- Due Dates:** Grade reports for Honors Capstones are due at the end of the semester except with permission of the Honors Director, granted only in exceptional circumstances. Professors will submit grade reports online.
- Deadline: Return this form with a signed Honors project description to the Honors Program Office (OC 1070) by the 3rd Monday of the semester. NOTE: This is earlier than regular Honors contract forms!**
- Students and faculty are advised to keep a copy of this form.**

Student Information

Name: _____ ID# _____
Last Name First Name

E-Mail Address: _____@eagles.usi.edu Major/Minor _____

Professor Information

Name: _____
Last Name First Name

Department: _____ Email: _____@usi.edu

Course Information

Term: Fall Spring Summer I Summer II Summer III Year: _____

CRN: _____ Course prefix & #: _____ Section #: _____ Title: _____

**Please attach a description of the Honors Capstone.
Professor's signature and due date are required.**

Due Date for Honors Capstone: _____

****FOR STUDENTS JOINING HONORS IN FALL 2018 OR AFTER****

The Honors Capstone must be presented. It does not need to be presented in the same semester as your course. When do you intend to present your Capstone?

- ___ 11/20/2019, 2-4pm at the Honors Student Symposium
- ___ Spring 2020, at the USI Endeavor Symposium (TBA, usually April)
- ___ Other _____ (explain, will need Honors Director approval)

Your Capstone presentation for Honors should NOT be part of your grade for your course.

Grades for Honors Capstone should be submitted at the end of the semester.
 The Honors Program will email faculty and prompt grade submission.

Please contact Dr. Sarah E. Stevens, Honors Director, with questions or concerns!

sestevens@usi.edu; 812-461-5357; Orr Center 1070