

Honors Capstone Project Proposal Form

Please attach this form to the front page of your proposal

Name: _____

Student ID Number: _____ CMU Email: _____ @cmich.edu

Anticipated Graduation Date (Semester & Year): _____

Advisor: _____ Email: _____ @cmich.edu Signature: _____	Co-advisor: _____ Email: _____ @cmich.edu Signature: _____
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Honors Program Capstone Enrollment:

Semester and Year of Capstone Enrollment: _____ Credits: _____

Complete only ONE of these course options	HON 499	HON 499 Course Reference Number: _____
	HON 499 WI	HON 499WI Course Reference Number: _____ I understand that utilizing the HON 499WI writing intensive option requires: <i>Indicate your agreement to the additional WI requirements by checking the boxes below.</i> <ul style="list-style-type: none"> <input type="checkbox"/> At least 18 pages of writing, AND <input type="checkbox"/> 50% of writing has undergone revision I understand that the "WI" option must be incorporated into my initial proposal and approved by my faculty advisor. Initial here: _____ <small>Refer to the "Honors Capstone Project Frequently Asked Questions" for required criteria for completing a "WI" course option are outlined.</small>
	Departmental Capstone Course (ex: BIO 403)	Non-HON Course Designator: Course Reference Number: _____

I understand that my Capstone Project must be completed and turned in to the Honors Office **AT LEAST ONE FULL SEMESTER** before I plan to graduate. Initial here: _____

I understand that I am required to share my work publicly (e.g., conference, exhibit, SRCEE, etc.) or submit my project for publication. Initial here: _____

Honors Approval Signature: _____ Date: _____

<u>FOR OFFICE USE ONLY:</u>	<u>Email Approval to Student</u>	<u>Email Approval to Faculty</u>	<u>Tracking Sheet Updated</u>
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Honors Capstone Project Proposal Format Guide

Students are responsible for reviewing the Honors Capstone Project Proposal Format Guide and developing their proposals in consultation with their capstone advisor. Please use this as a guide to submit your proposal in a separate document. All aspects of the form must be complete before it is reviewed and processed. *Incomplete proposals will be returned to the student for revision.*

1	The Project Title.
2	Brief Abstract (100 words minimum). Summarize the rationale for your project, the methodology, anticipated results, and the potential importance or significance of the work to your field.
3	Problem Statement (100 words minimum). <u>Research:</u> State the research problem and briefly explain the rationale for your project. <u>Creative Project:</u> Describe your creative idea, the project, or products to be developed, and the rationale for your project.
4	Brief Review of Literature (250 words minimum). In consultation with their capstone project advisor, students should select a minimum of five (5) reliable sources pertaining to their topic (if you are doing a creative work, you might consider best practices for design, creative pieces that you draw inspiration from, or sources that highlight a gap in the field). Students should have reviewed these sources, be able to summarize the main points, and analyze how these main points contribute to the exigency of the project (for example, your literature review should be able to answer the questions: Why now? Who cares? Why is this important?). Please note that this work should be considered foundational to and can be included in your final project, so we recommend that you take the time to develop this section well. Be sure to cite properly using the guidelines of your field.
5	A Detailed Project Design or Methodology (100 words minimum). Describe in detail the steps you will take to complete your project. What will you do? How will you do it? Are you working independently or in a group? If students are working in a group, each individual student's work should be the equivalent of a capstone project and students should explain in detail what their tasks and roles will be in the project. In what venue will you complete your project? Who are your potential participants, and how will you recruit them, or who will be most interested in your project results? Students are expected to reach outside of the Honors Program for their participants. How will you analyze your results or the impact of your work? If you are doing a creative project, how will the creative process or exploration of a particular medium be informed by research, knowledge of the field, and best practices or techniques?
6	Institutional Review Board (IRB) Approval. If you are proposing human subjects, or animal research, you may be required to obtain IRB approval. Students should reach out to the <u>Institutional Review Board office</u> to determine whether they must obtain approval before proceeding with the collection of any data. Please describe in detail any steps you have taken to determine if you need IRB approval.
7	Detailed Timeline. In chart form, provide a detailed timeline in which you outline the following: 1) Your expected graduation date; 2) the project completion deadline as pre-determined by the Honors Program (by the end of your seventh semester at CMU or the semester before you graduate, which ever date comes earlier); 3) dates and times you will meet with your capstone project advisor; and 4) a brief description of each task and when it will be completed. Please note that students are encouraged to submit their work before the pre-established deadline. If students are taking HON 499WI, they must include steps of the revision process in their timeline.
8	Final Product. All students are required to submit, at a minimum, ten (10) pages of written work , regardless of whether you produce a creative piece/product, research project, or scholarly work. If taken as HON 499WI, students are required to submit a minimum of eighteen (18) pages of written work (including tables and figures) and at least 50% of the formal writing will need to be revised. Please describe below what will be submitted and evaluated by your capstone advisor.

