

# HON 4499 Syllabus

## Honors Senior Capstone Completion



**Honors Supervisor:** Drs. Lisa Adams, Rita Bailey, Michelle Miles, Julia Morrissey, or Lynn Stallings  
**Faculty Supervisor:** *differs for each student*  
**Department/School Liaison:** See <http://honors.kennesaw.edu/honors-faculty/> for the list of Honors liaisons from each major

### **Honors Senior Capstone Completion (0-3 credit hours)**

This final segment of the Honors Senior Capstone Experience requires an Honors student to complete and submit the final capstone product(s): an Honors thesis, an original creative work, or a capstone narrative, supported with appropriate documentation, describing the process and learning outcomes of a major service learning project. Required of all Honors students.

### **Capstone Expectations**

The Honors Senior Capstone should showcase what students have learned in their majors and prepare students for the next step in their academic or professional lives. Traditionally, the Honors College has required an original research paper of at least 25 pages for the capstone; a creative work based on an understanding of trends in the medium; or a service project that the student initiates, organizes, and documents in writing. All of these types of projects remain possibilities. The College is open to scholarly capstones that do not fit in any of these categories if they represent a similar degree of rigor, effort, and relevance to the student's goals. Each capstone must meet the expectations of the major department/school. 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. The department/school liaison and faculty supervisor will mentor the student towards meeting these expectations. Although the Honors College doesn't require a certain number of pages, a thorough and Honors-quality capstone is a substantive work, one which serves as a *capstone* or crowning achievement of the Honors student's undergraduate career.

**Honors Foundations:** Every Honors course has the following learning outcomes with differing emphasis across the program.

- 1) **Critical Thinking:** Students analyze and evaluate information. Students synthesize information to develop effective arguments and justify positions.
- 2) **Leadership:** Students understand elements of leadership, identify and develop their own leadership skills, and seek opportunities to demonstrate leadership knowledge, skills, and dispositions.
- 3) **Interdisciplinary Learning:** Students articulate how their major field of study relates to other disciplines and to the world around them. Students deepen their knowledge of their own field of study through connections to other disciplines and through applications to the world around them.

- 4) **Creativity and Innovation:** Students demonstrate creative thinking, problem solving, and innovation in addressing challenges or new situations by applying their disciplinary knowledge and skills in non-routine ways.
- 5) **Information Fluency:** Students select appropriate sources and search strategies to gather information. They critically evaluate sources and content found. Students learn and refine skills of traditional digital literacy, integrating technology with discipline-specific knowledge, critical thinking, presentation, participation, and communication skills.
- 6) **Professionalism:** Students develop and refine the behaviors, goals, and dispositions that characterize professions related to their majors or the work of professionals more generally.
- 7) **Appreciation of Diverse Viewpoints:** Students seek to understand and appreciate different perspectives and arguments. Students appreciate diversity in all of its many forms.
- 8) **Effective Communication:** Students develop, improve, and refine clear communication skills across communication modes and mediums.

*NOTE: These draft learning outcomes are under discussion by the Honors faculty. Feedback is welcome.*

### **Academic Integrity Statement**

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section 5c of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement. See also <https://web.kennesaw.edu/scai/content/ksu-student-code-conduct>.

### **Grading**

To earn an A for the capstone, you must do the following by the dates listed below, as well as produce an Honors-quality capstone paper:

*(The Honors College recommends these deadlines to ensure students have time to develop capstone projects of Honors quality. Some faculty supervisors may find earlier deadlines to be preferable, particularly depending on the type of project.)*

**By this date      Complete the following:**

- 1/25**      Meet with your Honors supervisor by this date.
- 2/22**      **MIDTERM CHECKPOINT:** Submit an update on your progress AND an approval page signed by your faculty supervisor at <http://honors.kennesaw.edu/programs/documents.php>.
- 2/27**      **Last Day to Withdraw without Academic Penalty**
- 3/22\***      Submit a draft of your capstone to your faculty supervisor by email.
- 3/29\***      Faculty supervisor is asked to provide feedback.
- 4/10\***      **Final version due to faculty and liaison for approval**
- 4/19**      **FINAL CHECKPOINT:** Submit your final Capstone AND approval page with signatures of your faculty supervisor and departmental liaison to the Honors College at <http://honors.kennesaw.edu/programs/documents.php>
- 5/2**      **Graduation Celebration\*\***, 11 AM - 1 PM, Leadership Room, Carmichael Student Center, Kennesaw Campus. You will share your research on a tri-fold poster. Your capstone faculty supervisor and liaison will be invited, and you will be able to invite two family members.  
*\*\*For those graduating in Spring and Summer 2019. If you graduate in Fall 2019, you'll share your research at the November Graduation Celebration.*

*\*These deadlines are recommended, but faculty may prefer to set earlier dates.*

**Note:**

- **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.
- **Department/school liaison** – Each academic department or school has designated one faculty member to serve as a second reader for capstone proposals and projects, to serve as liaison to the Honors College, to help Honors students find capstone supervisors and to provide support to faculty supervising capstones. This department/school 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.

