Honors Capstone Handbook
2025-2026

Honors Students at Western Regional Honors Conference 2025

UNIVERSITY OF NORTHERN COLORADO

Honors Program
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Honors Program Mission, Vision and Learning Outcomes

Honors Program Vision

University of Northern Colorado's Honors Program vision is to build a community of intellectually engaged, innovative student scholars who will become leaders in their fields, tackling complex challenges and making meaningful contributions to society..

Honors Program Mission

The University of Northern Colorado Honors Program fosters a welcoming community of intellectually engaged student scholars through an enriched curriculum that supports scholarly and creative contributions and develops self-driven integrative learning, critical thinking, creative problem-solving, community engagement, and intercultural competence.

Learning Outcomes

- **Problem Solving using Creative and Critical Thinking**
  Apply critical thinking to analyze, integrate, and evaluate information. Offer novel or innovative ways of solving problems. Demonstrate ability to see and speak about ambiguities and complexity of issues.
- **Analytic Inquiry through Integrative learning**
  Question, connect and extend knowledge from one's own academic focus to the world beyond UNC. Integrate multiple disciplinary lenses when considering issues or developing creative endeavors.
- **Scholarly Communication**
  Communicate one's thoughts on paper and in speech effectively with a scholarly voice by using evidentiary support and critical reasoning, within philosophical, analytical and theoretical frameworks appropriate to the discipline. Use appropriate citation and attribution for the discipline. Join in the scholarly discourse.
- **Intercultural Awareness**
  Develop the capacity to interact effectively and professionally with others whose identities, beliefs, behaviors, and values differ from their own.
- **Scholarly and Community Engagement**
  Invest in the community and empower self and others to make a positive impact on their communities, such as campus community, scholarly or research community, identity-based community, civic community, geographic community, global community or other communities in which the student engages.

U-Engage and Honors Program Staff

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Instagram: https://www.instagram.com/unc_honorsprogram/
YouTube: https://www.youtube.com/channel/UCDf3cPuASFFzNhOiFReCJYw

Honors Program Overview

The University Honors Program fosters outstanding students by providing enriched course and research experiences, extra faculty attention, a community of intellectually engaged peers, and appropriate recognition for making the most of an undergraduate education. The program engages students in the life of the mind and encourages them to raise their expectations for themselves and their education. Honors students become intrinsically involved in their own learning experience, develop heightened critical awareness and independent thinking skills, and participate in research or creative works at the university and in the community.

Benefits

- **Unity in Diversity**–Honors students come from a variety of backgrounds and have diverse academic and social interests. Together, they form a community of highly motivated learners.
- **Honors Events**–Students and faculty are invited to participate in a variety of regular events including Coffee with the Profs, Honors Workshops, Research Night, and Academic Excellence Week.
- **Personalized Advising**–All Honors students enjoy personalized advising from both university faculty and Honors staff.
- **Priority Registration** – University Honors Program students may earn priority registration through participation in the Honors Connect co-curricular program and by maintaining an on-track status through their honors curriculum. See Honors Connect in the Honors Student Handbook for more information. Students must be in the Honors Program for 1 year before receiving priority registration.
- **Faculty mentoring** – Honors students work closely with faculty mentors who serve as Capstone advisers as they complete their honors Capstone project.
- **Honors Conferences**–Honors students have opportunities to attend and present at regional and national conferences such as the National Conference of Undergraduate Research.
- **Honors Publications**–Honors theses are placed in the permanent collection in Michener Library and students have the opportunity to submit their finished research articles for publication in undergraduate research journals.
- **Honors Scholarships** – Several honors scholarships are available to active honors students.
- **Local and National Leadership Opportunities** – Students can participate and become officers in Student Honors Activities Council, leading the campus Honors community with the planning of social, community service, networking, and recruitment events. The UNC Honors Program is also part of the larger National Collegiate Honors Council and students have the opportunity to become regional or national officers, serve on committees, attend conferences and participate in national programs such as *Partners in the Parks* and *City as Text*.
- **Recognition**–Honors students are recognized on their diplomas and transcripts as "Honors Program" graduates. At commencement, Honors students wear a gold stole in recognition of their achievement to show affiliation with all students graduating from programs within the Center for Honors, Scholars and Leadership.

