



# University Honors Capstone Proposal Form

*This form is completed in HNPG150 by Honors students beginning their capstone project. Honors students who substantially\* change their capstone project proposal after HNPG150 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.*

*\*A substantially different project is one that is different in scope and/or one that has resulted in a change of faculty-mentor.*

First & Last Name:

SID:

Campus E-mail:

Primary Major:

College:

Capstone Title:

*Abstract: The abstract should include a clear, succinct statement of the research question, scholarly work, or creative activity. Please limit to 250 words and use 10 pt. font. If you are doing a group project, please be sure to indicate that in this field along with everyone's name.*

*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), Cooperative Extension Specialists, Lecturers with Security of Employment (LSOE), or Lecturers 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 Faculty Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Honors Faculty Director Approval Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

*\* If this form is completed in HNPG150, the HNPG150 Faculty member will provide a signature & the Faculty Director will provide a signature. If this form is completed after HNPG150 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 faculty's signature.*

Some Honors capstone projects will require approval from the Office of Research Integrity (ORI), which provides oversight, resources, and education for integrity and compliance issues relating to the conduct of research at the University of California, Riverside. The ORI has oversight and responsibility over the Institutional Review Board (IRB) and Institutional Committees, who review and approve certain types of research. Please review the options below, and select the box next to the option(s) that would apply to your Honors capstone project. Please be sure to speak with your faculty-mentor if you are not sure which of these would apply to your project.

- (1) Institutional Review Board – Socio-Behavioral (IRB-SB) reviews research employing the following (further defined here: <https://research.ucr.edu/ori/committees/irb.aspx>). This is the most common IRB approval for undergraduate research. The PI (Principal Investigator) overseeing the project may or may not have already received approval for this research, pending on the topic of your Honors capstone project (i.e., if you are pursuing your own independent project or are working on an aspect of a project that has already been approved in your PI's lab).
  - a. Surveys / questionnaires
  - b. Interviews
  - c. Focus groups
  - d. Human factors evaluation
  - e. Secondary use of identifiable data
  - f. Research on individual or group characteristics or behavior, including, but not limited to research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior
  - g. Collection of data from voice, video, digital, or image recordings made for research purposes
- (2) Institutional Review Board – Clinical-biomedical (IRB-Clin) reviews research employing clinical or biomedical components (defined further here: <https://research.ucr.edu/ori/committees/irb-clin.aspx>). Generally, research that undergraduates work on with clinical or biomedical components will already have received IRB-Clin approval through the PI, but you should still indicate it on this form.
- (3) Institutional Animal Care and Use Committee (IACUC) oversees approval and oversight of activities involving vertebrates (defined further here: <https://research.ucr.edu/ori/committees/iacuc.aspx>). Generally, research that undergraduates work on with vertebrates will already have received IACUC approval through the PI, but you should still indicate it on this form.
- (4) Institutional Biosafety Committee (IBC) oversees approval and oversight of activities involving the use, storage and handling of biohazardous materials (defined further here: <https://research.ucr.edu/ori/committees/ibc.aspx>). Generally, research that undergraduates work on with biohazardous materials will already have received IBC approval through the PI, but you should still indicate it on this form.
- (5) N/A: Please mark this box if none of the above is applicable to your project.

## University Honors Faculty-Mentor Contract

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

1. View an optional faculty-mentor orientation video provided by the Faculty Director of University Honors.
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. Provide quarterly progress reports regarding the student's research/creative activity to the Faculty Director of University Honors, who will serve as the instructor-of-record for a one-unit, letter-graded, in-progress, HNPG 199H course, which the student will enroll in each quarter while completing their capstone project.
5. Listen to the student, as they explain their idea for a capstone project, and guide the development of forming the idea into a realistic project, especially in the context of COVID-19.
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 from the student 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 their 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 their 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 to you upon the student's submission of their capstone project and which will be due no later than the end of Week 10 of the quarter of the 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.
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, upon submission.
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:** \_\_\_\_\_