## Capstone Standards

*Adapted from AAC&U VALUE Rubrics (<https://www.aacu.org/value-rubrics>).*

To ensure Honors students have flexibility in types of Capstones, an “Other” category is listed above. Although many of the criteria below may apply, standards for Capstones in this category will be negotiated with your faculty supervisor, department Honors liaison, and Honors supervisor.

	<i>Research Capstone</i>	<i>Applied Research Capstone</i>	<i>Scholarly Service Capstone</i>	<i>Creative Capstone</i>
<b>Capstone Products</b>	<p>Your Capstone products will include research in your discipline and a Capstone paper on that research.</p> <p>Your Capstone paper will</p> <ul style="list-style-type: none"> <li>▪ be similar to a professional journal article in your field</li> <li>▪ be an appropriate length for Capstones in your major</li> <li>▪ be in the style (e.g., APA, MLA) used in your discipline</li> <li>▪ address the expectations below</li> </ul>	<p>Your Capstone products will include applied research in your discipline, which may result in a product or a process, and a Capstone paper on that research.</p> <p>Your Capstone paper will</p> <ul style="list-style-type: none"> <li>▪ be similar to a professional journal article in your field</li> <li>▪ be an appropriate length for Capstones in your major</li> <li>▪ be in the style (e.g., APA, MLA) used in your discipline</li> <li>▪ address the expectations below</li> </ul>	<p>Your Capstone products will include a project addressing a need related to your discipline and a Capstone paper on the project.</p> <p>Your Capstone paper will</p> <ul style="list-style-type: none"> <li>▪ be similar to a professional journal article in your field</li> <li>▪ be an appropriate length for Capstones in your major</li> <li>▪ be in the style (e.g., APA, MLA) used in your discipline</li> <li>▪ address the expectations below</li> </ul>	<p>Your Capstone products will include a finished creative product that represents excellence in your chosen form of expression and a Capstone paper.</p> <p>Your Capstone paper will</p> <ul style="list-style-type: none"> <li>▪ include a research essay explaining how the work relates to historical and, especially, current trends in your medium. The essay should also reflect on your creative choices and results.</li> <li>▪ be an appropriate length for Capstones in your major</li> <li>▪ be in the style (e.g., APA, MLA) of your discipline</li> <li>▪ address the expectations below</li> </ul>
<b>Professionalism</b>	<p>To ensure you produce the highest quality Honors Capstone possible, make sure to</p> <ul style="list-style-type: none"> <li>▪ Be proactive about contacting and meeting with faculty supervisor, departmental Honors liaison, and Honors supervisor.</li> <li>▪ Stay in regular contact with faculty supervisor. When you meet with your faculty supervisor, be very organized so that you can optimize the time you spend together and advance your Capstone project.</li> </ul>			

