

Capstone Project Submission & Formatting Procedure

CAPSTONE DEADLINE: A student will be required to submit his/her capstone project and proof of an oral presentation no later than 12:00 p.m. (noon) on the Thursday of Week 6 of his/her quarter of graduation. If a student believes he/she cannot meet this deadline, he/she must contact his/her designated Honors Counselor immediately.

- **Extensions:** There is no petition process to extend a capstone project deadline. The student will need to contact his/her designated Honors Counselor. Any deadlines that may be extended cannot be beyond Week 10 of the quarter of the student's graduation.

SUBMISSION: The capstone submission process consists of: (1) online submission of proof of oral presentation and capstone project via a Wufoo form and (2) a hard copy of the title page submitted directly to the Office Coordinator, Kristine Parada (Kristine.parada@ucr.edu).

ONLINE SUBMISSION: To follow are the electronic files you will need to submit through the online Wufoo form. The link to the Wufoo form is provided on the capstone website page.

Oral Presentation Proof:

- (1) Proof of oral presentation can be submitted, via the Wufoo form, in the following ways. Detailed information on acceptable formats are included in the Wufoo form.
 - The cover page and the page with the student's presentation from the conference program
 - A screenshot of the webpage listing the student's presentation and the URL of the website
 - An e-mail verifying the acceptance of a presentation proposal from the professional venue/conference
 - An e-mail from a faculty member verifying the date and length (at least 15 minutes) of a presentation in a class, lab meeting, or other setting

Capstone Project:

(1) Required fillable PDF document provided by Honors that consists of:

- The title page
- An abstract of no more than 350 words
- An acknowledgements page
- A table of contents

**There are no exceptions to the fillable PDF document. All students must fill out this document.*

(2) Optional formatted Word document provided by Honors for:

- Additional table of contents, list of figures and/or other content that is needed prior to the actual capstone content.

**This is only for those students who may have more than one page of a table of contents, list of figures, or other content that needs to come before the capstone, as determined by the student and his/her faculty-mentor.*

(3) Required Word document provided by Honors formatted for the rest of your capstone content as follows:

- One-inch margins
- Double-spacing
- Times New Roman font
- 12-point size
- Arabic page numbers

**All capstones must have at least one page of written content, even if the project is in a different medium (e.g., art, music, film, etc.). The written content will be determined by the student's faculty-mentor and may consist of an introduction, a summary, a narrative, a list of credits, or other content. Formatting exceptions and rules are discussed in-depth in (4) below.*

(4) Formatting exceptions for capstone content:

- Aside from the formatting provided in the Word document, the rest of the formatting for your capstone content should be consistent with the discipline-specific style-guide, as determined by your faculty-mentor
- Exceptions to submitting the Word document include:
 - A style-guide that mandates alternate formatting
 - Projects that are created with special software and cannot be converted to Word document
 - Projects that contain formulas, calculations, or images that cannot be pasted into a Word document
- The need for an exception to the formatting will be determined by a student's faculty-mentor
 - To the extent possible, any exception to the Word document should adhere to the prescribed margins, spacing, font, size, and page numbering
- Exceptions to submitting the Word document will not be acceptable for:
 - Personal preferences
 - Aesthetic reasons

IN-PERSON HARD COPY SUBMISSION: In addition to the files you will turn in electronically, you will also need to submit a hard copy of the title page with a wet signature from your faculty-mentor to the Office Coordinator, Kristine Parada, by 12:00 p.m. (noon) on Thursday of Week 6 in the quarter you graduate. You will need to turn in this hard copy, in person, to the University Honors office located at Surge 381.

- (1)** The title page you print is a copy of the fillable pdf file that you will have already uploaded to the Wufoo form. The pdf file that you upload should not be a scanned pdf with the faculty-mentor signature. It should only be the pdf with the appropriate fields filled out. It must:
- Be printed on a blank, 8.5" by 11" sheet of plain, white paper (you do not need a special type of paper, any plain, white paper with no other markings will work)
 - Have your faculty-mentor's signature in blue or black ink

CORRECTIONS, EDITS, & OTHER ISSUES:

If any of the files you turn in have any issues, because the fillable forms are not filled out correctly, the files are not formatted according to the guidelines, or any other problems, the Office Coordinator will reach out to you via e-mail. In the e-mail, she will indicate: (1) what the issue is; and (2) request the corrected file(s). You will have up to one week from the date of request to turn in the correct file, but will not be able to e-mail any missing or incorrect components past **noon on Friday of Week 10**. Only when you turn in the corrected file(s) will you be considered as having completed your capstone.

Similarly, if, after you turn in your capstone, you discover that the file(s) you sent are not correct and/or need updating, please e-mail the Office Coordinator directly at kristine.parada@ucr.edu to let her know what the issue(s) may be and to provide her with the corrected file(s). Do not re-upload your forms to another Wufoo form. If you are experiencing technical difficulties with the Wufoo form, please e-mail our Office Coordinator Kristine Parada at kristine.parada@ucr.edu.

WHAT HAPPENS WHEN YOU TURN IN YOUR CAPSTONE: Students who submit a capstone project will receive a certificate of completion and a notation on their transcript that indicates “University Honors” and their capstone project title. Students will also receive University Honors graduation cords and pin at the Cording Ceremony. For more information on what happens when students complete University Honors, please view the Honors Student Handbook located in ilearn.ucr.edu in “Honors Portfolio.”

WHAT HAPPENS IF YOU DO NOT TURN IN YOUR CAPSTONE: Students who do not submit a capstone project will not receive a certificate of completion or a notation on their transcripts. These students will be discontinued from University Honors. For more information on what happens after discontinuation, please view the Honors Student Handbook located in ilearn.ucr.edu in “Honors Portfolio.”