The Honors Capstone Project - Introduction

The Honors Capstone project, also sometimes referred to the Honors Thesis, is the hallmark achievement of your academic experience at the University of Northern Colorado. The Honors Capstone is a one to two-year, in-depth project or study on a topic of your choice that will give you the opportunity to work one-on-one with a faculty mentor and strengthen your research, project design and writing skills. Some students, with sufficient preparation and sufficient space in their schedule, may be able to complete their project in one year. The following are key benefits of the Capstone experience:

- Integration of knowledge from one or more fields in a project of your own design.
- Heightened self-awareness as you engage in an independent project that will help clarify your academic interests and career goals.
- A published research document which will be bound and placed in the permanent collection of UNC's James A. Michener Library.
- Recognition of your Honors accomplishments on your official transcript, on your university diploma, and at commencement.
- Evidence of independent intellectual pursuit which typically enhances graduate and employment opportunities after graduation.

Program Entry Options

The Honors Program offers several entry points for students with a desire to broaden or deepen their academic studies.

- **Honors First Year Experience** is designed for both incoming students and continuing students who want an introduction to Honors education. The program curriculum is interdisciplinary and supports students to produce honors quality scholarship. Students completing the Honors First Year Experience receive the designation "First Year Honors" on their UNC transcript.

- **University Honors Program** is designed for students who want to take full advantage of the intellectual breadth and depth of the Honors Program, providing access to upper-division electives and in-depth research experiences culminating in the creation of a Senior Honors Capstone project. Students who completed First Year Honors simply continue their journey, but all UNC students -- including transfer students -- may apply for entry to the program as late as the end of their sophomore year. Students completing the University Honors Program receive recognition at commencement and official designation as "University Honors" on both their transcript and diploma.

- **The Honors Capstone Experience (Capstone Only)** program is designed for juniors and seniors who discover Honors too late to take advantage of the full program or who want to explore their major discipline in-depth through the creation of an Honors Capstone project. This project may be in the form of a traditional research thesis, creative work, or an applied project. Students completing the Honors Capstone Experience -Only program receive an "Honors Capstone " designation on their transcript.

Honors Program Admission

Requests for applications and program inquiries should be directed to the Honors Program office. Applications may be accessed via the incoming student's admitted student portal, or for current UNC students via the website at www.unco.edu/honors.

Transfer students and current UNC students may apply as late as their senior year for the Capstone Experience program as long as they have enough time to complete all the requirements and must demonstrate that they already have a faculty capstone advisor or plan for acquiring a capstone advisor. The Capstone requires a minimum of 2 semesters to complete.

There is no minimum GPA to apply for the Honors Program. The minimum GPA to graduate from the Honors Program is 3.0. Students will respond to several questions regarding their interest in honors education as part of the application process.

Honors Program Curriculum and Graduation Requirements

The Honors Program curriculum and graduation requirements are included in your UNC Catalog. Please refer to your catalog year at https://unco.smartcatalogiq.com/ .General Capstone Project Requirements

An Honors Capstone project may be completed in any discipline or be interdisciplinary, so your topic need not be one from your major field, although students must have sufficient background knowledge in the field of choice. Interdisciplinary projects are encouraged, and interdisciplinary thinking is required.

A Capstone project may take the form of one of the following, or another project design may be sought during the proposal phase:
- A research thesis based on field research, experimentation, quantitative or qualitative social science methods, or library or archival research.
- An applied or civically engaged business or non-profit project
- A curriculum design and delivery project
- A creative work in humanities or the arts
- An original design for a model, prototype, or other programmatic area.

A completed Honors Capstone project must have the following attributes:
- Originality of thought or creativity in design or independence of work
- Familiarity with the literature or best practices or theoretical background, or creative influences relevant to the project topic.
- All Capstone projects require a written component.

Testimonials & Encouragement from Honors Alumni

Kaitlin (McCarthy) Odil, 2003
"I continue to be amazed at how my experiences in the UNC Honors program have been so useful in 'the real world.' By diving into the thesis process, I learned about many more subjects than just my thesis topic, and the knowledge and experience I gained by doing it is more useful than almost anything else I did in college. I know it seems like an overwhelming, impossible challenge.... Just jump in and start gathering information. There are resources out there you can't imagine, and don't be afraid to ask anyone and everyone for help! You can do it!"