	<i>Research Capstone</i>	<i>Applied Research Capstone</i>	<i>Scholarly Service Capstone</i>	<i>Creative Capstone</i>
	<ul style="list-style-type: none"> <li>▪ Make each draft as strong as possible before submission for feedback, including proofreading for typographical errors and for the correct style. Faculty supervisors can then focus on the substance of your work. Consider using KSU's Writing Center as a resource.</li> <li>▪ Meet deadlines (listed above).</li> </ul>			
<i>Topic</i>	Research question is <ul style="list-style-type: none"> <li>▪ clearly defined</li> <li>▪ focused</li> <li>▪ manageable</li> <li>▪ potentially significant</li> <li>▪ not fully explored by others</li> </ul>	Research problem is <ul style="list-style-type: none"> <li>▪ clearly defined</li> <li>▪ focused</li> <li>▪ manageable</li> <li>▪ potentially significant</li> <li>▪ not fully explored by others</li> </ul>	Need is <ul style="list-style-type: none"> <li>▪ clearly defined</li> <li>▪ focused</li> <li>▪ manageable</li> <li>▪ potentially significant</li> <li>▪ not fully explored by others</li> </ul>	Potential product is <ul style="list-style-type: none"> <li>▪ creative</li> <li>▪ manageable</li> </ul>
<i>Rationale &amp; Context</i>	Explanation of issues is <ul style="list-style-type: none"> <li>▪ stated clearly</li> <li>▪ described thoroughly</li> </ul>	Explanation of issues is <ul style="list-style-type: none"> <li>▪ stated clearly</li> <li>▪ described thoroughly</li> </ul>	Explanation of issues is <ul style="list-style-type: none"> <li>▪ stated clearly</li> <li>▪ described thoroughly</li> </ul>	Explanation of context is <ul style="list-style-type: none"> <li>▪ stated clearly</li> <li>▪ described thoroughly</li> </ul>
<i>Review of Relevant Research</i>	Sources <ul style="list-style-type: none"> <li>▪ sufficient number to understand topic</li> <li>▪ appropriate to the scope and discipline</li> </ul> Selected based on multiple evaluative criteria: <ul style="list-style-type: none"> <li>▪ relevance to the research question</li> <li>▪ currency</li> <li>▪ authority</li> <li>▪ accuracy</li> <li>▪ audience</li> <li>▪ bias or point of view</li> </ul> Review of related work includes <ul style="list-style-type: none"> <li>▪ description, interpretation, and evaluation of work of others</li> </ul>	Sources <ul style="list-style-type: none"> <li>▪ sufficient number to understand problem</li> <li>▪ appropriate to the scope and discipline</li> </ul> Selected based on multiple evaluative criteria: <ul style="list-style-type: none"> <li>▪ relevance to the research question</li> <li>▪ currency</li> <li>▪ authority</li> <li>▪ accuracy</li> <li>▪ audience</li> <li>▪ bias or point of view</li> </ul> Review of related work includes <ul style="list-style-type: none"> <li>▪ description, interpretation, and evaluation of work of others</li> </ul>	Sources <ul style="list-style-type: none"> <li>▪ sufficient number to understand need</li> <li>▪ appropriate to the scope and discipline</li> </ul> Selected based on multiple evaluative criteria: <ul style="list-style-type: none"> <li>▪ relevance to the research question</li> <li>▪ currency</li> <li>▪ authority</li> <li>▪ accuracy</li> <li>▪ audience</li> <li>▪ bias or point of view</li> </ul> Review of related work includes <ul style="list-style-type: none"> <li>▪ description, interpretation, and evaluation of work of others</li> </ul>	Sources <ul style="list-style-type: none"> <li>▪ sufficient number to understand historical and current trends</li> <li>▪ appropriate to the scope and discipline</li> </ul> Selected based on multiple evaluative criteria: <ul style="list-style-type: none"> <li>▪ relevance to the research question</li> <li>▪ currency</li> <li>▪ authority</li> <li>▪ accuracy</li> <li>▪ audience</li> <li>▪ bias or point of view</li> </ul> Review of related work includes <ul style="list-style-type: none"> <li>▪ description, interpretation, and evaluation of work of others</li> </ul>

	<b><i>Research Capstone</i></b>	<b><i>Applied Research Capstone</i></b>	<b><i>Scholarly Service Capstone</i></b>	<b><i>Creative Capstone</i></b>
	<ul style="list-style-type: none"> <li>▪ a comprehensive analysis or synthesis of the topic</li> </ul>	<ul style="list-style-type: none"> <li>▪ a comprehensive analysis or synthesis of the topic</li> </ul>	<ul style="list-style-type: none"> <li>▪ a comprehensive analysis or synthesis of the topic</li> </ul>	<ul style="list-style-type: none"> <li>▪ a comprehensive analysis or synthesis of the topic</li> <li>▪</li> </ul>
<b><i>Methods/Approach</i></b>	<p>Methodology is</p> <ul style="list-style-type: none"> <li>▪ described clearly</li> <li>▪ appropriate for discipline</li> </ul>	<p>Methodology/Approach</p> <ul style="list-style-type: none"> <li>▪ described clearly</li> <li>▪ appropriate for discipline</li> <li>▪ identifies several possible approaches and advantages/disadvantages of each solution</li> <li>▪ proposes a solution that demonstrates a deep comprehension of the problem</li> <li>▪ evaluation of possible solutions includes history of the problem, feasibility of solution and potential impacts of solution</li> </ul> <p>Solution is sensitive to</p> <ul style="list-style-type: none"> <li>▪ context and constraints (materials, resources, etc.)</li> <li>▪ ethical and cultural dimensions of the problem</li> </ul>	<p>Methodology/Approach</p> <ul style="list-style-type: none"> <li>▪ described clearly</li> <li>▪ appropriate for discipline</li> <li>▪ identifies several possible approaches and advantages/disadvantages of each solution</li> <li>▪ proposes a solution that demonstrates a deep comprehension of the problem</li> <li>▪ evaluation of possible solution includes history of the problem, feasibility of solution and potential impacts of solution</li> </ul> <p>Solution is sensitive to</p> <ul style="list-style-type: none"> <li>▪ context and constraints (materials, resources, etc.)</li> <li>▪ ethical and cultural dimensions of the problem</li> </ul>	<p>Methodology/Approach is</p> <ul style="list-style-type: none"> <li>▪ described clearly</li> <li>▪ appropriate within discipline</li> </ul>
<b><i>Methods/Approach</i></b>	<p>Methodology is</p> <ul style="list-style-type: none"> <li>▪ described clearly</li> <li>▪ appropriate for discipline</li> </ul>	<p>Methodology/Approach</p> <ul style="list-style-type: none"> <li>▪ described clearly</li> <li>▪ appropriate for discipline</li> <li>▪ identifies several possible approaches and advantages/disadvantages of each</li> <li>▪ proposes a solution that demonstrates a deep</li> </ul>	<p>Methodology/Approach</p> <ul style="list-style-type: none"> <li>▪ described clearly</li> <li>▪ appropriate for discipline</li> <li>▪ identifies several possible approaches and advantages/disadvantages of each</li> <li>▪ proposes a solution that demonstrates a deep</li> </ul>	<p>Methodology/Approach is</p> <ul style="list-style-type: none"> <li>▪ described clearly</li> <li>▪ appropriate within discipline</li> </ul>

