

# 2025–26 University Honors Faculty–Mentor Request

This form is completed in HNPG 149 by Honors students beginning their capstone project. Students will provide proof that they have secured a Faculty–Mentor along with the general idea they hope to pursue for their capstone project.

A Faculty–Mentor request must be submitted no later than ~~THURSDAY, DECEMBER 4, 2025~~ by 5:00pm.

After submitting this form, the professor listed as the Primary Faculty–Mentor will receive your request along with a copy of the capstone information provided below. They will have an opportunity to accept or decline serving as your Faculty–Mentor. You will receive a confirmation email with their decision.

**Do not submit multiple requests.**

Please allow up to one (1) week before following up with the Faculty–Mentor if no confirmation is received.

If you have any technical issues with the form, contact [honors@ucr.edu](mailto:honors@ucr.edu).

Name \*

First

Last

Student ID \*

Enter 9 digits. *Currently Used: 0 digits.*

Net ID \*

UCR Email Address \*

Primary Major \*

College \*

- ☐ BCOE
- ☐ CHASS
- ☐ CNAS

**This is just a sample of the form that you will need to fill out and your faculty-mentor will need to fill out. The link to this form will be provided to you once you enroll in HNPG149.**

- ☐ SOE
- ☐ SOB
- ☐ SOM
- ☐ SPP

**Capstone Draft Idea:** Include a clear, succinct summary of the general research, experiential and/or creative idea you hope to pursue for your capstone project. Please limit to 50 words. This idea will be further developed during the winter quarter in HNPG 150. \*

Maximum of 50 words. *Currently Used: 0 words.*

**Which type of project best matches your capstone project? \***

- ☐ Traditional Research (ex: scientific experiment, policy analysis, literature review, archival project, or case study)
- ☐ Creative Activity: creating an original work. (ex: a collection of poetry, novel, musical composition, dance performance, painting, film or play)
- ☐ Experiential Learning: conduct an analysis of a meaningful learning experience (ex: study-abroad, UCDC, civic engagement project or internship)

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### **Faculty–Mentor Expectations:**

1. Become familiar with the [University Honors Capstone Project Handbook](#).
2. Mentor up to three University Honors students during a given academic year.
3. Meet with mentee at least biweekly to monitor progress and advise mentee on research/creative activity (i.e. capstone project content, editing, troubleshooting, discipline-specific formatting and citation conventions).
4. Guide the development of mentee ideas into a realistic capstone project.
5. Establish timeline with mentee for conducting and completing capstone project.
6. Communicate with mentee about the methodologies/approaches needed to develop the idea.

7. Determine if project requires IRB approval and take the lead in drafting and submitting the application. We generally discourage University Honors students from pursuing projects requiring [Institutional Review Board \(IRB\)](#) approval, given the length of the approval process. As such, all projects using human subjects must receive IRB approval no later than the end of the Spring quarter of the mentee's third year.

8. If applicable, introduce mentee to other personnel on research/creative project, establish clear reporting lines between the student and other personnel, and explain the culture of the research group or creative collaboration.

9. Inform mentee of the unpredictable nature of research/ creative activity; the need for individual initiative, accountability, and adaptability; and the prospect that capstone project may not achieve expected results.

10. Provide quarterly progress reports regarding the mentee's research/creative activity to the Faculty Director of University Honors.

11. If necessary, assist mentee in applying for University Honors [Funding or Scholarships](#) or other funding as needed to support their research/creative activity.

12. Provide feedback on drafts of the abstract, prospectus, and all project components.

13. Assist mentee with required oral presentation or poster presentation of capstone project, help mentee identify venue for same (e.g., Undergraduate Research, Scholarship, and Creative Activity Symposium; discipline-specific conference; classroom setting; lab meeting; community event; etc.), attend mentee's oral / poster presentation or identify another faculty member to attend.

14. Complete University Honors Capstone Project Rubric upon mentee's completion of capstone project. Rubric will be used to evaluate capstone project, not to assign a grade for HNPG 199H.

15. Attend the University Honors Cording Ceremony (Spring quarter).

16. Agree to archive mentee's research/creative activity in eScholarship, no later than three years after capstone project's submission.

17. Contact University Honors staff for issues or concerns related to the mentee or their capstone project.

**I have reviewed and agree to the Faculty-Mentor Expectations listed above. \***

☐ Yes

**Primary Faculty-Mentor Name \***

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First

Last

**Primary Faculty-Mentor Email Address \***

Primary Faculty–Mentor Home Department \*

Primary Faculty–Mentor Position/Rank \*

Do you plan to have a Secondary Faculty–Mentor? (OPTIONAL) \*

☐ No

☒ Yes

Secondary Faculty–Mentor Name \*

First

Last

Secondary Faculty–Mentor Email Address \*

Secondary Faculty–Mentor Home Department \*

Secondary Faculty–Mentor Position/Rank \*

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## Institutional Review Board (IRB)

Some Honors capstone projects may require approval from the Office of Research Integrity (ORI), which provides oversight, resources, and guidance through the [Institutional Review Board \(IRB\)](#) and other committees that review and approve certain types of research.