Kristin O'Connor Barkus, Biology, 1994
"I am convinced that the main reason I was accepted to this program [Kansas University Ph.D. in Genetics] and funded [free tuition & $4,500 per semester] is because of my undergraduate Honors Program work. Send encouragement to all the current Honors students. Tell them to keep going; the work all pays off in the end."

Melissa Schmid, Business Administration, 2004
"The Honors Program for me has been both intellectually stimulating and inspiring. It has pushed me to shoot higher than my limits and be open to becoming a greater person."

Jen Bezek, Communications, 2002
"My experience in the Honor's Program not only taught me that I was capable of doing graduate level work, but it showed the #1 school in my field [Purdue] that I was willing and able to go beyond what was required for success. Interestingly, when I arrived at graduate school, I found out that almost all of us accepted as master's students had completed an honor's Capstone from various schools, thus confirming its invaluable worth as an addition to my previous experience."

Brian Dyk, History, 1995
"I've always dreamed of studying history in Oxford, but when I applied to Oxford Polytechnic, I was turned down. Then I sent them a copy of my Capstone. They reversed their decision and accepted me because of the thesis."

Morgan Curtis, Psychology, 2003
"The thesis experience was truly one of the academic highlights of my undergraduate career. Not only did it give me an opportunity to delve into a topic that was of interest to me, but it also allowed me to work side-by-side with [a] young, brilliant professor who had knowledge of cutting-edge issues and methods in the field. That level of contact and mentoring is invaluable, especially as it relates to future academic endeavors."

Capstone Course work

A total of 4 credit hours are required to complete a Capstone. Students in University Honors must also complete the 12 credit hours of general honors course work. Students in Honors Capstone Experience Only program, will only be required to complete 4 credits of capstone work as indicated below. Students may also want to take a research methods course or introductory research course before beginning their Capstone coursework if they are completing a research project (see list of research courses approved for University Honors Program upper division electives in the catalog).

LIB 251 (1 credit)- Must be taken concurrently <u>with</u> HON 351

Honors students take this course in their first semester of their honors Capstone, often in the Junior year, but as late as first semester of their senior year, and usually concurrently with HON351. In this course, students will examine original research and thought as it presents itself across disciplines and learn to develop their own topics through all the various Honors Project types. The literature review process will be examined in depth, with students completing a literature review or background research paper relevant to a topic of their choice. McNair Scholars enroll in LIB251 during their first summer in the McNair Scholars Program.

HON 351 (1 credit) or for McNair Scholars: UNIV 432 (2 credits)

The HON 351 Honors Project design course is taken by Honors students in their junior year first semester of their senior year. It is recommended that Honors students complete this course in the Fall semester concurrent with LIB251. HON 351 allows students to explore their topic of choice and begin the process of designing research, applied Capstone, or creative works projects. Various research methods are explored as well as project designs in applied/experiential and creative project types. This course allows the student time to solidify the topic by completing background research and writing a preliminary proposal that will then be reviewed by the selected Honors thesis advisor and Honors Chair before undertaking the second phase of completing the project. Students work closely with their chosen Capstone Advisor, which is a faculty member personally selected and then contracted to mentor the project. The project may be completed in any discipline, and the topic need not be one from the student's major field as long as the student has sufficient background in the area to complete the project. The McNair Scholars UNIV432 course replaces HON351 for students in the McNair Scholars Program and is held in Fall semester.

HON 451 (2 credits) or Discipline based capstone/senior seminar

The HON 451 is a course designed to support the student while they complete their projects, and students must arrange their own meeting times with their capstone advisors as necessary while they complete the project as designed and approved in HON 351. A total of 2 credit hours will be taken as either 1 credit in two semesters or all 2 credits in a single semester. The class meets as a cohort once a month in small groups or students may meet with the instructor in individual meetings face to face or over zoom.

Alternatively, students <u>may</u> be able to complete their capstone through a discipline-based capstone course. This option must be preapproved, and the student must meet with the Schulze Chair for Honors and Interdisciplinary Studies in advance or during the application process.

