

STEP ONE:

Submit name of Departmental Capstone Supervisor and Departmental Liaison and general idea of capstone topic at the beginning of the semester signed up for HON 4497 by the *1st checkpoint date (9-1-2017)*.

STEP TWO:

Together with your Departmental Capstone Supervisor, determine progress goals and deadlines for the Capstone proposal product (e.g., gather at least [#] of scholarly resources by [date], add capstone description and additional details to proposal form by [date], etc.), and submit Mid-term Check paperwork for approval to Departmental Capstone supervisor and Honors Liaison for review and revision.

STEP THREE:

Make suggested revisions agreed upon by the Departmental Capstone Supervisors, submit draft to the Honors College via website by *mid-term check point date (9-27-2017)*. The Honors College Supervisor will interact with student and supervisor via email with comments or questions about the proposal plan, if needed.

STEP FOUR:

Honors College approves mid-point draft in email to Departmental Capstone Supervisor, Departmental Liaison, and student within 2 weeks of mid-point check-in.

STEP FIVE:

Student meets all departmentally determined deadlines, interacting consistently with Departmental Capstone Supervisor. By **11-15-2017** student completes capstone proposal DRAFT and submits to Departmental Capstone Supervisor and Departmental Honors Liaison, who review and provide revision suggestions.

STEP SIX:

Student makes revisions and submits revised draft of proposal document to Departmental Capstone Supervisor and Honors Liaison.

STEP SEVEN:

Student makes any final suggested revisions and submits final draft to Departmental Capstone Supervisor and Honors Liaison for final approval. When disagreements exist, the Departmental Capstone Supervisor makes the determination on final edits.

STEP EIGHT:

Student submits departmentally-approved capstone proposal to the Honors College Supervisor (Final, approved Capstone Proposal is due to the Honors College **no later than 11-29-2017**).

STEP NINE:

If additional feedback is warranted, Honors College supervisor will contact both student and Departmental Capstone Supervisor no later than December fourth.

STEP TEN:

Between 11-30-2017 and 12-12-2017 the Honors College Supervisor will reach out to Departmental Capstone Supervisor for pass/fail recommendation for Honors Capstone proposal course. Final Determination of Pass/Fail will be submitted by 12-14-2017.