	<i>Research Capstone</i>	<i>Applied Research Capstone</i>	<i>Scholarly Service Capstone</i>	<i>Creative Capstone</i>
		<p>comprehension of the problem</p> <ul style="list-style-type: none"> <li>evaluation of possible solution includes history of the problem, feasibility of solution and potential impacts of solution</li> </ul> <p>Solution is sensitive to</p> <ul style="list-style-type: none"> <li>context and constraints (materials, resources, etc.)</li> <li>ethical and cultural dimensions of the problem</li> </ul>	<p>comprehension of the problem</p> <ul style="list-style-type: none"> <li>evaluation of possible solution includes history of the problem, feasibility of solution and potential impacts of solution</li> </ul> <p>Solution is sensitive to</p> <ul style="list-style-type: none"> <li>context and constraints (materials, resources, etc.)</li> <li>ethical and cultural dimensions of the problem</li> </ul>	
<b>Creative Thinking/ Creativity</b>	<p><b>Capstone</b></p> <ul style="list-style-type: none"> <li>Extends a novel or unique idea, question, format, or product</li> <li>Creates, deepens, or extends knowledge or produces knowledge that crosses boundaries.</li> <li>Connects, synthesizes, or transforms ideas.</li> </ul>	<p><b>Capstone</b></p> <ul style="list-style-type: none"> <li>Extends a novel or unique idea, question, format, or product.</li> <li>Creates, deepens, or extends knowledge or produces knowledge that crosses boundaries.</li> <li>Connects, synthesizes, or transforms ideas.</li> </ul>	<p><b>Capstone</b></p> <ul style="list-style-type: none"> <li>Identifies appropriate and innovative solution to needs.</li> <li>Creates, deepens, or extends an existing approach to address identified needs.</li> <li>Connects, synthesizes, or transforms ideas.</li> </ul>	<p><b>Capstone</b></p> <ul style="list-style-type: none"> <li>Develops a novel or unique idea, format, or product.</li> <li>Deepens or extends existing approaches, genres, or use of media or creates new form.</li> <li>Connects, synthesizes, or transforms ideas.</li> </ul>
<b>Quantitative Literacy</b>	<p><i>Relevant for many Capstones</i></p> <p>Calculations are</p> <ul style="list-style-type: none"> <li>accurate</li> <li>appropriate for addressing the problem</li> <li>presented elegantly (clearly, concisely, etc.)</li> </ul>	<p><i>Relevant for most Capstones</i></p> <p>Calculations are</p> <ul style="list-style-type: none"> <li>accurate</li> <li>appropriate for addressing the problem</li> <li>presented elegantly (clearly, concisely, etc.)</li> <li>assumptions are described</li> </ul>	<p><i>Relevant for some Capstones</i></p> <p>Calculations are</p> <ul style="list-style-type: none"> <li>accurate</li> <li>appropriate for addressing the problem</li> <li>presented elegantly (clearly, concisely, etc.)</li> <li>assumptions are described</li> </ul>	