The courses currently approved for the discipline based alternative to HON451 includes the following:

AFS 490	Seminar in Africana Studies	3
ANT 470	Seminar in Anthropology	3
ASIA 499	Asian Studies Thesis	3
BACS 488	Senior CIS Project	3
CHEM 499	Seminar and Research in Chemistry	1- 3
COMM 491	Communication Theory Capstone	3
CS 497	Senior Project	1- 8
ECON 475	Senior Seminar	3
ENST 491	Senior Capstone	2
GEOG 491	Senior Capstone	2
HIST 480	Seminar in History	3
HIST 580	Seminar in History	3
INTR 450	Senior Capstone	3
MUS 414	Transitional Capstone Course in Music Education	2
NURS 446	Clinical Practice Capstone	5
PHIL 495	Advanced Seminar	3
PHYS 470	Research II	1- 3
PSCI 405	Senior Seminar in American Politics	3
PSCI 415	Senior Seminar in Comparative Politics	3
PSCI 425	Senior Seminar in International Relations	3
PSCI 435	Senior Seminar in Political Philosophy	3
RTH 490	Evaluation and Research in Recreation, Tourism and Hospitality	3
SOC 400	Senior Seminar	3
STAT 489	Project in Data Science	2
THEA 454	Theatre Studies Senior Seminar	1
THEA 464	Audition Techniques	3

Every final Honors Capstone project must be approved by the Schulze Chair for Honors and Interdisciplinary Studies and presented in a public forum to fulfill the capstone requirement regardless of how the student completes their coursework. **Students who choose a departmental capstone course should consult regularly with the Honors program to ensure they are on track to meet this requirement.**

Transcript Designation

Students who complete the Honors Capstone Project without participating in the full University Honors experience will receive an "Honors Capstone" designation on their transcript.

The Honors Capstone is also embedded in the full University Honors program. Students who complete the full program earn recognition at commencement and a designation of "University Honors" on both their transcript and diploma. See the University Honors tab for details.

In all cases, the completion of the honors capstone is successful only with close communication between student, Capstone Advisor, Honors Chair and the Honors Staff.

IRB Approval

The use of human participants in research at the University of Northern Colorado is regulated by University policy 3-8-104, enacted by the Board of Trustees to ensure that all research carried out under the auspices of UNC conforms to ethical standards.

If you are planning a research project in which you will utilize human subjects you must submit a proposal to the university's Institutional Review Board (IRB) for approval. This not only includes traditional research, but *any* research that requires human participation. Examples of research requiring IRB approval includes, but is not limited to: interviews, focus groups, surveys, and classroom observation.

As stated in university policy, all research involving human subjects is prohibited until the IRB has approved the research protocol. IRB approval paperwork is comprehensive, and it will become an integral piece of your Honors Proposal, constituting a majority of the body of your proposal's project design section. Start the IRB approval paperwork as soon as you have determined the scope of your project.

Requesting IRB Approval of Research with Human Subjects

The Application for IRB approval is an online process through Streamlyne. You should start by requesting a Streamlyne account in advance. You may request this by emailing our@unco.edu. However, you should complete the IRB questionnaire document and save and print a copy for your Proposal. Then you will copy and paste the questionnaire answers into your Streamlyne protocol submission. See the Honors Canvas Capstone – IRB pages for more details and helpful documents.

Appointments with the Office of Undergraduate Research Coordinator

When you know that you will be conducting research involving human subjects, you should set up set up a meeting with the U-Engage Graduate Assistant who is the Office of Undergraduate Research coordinator for a consultation. You may also need to meet with the Research Consulting Lab to discuss best practices for survey design and data collection.
Email our@unco.edu or see the www.unco.edu/our website for more information and to connect.

Choosing a Topic

Tips for Choosing a Topic

You will be working with your Capstone topic for at least two years, so you want to ensure it is intellectually stimulating and interesting to you. It should also be focused but flexible so that you have the opportunity to adjust your project direction as you encounter unexpected information or findings. It is expected that you will have determined at least a broad topic area when you start your HON 351 coursework, and then you will refine the topic during the HON 351 process.