	<p>Creative Endeavor: In addition to the creative piece/product, which should be documented in some form (e.g., photograph, sound recording, video recording, novel, website, PR campaign, physical object), students are required to write a ten-page artist statement, in which they reflect on the following: 1) any research or investigation conducted in order to design your creative piece/product; 2) a justification for any of the aesthetic decisions that you made; 3) a reflection on the creative process; and 4) an evaluation of the significance or impact of the creative endeavor.</p> <p>Research Project or Scholarly Work: Written work should be prepared in accordance with the best practices for research or scholarship in your field while meeting the ten-page minimum. We encourage, whenever possible, that written work should be of publishable quality.</p>
9	<p>Criteria for Evaluation. Students are expected to discuss with their capstone project advisor and describe in detail below: 1) the capstone project advisor’s expectations for how you will work together on this project; 2) the capstone project advisor’s evaluation criteria for the project (this can be in rubric format or a brief description); 3) the capstone project advisor’s expectations for the quality of the final product. Capstone project advisors may consult the Honors Capstone Project Advisor Grading and Assessment form as a reference point for Honors Program expectations.</p>
10	<p>Presentation, Publication, Exhibition, or Dissemination. Describe how you expect to share the results of your project (e.g., publication, public exhibition, national conference, journal submission, SRCEE, or the Honors Exhibition, etc.) Please specify the name of the venue and the location.</p>
11	<p>Detailed Budget. If you are requesting funding from the Honors Program, please submit a Student Funding Application with a detailed budget, including any other sources of funding. Funding is on a reimbursement basis, you will need to submit your receipts to the Honors Program Office upon completion of your capstone project, up to the amount approved by the Honors Program Director.</p>
12	<p>References or Works Cited. Students must include references or works cited list corresponding to any citations made throughout their proposals in the format and style of their field.</p>
13	<p>Faculty Signature. Ensure that your capstone advisor has signed the Honors Capstone Project Proposal form. If your advisor is unable to provide a wet signature, they may send an email approval from their cmich email account to honors@cmich.edu.</p>

Honors Program Student Funding Application

Submit this form for Honors Program funding pre-approval.

Do **NOT** include receipts with this application.

See reverse for important funding information

Name (print): _____ Student ID # _____

CMU Email: _____ @cmich.edu Cell Phone (_____) _____

Capstone Advisor: _____

Anticipated Graduation date (semester and year): _____

Funding Requested for (circle one): *Capstone Expenses* *Conference Expenses* *Other*

Estimated Expenses and Revenues:

Expense Description	Approximate Amount
<i>Total Anticipated Expenses</i>	\$ _____

Anticipated income from Other Sources	
<i>Total Anticipated Income from Other Sources</i>	\$ _____

If a faculty member is paying for your expenses: please indicate their name, phone number and department:

Amount requested from Honors Program: \$ _____

If funding is requested for a conference:

Conference Name? _____ (No acronyms)

Where? _____ Conference Date(s): _____

Title of Presentation _____

I have received confirmation that I am a presenter at a conference: yes no

I have attached conference confirmation with this application: yes no

Applicant Signature: _____ **Date:** _____

Honors Program Approval: _____ **Date:** _____

Approved Reimbursement Amount: \$ _____

Honors Program Student Funding Information – Page 2

Applicants Must:

- Be an undergraduate Honors student in good standing, enrolled at CMU during the semester the application is submitted.
- Be actively completing your Honors Protocol.
- Acknowledge the Honors Program’s contribution at events, SRCEE, presentations, publications, conferences, etc.
- Honors Program students may request up to \$300 in Capstone expenses in addition to requesting up to \$300 to attend a conference as an author or co-author on a presentation. Please use a separate application for each expense. Please apply for conference support only after you have received confirmation of your presentation.
- Funding is reimbursement based. Do not include receipts with this application. Approved reimbursements are applied directly to the student’s CMU account. Conference expenses can only be reimbursed after the conference has occurred.
- **Complete a “Student & Non-Employee Travel Reimbursement Voucher” for all expenses:**
 1. Use Non-Employee/Student Expense Reimbursement form at <https://www.cmich.edu/fas/fsr/cps/forms/Pages/default.aspx>. Complete only one form for your reimbursement, even if multiple departments are contributing to this reimbursement.
 2. Attach original itemized receipts and submit to the Honors Program office in Powers 104.
 3. Make and keep a copy of your voucher and receipts for yourself, they will not be returned to you.
 4. Submit your voucher form to one of your funding departments to begin the reimbursement process.
- A budget transfer will be made for conference, project or research expenses paid by a faculty member or a department.
- University policies do not allow reimbursements to you for expenses someone else has paid for.
- While completing budget requests, please list the departments that you have requested funding from (for reimbursement coordination).
- For travel reimbursements:
 1. Lodging expenses should be pro-rated to reflect your share if lodging is shared.
 2. Meal expenses will not be reimbursed by the Honors Program.
 3. If you are submitting mileage for travel reimbursement, please list the day(s) you traveled on a Google Maps-type printout that shows your departure and your destination locations and the total mileage for your trip. The current year milage reimbursement rate by CMU will apply.