

HON 4499: Spring Capstone Schedule 2017-2018

Students completing their Capstones in Spring 2018 are required to attend a Capstone 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 draft to faculty supervisor and departmental liaison (4/13/18)
- Submission of approved Capstone to Honors College with signature page showing approval of faculty supervisor and departmental liaison (4/25/18)
- Poster presentation of your Capstone at the Honors Graduation Celebration (4/27/18)

Checkpoint information, signature pages, and the Capstone 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 Workshops	Honors students enrolled in HON 4499 meet with their assigned Honors faculty supervisor to discuss the completion of the Capstone.	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	Students will contact their faculty supervisor and departmental liaison and will get their signatures, will set a meeting with the faculty supervisor, and will plan a timeline for completion of their Capstones.	Students will submit at http://honors.kennesaw.edu/ under <i>Current Honors Students</i> and <i>Documents and Forms</i> . For students who didn't complete HON 4497 in the previous semester, Honors faculty will follow this submission up with an email to the 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.	Student will submit at http://honors.kennesaw.edu/ under <i>Current Honors Students</i> and <i>Documents and Forms</i> .
February 28 th	Last day to withdraw without academic penalty		
March 31 st – April 6 th	Spring break		

Date(s)	Activity	Description	Who is responsible?
April 13 th Friday	Capstone final draft due	Students submit Capstone to <ul style="list-style-type: none"> • faculty supervisor and • departmental liaison 	Student emails proposal to faculty supervisor and departmental liaison. Faculty supervisor and departmental liaison provide feedback by April 21 st .
April 25 th Wednesday	Final Capstone due to Honors College	After approval by faculty supervisor and departmental liaison, student submits final Capstone to Honors College.	Student submits Capstone and signature page at http://honors.kennesaw.edu/ under <i>Current Honors Students and Documents and Forms</i> .
April 27 th 11:00 AM	Capstone Graduation Celebration	Honors students and their Capstone supervisors are invited to a celebration and awards luncheon. Honors students present Capstone as posters. Free poster printing is available: http://cetl.kennesaw.edu/faculty-poster-printing Guidelines for poster preparation are found here: http://research.kennesaw.edu/our/students/make-a-poster.php ***IMPORTANT: Students must bring tri-fold foam board for poster presentation purposes as poster stands are not available.	
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 Capstones, 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.
- **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.