When working to define a Capstone topic:
- Develop an ongoing list of research or project items of interest. Review the list to find common themes that may point to a topic on Capstone.
- Mentally review past courses that have excited you. What about them was interesting? Which ideas would you like to spend more time exploring? Is there an idea worth pursuing as a topic for Capstone?
- Use class research or project assignments to explore potential topics.
- Chat with others in your field of interest, students and professors, whose work you admire. Many times, these discussions will spark ideas and can help you refine your thoughts and focus on a topic.
- Be realistic and not too ambitious in the design of the project. Maturity in scholarly research shows the ability to use topics to address specific questions that add to the knowledge of broad issues.
- Be sure to explore all possible Capstone project/thesis structures, such as:
- Research projects
- Natural Sciences experimental and quasi-experimental designs – lab research, field research.
- Social Science or health sciences quantitative research designs such as with surveys or other tools to measure variables.
- Historical research.
- GIS projects.
- Philosophy theses.
- Legal analyses.
- Social Science or education research with qualitative designs such as interviews, observations of human behavior, focus groups, etc.
- Applied/Engaged projects
- Applied Research.
- Action Research.
- Program Assessment Research.
- Community based projects.
- Business plans/marketing plans/business research.
- Curriculum design projects.
- Creative/Out of the Box projects
- Creative Writing projects
- Music compositions
- Art and Design projects

- Anything that doesn't fit in one of the above categories
- Regardless of the scope and dimensions of the Capstone and whether it involves creative or applied elements, all projects must include a written scholarly component and an appropriate review of the literature which may include an artist's statement.

Examples of Past Topics
- **Performing & Visual Arts**
- Prelude and fugue: an original composition for chamber orchestra / Joseph Edward Sullivan. 2006
    - The Tao of Joe Allen; or, How to Save the World Without Really Trying; An Environmental Comedy/ Aaron Klostermeyer, 2002
- Restoring forgotten works of art / Sarah Coleman. 2005
    - Little Lil's Big Adventure: How I Wrote a Children's Book on Adoption./ Lilia Moritz, 2024
- The significance of studying the images of African Americans in the Harlem Renaissance / Michael J. Brown. 2004
    - Transporting Theatre: Can Transnational Theatre Foster Political Self-Efficacy in Women of Color?/ Breanna Bailey, 2024
- Aesthetics and pedagogy of the belt voice / Michael A. Ruckles. 2002

- **Natural and Health Sciences**
- Semantic development in a young child with a cochlear implant: a case study / Jeanna Adams. 2007
- Diet and nutrition for active individuals / Amber Courage. 2007
- Sonic imaging: a study in acquiring greater resolution for acoustical imaging by examining the differences in reflected waves dependent upon their angle of incidence / David Zartman. 2007
- Bilingual speech therapy and aphasia: a cultural approach / Megan Hoodenpyle. 2007
- Semantic language abilities of one child with a cochlear implant in a total communication program / Kristin N. Nelson. 2006
- Jump rope: the emergence of a sport / Lindsey Wallace. 2005

- **Business**
- An applied thesis assessing organizational needs for the successful and efficient long-term operation of the International Film Series / Katie M. Goulet. 2007
- Expatriation and repatriation of corporate executives: an examination of training procedures / Jessica Ford. 2005
    - China in the WTO: How the United States Should Address Intellectual Property Right Issues across Oceans/ Courtney Claussen, 2008
- Study of the glass ceiling in the business industry with partial emphasis in accounting / Brandy M. Annable 2003

- **Education and Behavioral Sciences**
- The female offender: issues of gender in criminality / Jennifer Kawakami. 2007
- The effect of color on mood attribution / Misty Anderson. 2006

- The effects of cross-age peer tutoring on oral reading fluency for children with suspected or identified reading disabilities / Jennifer Geiss. 2006
- Perceived differences between blonde and brunette females: intelligence, promiscuity and attractiveness / Chris J. Miller. 2005
- An investigation of the relationship between inhibitory control and social problem solving in preschoolers / Lindsay Brubaker. 2005
- Swarm intelligence: review and application / Russell Winkler. 2005
- Visions for the future: environmental perspectives of college students and implications for education / Lindsey Piilani Fong. 2005
- Exam-related stress and food choices among undergraduate college students / Laura Vallee Bailey. 2005
- Standing in line for the roller coaster: personal narrative of a high school teacher candidate / Catherine Sedalnick. 2004

- **Humanities and Social Sciences**
- The art of war: a comparative study of the militaries of medieval China and Japan / Amy Sachi Tadehara. 2007
- The growing pains of transformation: a history of economic policy in Germany and the current problems in the German economy / Derek Hurst. 2007
- The economic problem of poverty: is poverty necessary for a working market system? / Elaine Wall. 2006
- This dangerous vice: Lenin and Madison's conceptions of the problem of faction / Joseph Maltby. 2005
- Anytime, anywhere: an investigation of mobile phones and social interactions / David Charles Self. 2005
- The legal classification of Pacific Islander Americans: a history and analysis / James Kawika Riley. 2005
- Welcome, but please don't stay: an exposition of labor migration from Mexico to the United States / Andrea Bereznak. 2005
- Democratization in Taiwan and its effects on political sovereignty / Elisa Chen. 2005
- Comparative analysis of the United States vs. Canada's health care system / Fairleen Adcock. 2005
- An analysis of Lebanon: a movement from civil war to civil society / Jonathan Shumate. 2004

