Capstone Project Submission Procedure for 2020

(1) **All Honors students (whether submitting a Senior Design or traditional capstone):** Oral presentation proof, capstone project, and faculty e-mail approval due at 12:00 p.m. (noon) on Monday of week 10 of the quarter of the student's graduation.

(2) **Late capstones:** If you believe you cannot meet the deadline, you must contact your designated Honors Counselor immediately.

3 COMPONENTS TO SUBMIT ONLINE

To follow are the electronic files you will need to submit through the online Wufoo form (also available on the Honors capstone website).

(1) **Oral Presentation Proof:** Proof of oral presentation can be submitted, via the Wufoo form by uploading your PowerPoint Presentation with notes (sample PowerPoint was e-mailed to students and must include 1 title slide, at least 6 slides of content, and 1 slide of anticipated questions).

(2) *Capstone Project:* All Honors students must use the following 2 documents (available on the Honors capstone website) to submit their capstone. There are no exceptions.
- **Required fillable PDF document provided by Honors includes:**
    - ✓ The title page
    - ✓ An abstract of no more than 350 words
    - ✓ Do not upload a scanned copy of your title page with your faculty-mentor's signature; it should only be the pdf with the appropriate fields filled out by you.

- **Required Word document provided by Honors formatted for the rest of your capstone content as follows. Your capstone is required to be at least 15 pages (excluding references).**
    - ✓ One-inch margins
    - ✓ Double-spacing
    - ✓ Times New Roman font
    - ✓ 12-point size
    - ✓ Arabic page numbers

(3) **Email Approval from Faculty-Mentor:** All Honors students should request an e-mail from their faculty-mentor approving their capstone and their oral presentation PowerPoint. The e-mail should state the following "I have reviewed the student's capstone and oral presentation PowerPoint, and approve both." This e-mail will then be uploaded to the Wufoo form.

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 72 hours** from the date of request to turn in the correct file. No capstone corrections will be accepted 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).

Please do not re-upload your forms to another Wufoo form multiple times, as each time you submit the form, your faculty-mentor will receive an e-mail to fill out a rubric for you. 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: Please access https://honors.ucr.edu/current-students/requirements and click on "Program Completion" to view this information. Additionally, if your faculty-mentor completes the capstone rubric that he/she receives upon your submission of your capstone and you score a 90 or higher, you may also be eligible to receive "High" or "Highest" Distinction from University Honors. If you receive this distinction, you will receive a certificate indicating the distinction that you were awarded.

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 and will receive an "F" grade for each quarter they enrolled in HNPG 199H.

CAPSTONE PROJECT FORMATTING:

(1) **Content:** All capstones are required to have a minimum of 15 pages, even if the project is in a different medium (e.g., art, music, film, etc.). The written content for these types of capstones can 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.

(2) **Media Content:** Students with media (gaming/video/music) content or content that is larger than 25MB, please be sure to:
- ✓ Upload the actual media content to your UCR gmail drive (no other links/forms accepted e.g., Soundcloud, Vimeo, YouTube, etc.).
- ✓ Provide the google link as a public, downloadable, editable file so no permissions are needed to access it.
- ✓ Copy-paste the link wherever it may be appropriate into a page on your capstone content document.

Please e-mail Jane Kim at jane.kim@ucr.edu if you have questions about uploading to the google drive or you experience challenges with uploading media content.

(3) 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.
- 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 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
- Exceptions to submitting the Word document will <u>not</u> be acceptable for:
  - ✓ Personal preferences
  - ✓ Aesthetic reasons