RESEARCH, CREATIVE, AND/OR EXPERIENTIAL CAPSTONE			1 Unacceptable	2 Needs significant improvement	3 Satisfactory Does an adequate job of meeting the criteria	4 Good Does a good job of meeting the criteria	5 Excellent Goes above & beyond the criteria
65%	Capstone Content	Capstone demonstrates evidence of originality, creativity, and innovation Score should indicate the degree to which each of the 3 markers are demonstrated in comparison to similar types of established works within that genre/discipline, with the consideration that it is an undergraduate capstone project.					
		Capstone demonstrates evidence of superior academic merit Score should indicate the degree to which it is academically rigorous, has a comprehensive literature review, is well-referenced, and other markers applicable to that genre/discipline.					
		The research, creative, and/or experiential question is clearly identified within an academic framework Score should indicate the degree to which goals/objectives/hypothesis are clear & effective and contexts are identified and developed.					
		Methodology/approach appropriate for topic and discipline Score should indicate the degree to which the methodology is comprehensive & well-developed and the topic is clearly contextualized among sources and materials cited					
		Supporting evidence and body of knowledge Score should indicate the degree to which the body of knowledge is thoroughly discussed; evidence is sufficient and well-utilized; contrasting perspectives are discussed; information is evaluated, analyzed, and synthesized.					
		Conclusions and implications Score should indicate the degree to which conclusions and implications are well presented and developed, assertions are qualified and well supported, and the significance of the project is clearly and well stated.					
10%	Writing	There are no grammar, spelling, punctuation, or discipline-specific formatting errors.					
		Organization is clear and effective.					
		Sources and citations are used correctly throughout the content.					
		Language clearly and effectively communicates ideas through clarity, style, diction, and readability, as appropriate to the genre/discipline.					
5%	Capstone Oral Component	Oral Presentation Score should be filled as follows: (1) Completed an oral presentation past the deadline in an informal setting (such a classroom, lab meeting, community setting, or other venues as listed in the Honors approved list) - 1 (2) Completed an oral presentation past the deadline in a formal setting (such as a professional meeting, conference, or other venues as listed in the Honors approved list) - 2 (3) Completed an oral presentation on time in an informal venue (such a classroom, lab meeting, community setting, or other venues as listed in the Honors approved list) - 3 (4) Completed an oral presentation on time in a formal venue (such as a professional meeting, conference, or other venues as listed in the Honors approved list) - 4 (5) Completed an oral presentation according to the criteria in (4) and also received a grant or award for his/her presentation at the formal venue - 5					
10%	Relationship w/ capstone project	Student practiced excellent time management in progressing on his/her capstone by setting, reflecting upon and adjusting priorities and timelines (i.e., capstone and progress goals were all completed on time or early).					
		Student was able to work independently as needed.					
		Student was able to work collaboratively as needed.					
		Student was a "self-starter" and consistently demonstrated initiative.					
		Student was able to identify potential issues, causes, and solutions for his/her capstone project and deal with these items in a professional manner.					
10%	Relationship w/ Faculty-mentor	Student worked on attaining mutually agreed upon goals.					
		Student displayed high standards of attendance, punctuality, and professionalism as required for the project.					
		Student responded thoughtfully to feedback and communications.					
		Student actively and consistently communicated with his/her faculty-mentor regarding the issues, resolutions, and progress of his/her capstone project.					
TOTAL SCORE:							

Timely Submission of Capstone	YES	NO
Did the student turn in his/her capstone by the capstone deadline of noon on Thursday in week 6 of the quarter they graduate ?		

\*NOTE: This rubric is not intended to provide a letter grade for the student's capstone or his/her HNP199H course. It is an evaluative tool to provide Honors and the student with insight into the quality of their capstone and a means to determine a student's possible nomination for "High Distinction" or "Highest Distinction."

\*SUBMISSION: Faculty-mentors will receive an electronic link to this rubric once an Honors student submits his/her capstone.