

HON 4497: Spring 2018 Capstone Proposal Schedule

Students writing their capstone proposal are required to attend a workshop with your Honors supervisor by **January 18th** and to meet these deadlines:

- Initial checkpoint (1/31/18)
- Midterm checkpoint (2/16/18)
- Submission of Capstone proposal to faculty supervisor and departmental liaison (4/13/18)
- Submission of Capstone proposal to Honors College with signature page showing approval of faculty supervisor and departmental liaison (4/25/18)

See http://honors.kennesaw.edu/programs/docs/Proposal_Honors_Capstone_sp2018.docx for the elements of the Capstone Proposal.

Checkpoint, signature pages, and the proposal will be submitted at Honors website under *Documents and Forms* (<http://honors.kennesaw.edu/programs/documents.php>)

Date(s)	Activity	Description	Who is responsible?
December – January 18 th	Capstone Proposal Workshops	Honors students enrolled in HON 4497 meet with their assigned Honors faculty supervisor to discuss the Capstone Proposal Process.	Students will be notified by email and will be responsible for signing up and attending a session.
January 8 th Monday	First day of class		
January 31 st Wednesday	Initial Checkpoint	Honors student will have <ul style="list-style-type: none"> ▪ identified their faculty supervisor and departmental liaison (http://honors.kennesaw.edu/honors-faculty/honors-liaisons.php), ▪ set a meeting with faculty supervisor, and ▪ considered potential topic(s) for Capstone 	Students will submit at http://honors.kennesaw.edu/ under <i>Current Honors Students and Documents and Forms</i> . Honors faculty will follow this submission up with an email to each student's faculty supervisor and departmental liaison.
February 16 th Friday	Midterm checkpoint	By this date, Honors student will have met with faculty supervisor to discuss the topic and plan the tasks and timeline for the work needed to develop the Capstone proposal.	Students will submit at http://honors.kennesaw.edu/ under <i>Current Honors Students and Documents and Forms</i> .
February 28 th	Last day to withdraw without academic penalty		
March 31 st – April 6 th	Spring break		
April 13 th Friday	Proposal final draft due	Students submit proposal to <ul style="list-style-type: none"> • faculty supervisor and • departmental liaison 	Student emails proposal to faculty supervisor and departmental liaison.

Date(s)	Activity	Description	Who is responsible?
			Faculty supervisor and departmental liaison provide feedback by April 21 st .
April 25 th Wednesday	Final proposal due to Honors College	After approval by faculty supervisor and departmental liaison, student submits final proposal to Honors College.	Student submits proposal and signature page at http://honors.kennesaw.edu/ under <i>Current Honors Students and Documents and Forms</i> .
April 30 th Monday	Last day of classes		
May 1 st – 7 th	Exams		
May 8 th - 10 th	Graduations		

Definitions:

- **Faculty supervisor** – Each Honors student will ask a faculty member from their major/discipline to serve as primary advisor for their Capstone. The faculty member will work with the student to decide on a focused topic or inquiry for the Capstone and to propose a plan and timeline for the Capstone. The faculty supervisor will also provide feedback on drafts of the Capstone at various stages.
- **Departmental liaison** – Each academic department or school has designated one faculty member to serve as a second reader for Capstone Proposals, to serve as liaison to the Honors College, to help Honors students find Capstone supervisors and to provide support to faculty supervising Capstones. This departmental liaison will ensure that each Honors student produces an Honors Capstone that meets a consistently high standard within the discipline. If the major already includes a Capstone, the Honors Capstone will have a deepened or extended Honors element that distinguishes it from others in the major.
- **Honors supervisor** – Each Honors student works with one faculty member from the Honors College to ensure the Capstone meets Honors College standards. Honors supervisors are assigned by major.