Capstone Advisors

Finding a Capstone Advisor

The chair of your major department or the chair of the department relevant to your chosen topic can potentially assist you in finding a Capstone Advisor. Your major advisor is another good source for finding a Capstone Advisor. They are knowledgeable about the faculty on campus and may suggest potential advisors you do not know. Also, the Honors Director and Honors Chair are available to discuss topics and provide you with possible contacts to find your Capstone Advisor.

Keep in mind the following:
- Your Capstone Advisor is ideally someone who is familiar with your work, for example either a faculty member whose class you have taken or whose advice you have sought.
- Your Capstone Advisor should be knowledgeable in your chosen topic area.
- The faculty member and you should generally be compatible in terms of personality since you will spend significant portions of time together.
- Your Capstone Advisor does not need to be a faculty member in your major but needs to meet the above criteria. However, some departments require that students completing theses in their discipline be declared majors in that discipline.

Capstone Project Committee

All students will have a Capstone Project committee who will review the final project and provide feedback and support during the process. This committee will be made up of the following roles:
- Capstone Advisor
- Honors Chair (Schulze Chair for Honors and Interdisciplinary Studies)
- Honors Program Executive Director

Other Project Support

You may find utilizing the assistance of the following people very helpful:
- Subject Librarians – not just helpful, but also *essential* in many cases
- Center for Career Readiness
- Coordination with outside agencies
- Field Experience
- Internships
- Other coordinated projects in the community
- Other outside experts. These may include:
- Experts at other universities
- Professionals in the field
- Experts at other government agencies
- Policymakers

Capstone Advisor Agreement

Once you have chosen a faculty member with whom you would like to work, you need to fill out a Capstone Advisor Agreement in coordination with that faculty member. The completed agreement must be submitted to the Honors office.

The purpose of the Capstone Advisor Agreement is to confirm your Capstone Advisor with the Honors office, to broadly define your Capstone topic, and to clarify the general direction of your research. The agreement should be submitted during your HON 351 or UNIV431 course.

You can find the document on our www.unco.edu/honors website on the forms page, or in the Honors Canvas site, or in the back of this handbook.

Capstone Proposal

Review & Approval Process

A Capstone proposal is required of all students at the end of their HON 351 course experience. The proposal must be approved by your Capstone Advisor. Once your proposal has also been approved by the Schulze Chair for Honors and Interdisciplinary Studies, you may begin work on your Capstone research or project. The approved proposal will be placed in your student file in the Honors Program office. The approval is officially designated using the Capstone project Proposal Status and Approval Form (See Appendices in the back of this handbook or download a pdf from the Honors Canvas Account).

The Capstone Proposal should be turned in by the end of the semester of your HON351 course.

Proposal Document Organization

Proposals must adhere to a standard layout, as follows:

Format: Use standard 12 point font, Times New Roman, double spaced, and 1 inch margins throughout.

Title Page: Modeled after the sample Title Page in this Handbook.

Abstract: The abstract is essentially a summary of your project. Include the abstract as a separate page. The abstract must include sufficient information for readers to judge the nature and significance of the topic, the adequacy of the investigative strategy, the nature of the results, and the conclusions. An abstract is not an introduction; it summarizes the results of the work, not merely listing topics that are discussed in the manuscript. Abstracts should generally be no more than 300 words.

Body of the Proposal: The body of your proposal should address, at a minimum, the following three areas. For most students, the body of the proposal will be between 15-25 pages inclusive of the literature review. However, in some disciplines a shorter proposal may suffice, such as math and in some sciences. Use subtitles in the document that relate the following primary sections, as appropriate to your discipline and choice of project type:

- **<u>Introduction (1-3 pages):</u>** Define the topic you are covering, the project you are developing, why it is important, how it is original, and your working thesis (if applicable). The introduction must explain the significance of the project and will include a "statement of the problem" for most research-based projects along with a purpose statement. The research questions, if relevant, will either be included at the end of the Introduction or at the beginning of the Project Design section. For applied and creative projects, the introduction must include a general idea of what will comprise the final project, along with the significance and purpose.