	<i>Research Capstone</i>	<i>Applied Research Capstone</i>	<i>Scholarly Service Capstone</i>	<i>Creative Capstone</i>
	<ul style="list-style-type: none"> <li>▪ assumptions are described</li> </ul> <p>Quantitative analysis of data is the basis for</p> <ul style="list-style-type: none"> <li>▪ discussion of research question</li> <li>▪ carefully qualified conclusions</li> </ul>	<p>Quantitative analysis of data is the basis for</p> <ul style="list-style-type: none"> <li>▪ discussion of research question</li> <li>▪ carefully qualified conclusions</li> </ul>	<p>Quantitative analysis of data is the basis for</p> <ul style="list-style-type: none"> <li>▪ discussion of research question</li> <li>▪ carefully qualified conclusions</li> </ul>	
<b>Discussion and Analysis</b>	<p>The Capstone paper</p> <ul style="list-style-type: none"> <li>▪ discusses the implementation of the research methods</li> <li>▪ synthesizes evidence gathered</li> <li>▪ reveals insightful patterns, differences, or similarities</li> </ul>	<p>Product/solution is implemented in a manner that</p> <ul style="list-style-type: none"> <li>▪ addresses thoroughly and deeply multiple contextual factors of the problem.</li> </ul> <p>The Capstone paper</p> <ul style="list-style-type: none"> <li>▪ discusses the implementation of the solution/product</li> <li>▪ synthesizes evidence gathered</li> <li>▪ reveals insightful patterns, differences, or similarities</li> </ul>	<p>Service project implements the solution/approach in a manner that</p> <ul style="list-style-type: none"> <li>▪ is based on student’s research</li> <li>▪ addresses thoroughly and deeply multiple contextual factors of the problem.</li> </ul> <p>The Capstone paper</p> <ul style="list-style-type: none"> <li>▪ discusses the implementation of the service project</li> <li>▪ synthesizes evidence gathered</li> </ul>	<p>Creative product</p> <ul style="list-style-type: none"> <li>▪ demonstrates proficiency in chosen artistic form</li> </ul> <p>The Capstone paper</p> <ul style="list-style-type: none"> <li>▪ analyzes student’s work in relation to historical context and work of other artists</li> </ul>
<b>Conclusions/Reflections</b>	<p>In the Capstone paper, conclusions</p> <ul style="list-style-type: none"> <li>▪ review results relative to the research question</li> <li>▪ summarize student’s findings and analysis</li> <li>▪ are based on evidence</li> <li>▪ are logical</li> <li>▪ reflect student’s informed evaluation and</li> </ul>	<p>In the Capstone paper, conclusions</p> <ul style="list-style-type: none"> <li>▪ review results relative to the problem defined</li> <li>▪ summarize student’s findings and analysis</li> <li>▪ are based on evidence</li> <li>▪ are logical</li> <li>▪ reflect student’s informed evaluation and ability to</li> </ul>	<p>In the Capstone paper, conclusions</p> <ul style="list-style-type: none"> <li>▪ review results relative to the need defined</li> <li>▪ summarize student’s findings and analysis</li> <li>▪ are based on evidence</li> <li>▪ are logical</li> <li>▪ reflect student’s informed evaluation and</li> </ul>	<p>In the Capstone paper, conclusions</p> <ul style="list-style-type: none"> <li>▪ evaluate creative process and product using domain-appropriate criteria.</li> </ul>



	<i>Research Capstone</i>	<i>Applied Research Capstone</i>	<i>Scholarly Service Capstone</i>	<i>Creative Capstone</i>
	ability to synthesize evidence and perspectives of other researchers <ul style="list-style-type: none"> <li>▪ provide specific recommendations for other researchers</li> </ul>	synthesize evidence and perspectives of other researchers <ul style="list-style-type: none"> <li>▪ provide specific recommendations for others addressing the problem</li> </ul>	ability to synthesize evidence and perspectives of others <ul style="list-style-type: none"> <li>▪ provide specific recommendations for others addressing the problem</li> </ul>	
<b>Written Communication</b>	<p><b>Context of and Purpose for Writing</b>            Demonstrates a thorough understanding of context, audience, and purpose that is responsive to the assigned task(s) and focuses all elements of the work.</p> <p><b>Genre and Disciplinary Conventions</b>            Demonstrates detailed attention to and successful execution of a wide range of conventions particular to a specific discipline and/or writing task (s) including organization, content, presentation, formatting, and stylistic choices</p> <p><b>Control of Syntax and Mechanics</b>            Uses graceful language that skillfully communicates meaning to readers with clarity and fluency, and is virtually error free.</p>			