The IRB process must be initiated and led by your Faculty–Mentor. If your project requires IRB approval, it must be obtained by the end of Spring quarter of your third year in Honors. If such approval is not obtained, you will need to change your capstone project, unless an exception is granted by the Faculty Director. If you are unsure whether IRB approval is needed, please discuss your project with your Faculty–Mentor.

My capstone project will require an IRB. \*

☒ No

- ☐ Yes
- ☐ Unsure

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SAMPLE

# 2025–26 University Honors Faculty–Mentor Agreement

Please confirm or decline serving as the Faculty–Mentor through the form below by **THURSDAY, DECEMBER 4, 2025 by 5:00pm.**

This form is completed by a UCR Faculty member on behalf of a University Honors student beginning their capstone project.

Please reference the student's information in the provided email to complete the form as needed. Upon your submission of the form, the student will receive a notification of your decision as they must provide proof that they have secured a Faculty–Mentor for their capstone project.

Questions regarding the Faculty–Mentor role can be emailed to Honors Faculty Director, Begoña Echeverria, [honorsdirector@ucr.edu](mailto:honorsdirector@ucr.edu).

Faculty Name \*

First

Last

Faculty Email Address \*

Student's Name \*

First

Last

Student's UCR Email Address \*

Do you agree to serve as the student's primary Faculty–Mentor for their capstone project? \*

- ☒ I AGREE to serve as this student's primary Faculty–Mentor.
- ☐ I DECLINE to serve as the student's Faculty–Mentor.

I have a general idea of the type of project this student is considering. \*

- ☐ Yes
- ☐ No

Faculty Home Department \*

**This is just a sample of the form that you will need to fill out and your faculty-mentor will need to fill out. The link to this form will be provided to you once you enroll in HNPG149.**

Faculty Position/Rank \*

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## Faculty–Mentor Expectations:

1. Become familiar with the [University Honors Capstone Project Handbook](#).
2. Mentor up to three University Honors students during a given academic year.
3. Meet with the mentee at least bi-weekly to monitor progress and advise mentee on research/creative activity (i.e. capstone project content, editing, troubleshooting, discipline-specific formatting and citation conventions).
4. Guide the development of mentee ideas into a realistic capstone project.
5. Establish a timeline with the mentee for conducting and completing the capstone project.
6. Communicate with mentee about the methodologies/approaches needed to develop the idea.
7. Determine if project requires IRB approval and take the lead in drafting and submitting the application. We generally discourage University Honors students from pursuing projects requiring [Institutional Review Board \(IRB\)](#) approval, given the length of the approval process. As such, all projects using human subjects must receive IRB approval no later than the end of the Spring quarter of the mentee's third year.
8. If applicable, introduce mentee to other personnel on research/creative project, establish clear reporting lines between the student and other personnel, and explain the culture of the research group or creative collaboration.
9. Inform mentee of the unpredictable nature of research/ creative activity; the need for individual initiative, accountability, and adaptability; and the prospect that capstone project may not achieve expected results.
10. Provide quarterly progress reports regarding the mentee's research/creative activity to the Faculty Director of University Honors.
11. If necessary, assist mentee in applying for University Honors [Funding or Scholarships](#) or other funding as needed to support their research/creative activity.
12. Provide feedback on drafts of the abstract, prospectus, and all project components.
13. Assist mentee with required oral presentation or poster presentation of capstone project, help mentee identify venue for same (e.g., Undergraduate Research, Scholarship, and Creative Activity Symposium;

discipline-specific conference; classroom setting; lab meeting; community event; etc.), attend mentee's oral / poster presentation or identify another faculty member to attend.

14. Complete University Honors Capstone Project Rubric, upon mentee's completion of capstone project. Rubric will be used to evaluate capstone project, not to assign a grade for HNPG 199H.

15. Attend the University Honors Cording Ceremony (Spring quarter).

16. Agree to archive mentee's research/creative activity in [eScholarship](#), no later than three years after capstone project's submission.

17. Contact University Honors staff for issues or concerns related to the mentee or their capstone project.

**I have reviewed and agree to the Faculty-Mentor expectations listed above. \***

☐ Yes

**Will this student's project require an IRB?**

☐ No

☐ Yes

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