- **<u>Review of Related Literature or Background</u>** (6+ pages): The literature review/background section often makes up the largest section of the proposal. For research projects, summarize the body of knowledge or range of perspectives that inform your research topic, with an analysis and synthesis of the material that explores gaps in

the current scholarly discourse. For applied and creative projects, include information about similar projects completed in the past and what resources/previous works you will use to help inform you in the process of creating your project. Include individual researchers, methodologies, critics, etc. This section includes a comprehensive but preliminary literature review and will grow and change as your project progresses. In some disciplines and with some projects, the term "literature review" is not used, but you should still include a background section in your proposal explaining the background context or relevant information that you are using to inform your project.

- **Project Design (2-5 pages):** This section will include specifics about how you will approach the topic in terms of research/project design, statistical procedures or qualitative methods, analysis of primary and secondary sources, etc., as appropriate to your Capstone. This section should be thorough and explicit about how/what data will be analyzed, and in what way the contribution is original to the field. Applied projects should be specific about the intended outcomes and should include a timeline. The Project Design should typically be around 2-5 pages in length and sometimes even longer, depending on the design of the project.

  - IRB Requirements/Research with human subjects:
    - If the project involves human subjects, including interviews, survey research, focus groups, classroom observation, etc., then Institutional Review Board (IRB) approval is required.
    - The IRB narrative and application may be submitted after your proposal is completed OR may be written concurrently with your proposal. In either case the IRB overlaps with the project design section of the proposal, and if it is completed in conjunction with the proposal should be added as an appendix to the proposal.

  - **Suggested sub-headings for Social Science RESEARCH projects include:**
    o Methodology
    o Methods (or procedures)
    o If Quantitative: tools such as specific surveys or specific psychological tests, etc. (if applicable)
    o Participants (if applicable)
    o Site (if applicable)
    o Data Collection Procedures
    o Data Analysis Procedures
    o Data Handling

  - **Suggested sub-headings for Natural Science Research projects include:**
    o Methods and materials (may also include tools or procedures)
    o Data Collection Procedures
    o Data Analysis Procedures
    o Supervision (be specific about roles of other research team members and supervision of the project)

- **Suggested sub-headings for Humanities projects include:**
  o Research approach or research methods
  o Sources of data and data collection
  o Analysis process

- **Suggested sub-headings for Applied and Creative projects include:**
  o Purpose
  o Methods and materials (if applicable)
  o Intended/Final Products
  o Process
  o Evaluation Methods (if applicable)

References (2-3 pages): Include a systematic list of all the works you have consulted to this point in the course of your research. Follow the preferred documenting style in your field – e.g. MLA, APA, Chicago, etc. based on your thesis advisor's recommendation. Please begin your references section on a new page.

Timeline (1 page): Include a timeline that specifies the extent of the work to be completed in each semester of the project. This should be an updated version of the document submitted with your Capstone project Advisor Agreement.

Cost Estimate (1 page): Include any major cost items you believe you will need to undertake this Capstone project: equipment, supplies, travel, etc. Research funding may be available to students through the Office of Undergraduate Research. Go to http://www.unco.edu/hsl/our/ for information, forms and deadlines. The cost estimate section may be on the same page as the timeline.

Appendices: Appendices may be necessary for the following items if they are included in your project:
- IRB Narrative as it is being submitted to IRB review. This section is not required at the time of the proposal, and the IRB narrative may be finalized after the proposal is approved. However, if the IRB narrative is already complete at the time of proposal submission, please include your full IRB narrative as an appendix.
- Survey(s)
- Sample Interview Protocol and questions
- Any other tools being used for the research
- Any relevant documents for applied projects

Capstone Submission & Publication

Review and Approval Process

To be approved and published, your Capstone must be meticulously edited several times. Plan to have your first draft completed early in the semester of your last semester at UNC if possible. This will give you time to make necessary changes, find additional information, and revise your work as requested by your Capstone Advisor and the others who will be reading your Capstone project.

