



University Honors Capstone Proposal Form

This form is completed in HNPG150 & HNPG151 by Honors students beginning their capstone project. Honors students who change their capstone project proposal after HNPG151 will need to: (1) fill out this form again; (2) secure their Faculty-Mentor's signature on this form and the Faculty-Mentor contract; (3) write a new Prospectus & timeline; and (4) e-mail kristine.parada@ucr.edu to make an appointment with the Faculty Director for review, approval & signature.

First & Last Name:

SID:

Campus E-mail:

Primary Major:

College:

Capstone Title:

Capstone Abstract: The abstract should include a clear, succinct statement of the research question, scholarly work, or creative activity. Please limit to 250 words.

Quarter and year you intend to complete your capstone project. For most students, this will be the quarter of their graduation.

Quarter: Fall Winter Spring Year:

Please fill out all fields below for your primary Faculty-Mentor.

Fill in bubble and relevant information below if you have a secondary Faculty-Mentor.

Primary Faculty-Mentor Rank*:

Secondary Faculty-Mentor Rank*:

Primary Faculty-Mentor Name:

Secondary Faculty-Mentor Name:

Home Department of Primary Faculty-Mentor:

Home Department of Secondary Faculty-Mentor:

Primary Faculty-Mentor E-mail:

Secondary Faculty-Mentor E-mail:

*Faculty-Mentors must be ladder-ranked faculty members (Assistant Professor, Associate Professor, Professor), a Lecturer with Security of Employment (LSOE), or a Lecturer with Potential for Security of Employment (LPSOE).

Faculty-Mentor's Endorsement: I have discussed the capstone project and my expectations with the student. The abstract reflects the project we will be working on.

Faculty-Mentor Signature (Required): _____ Date: _____

Student Signature (Required): _____ Date: _____

HNPG150/151 Faculty Approval Signature: _____ Date: _____

Honors Faculty Director Approval Signature*: _____ Date: _____

* If this form is completed in HNPG150 or 151, the HNPG150/151 Faculty member will provide a signature & the Faculty Director will provide a signature. If this form is completed after HNPG151 because a student needs to change his/her capstone proposal, the student is responsible to obtain the Faculty Director's signature, but not the HNPG150/151 faculty's signature.

University Honors Faculty-Mentor Contract

As a faculty-mentor for a University Honors student completing his/her capstone project, I understand, and will adhere to, the following expectations:

1. Attend a college/school-specific, faculty-mentor orientation at the beginning of fall quarter.
2. Read, and become familiar with, the "University Honors Faculty-Mentor (and Student) Capstone Project Handbook."
3. Mentor no more than three University Honors students during a given academic year.
4. Serve as the instructor of record for a one-unit, letter-graded, in-progress, HNPG 199H course during fall quarter, winter quarter, and spring quarter and assign a course grade consistent with the research/creative activity conducted and the submission of the capstone project. (Effective Fall 2019)
5. Listen to the student, as he/she explains his/her idea for a capstone project, and guide the development of forming the idea into a realistic project.
6. Communicate with the student about the methodologies that are needed to develop the idea, including, but not limited to, the process and timeline involved with obtaining Institutional Review Board (IRB) approval, as needed.
7. Introduce the student to other personnel in the applicable research program, establish clear reporting lines between the student and the other personnel, and explain the culture of the research group, if applicable.
8. Inform the student of the unpredictable nature of research; the need for individual initiative, accountability, and adaptability; the prospect that the project may not achieve expected results, even if the student performs at full capacity; and the process of responding to a failed experiment, a null hypothesis, or inconclusive results.
9. Inform the student of the expected time commitment for conducting the project and for writing the final document and assist the student with developing, and adhering to, a realistic timeline.
10. Apply for funding from University Honors, if necessary, to support the student's research/creative activity.
11. Establish timelines and expectations for periodic progress reports and meet with the student on a regular basis, at least bi-weekly, to monitor progress and offer support and guidance regarding research/creative activity, content, editing, troubleshooting, discipline-specific formatting, IRB approval (if applicable), research results, timeline, and expectations.
12. Review drafts of the abstract, prospectus, all project components, and the final project and provide feedback.
13. Assist the student in preparing his/her required oral presentation or poster presentation of the capstone project, help the student to identify an appropriate venue for the oral presentation or poster presentation (e.g., discipline-specific conference; Undergraduate Research, Scholarship, and Creative Activity Symposium; classroom setting; lab meeting; community event; etc.), and attend his/her oral presentation, or help the student to identify another faculty member to attend.
14. Complete the University Honors Capstone Project Rubric, which will be e-mailed upon the student's submission of his/her capstone project and which will be due no later than the end of Week 10 of the quarter of capstone project submission. The rubric will be used solely as an evaluation tool for the capstone project and not as a mechanism for assigning a grade for HNPG 199H (Effective Fall 2019).
15. Accept the invitation to be present at the University Honors Cording Ceremony, which will occur near the end of spring quarter.
16. Determine whether it is appropriate for University Honors to archive the student's capstone project in eScholarship, the open-access repository for UC scholarly works.
17. Contact the student's University Honors Counselor, the Administrative Director of University Honors, or the Faculty Director of University Honors with any issues or concerns related to the student and/or his/her capstone project.

Faculty-Mentor Name: _____

Faculty-Mentor Signature: _____