You should expect your Capstone Advisor to require revisions on at least two drafts before the Capstone is approved. The Schulze Chair for Honors and Interdisciplinary Studies must also approve the final document and may make stipulations for edits before signing off on your work. Final deadlines are firm due to graduation requirements, so be prepared to follow the deadlines outlined in the "Deadlines" section in this Handbook.

Document Submission Guidelines

Style Manual
In drafting and organizing your thesis/Capstone, follow the style manual guidelines that your capstone advisor recommends and is relevant for your discipline. If there is no specific recommendation from your capstone advisor, then the Honors Program recommends using the current APA manual.

Creative and applied project specifications
Projects that are not strictly research should follow a basic Honors Capstone format, using as many of the sections detailed below as apply to your project. All creative and applied projects must have a foundational written/scholarly component with a section describing the contextual framework that pertains to how the project was designed. Students are encouraged to format creative writing projects to be submitted for publication and therefore may follow the publication standards as appropriate for the targeted publisher.

Capstone Document Organization

The specifications given below follow the general submission guidelines for the Undergraduate Research Journal at UNC If you plan to submit your capstone for publication in a different journal based on your thesis advisor's recommendation, then follow those specifications and submit the specifications with your manuscript.

Your final capstone document that is turned in for approval must include
- Title Page
- Optional: Original Signature Page
- Abstract
- Acknowledgements
- Table of Contents
- Introduction

- Manuscript body (inclusive of literature review, methods section as applicable, results sections as applicable, findings or reflection sections as applicable)
- References/Works Cited
- Appendices
- Honors Capstone Approval Form – at the end as an appendix

Sections of your Capstone document

Title Page
The title page must include the following:
- Manuscript title
- Student Name
- Faculty mentor/thesis advisor
- Date of Submission (final graduation month/year)

See the sample title page in the appendices. The title page will be adjusted before being submitted for the Undergraduate Research Journal.

Signature page
The signature page should be modeled after the sample signature page found in the Appendix. The signatures on the final printed copies should include all original signatures. This is optional, but traditional, for Honors capstones.

Abstract
Include the abstract as a separate page. The abstract must include sufficient information for readers to judge the nature and significance of the topic, the adequacy of the investigative strategy, the nature of the results, and the conclusions. An abstract is not an introduction; it summarizes the results of the work, not merely listing topics that are discussed in the manuscript. Abstracts should be no more than 300 words.

Acknowledgements
Thank the people/organizations that have supported the research and acknowledge funding sources where applicable. Be sure to thank your Capstone Advisor and the friends and family members who supported you through your work.

Table of Contents
The Table of Contents should include the title page, signature page, abstract, and acknowledgements with page numbers. List the chapters for the body of your thesis with the titles of the chapters and the page number on which they begin. List the appendices and the IRB approval before the references, again including page numbers.

Lists of Tables
If you have tables or charts, you need to provide a list of these. Give each table a title or number and indicate the page number on which it can be found.

List of Figures or Illustrations
If you include visual items (pictures, illustrations, graphs) that you refer to in the text of your thesis, give each figure a title or number and indicate the page on which it can be found.

Introduction

The introduction provides the information needed to understand the rest of the manuscript. Make sure to:

- Establish the basis and background for the project.
- Define terms that may not be familiar to readers outside the field.
- Present the objective(s) and question(s) the research addresses.
- Summarize previous research and current status of the topic.
- Discuss the relevance and significance of the research.
- Describe the general methods and rationale used to explore the hypothesis.

In some manuscripts, especially social science and history manuscripts, the Introduction should end with a clearly defined thesis or statement of the problem.

Manuscript Body

Organize the manuscript carefully. Subdivide the body into sections to emphasize both content and clarity. Use headings and subheadings to make the organization clear (See Thesis Proposal section in this handbook for suggested headings).

Consider the following:

- Use the accepted terminology of the field to describe any materials, subjects, or experimental procedures used to gather and analyze data.
- Include detailed methods, so readers would be able to replicate the investigation.
- State the results clearly and succinctly. Thoroughly discuss, interpret, and analyze the implications of the findings.
- Describe any problems you encountered and explain any unexpected findings. Include suggestions on how to improve or expand your research.
- Provide a conclusion that restates the question(s), results, and broader significance of the research.
- Plainly and succinctly discuss the impact of the results, both specifically and globally, to enlighten readers, regardless of their previous background in the field of study.

The following subsections describe content common in many social science and science manuscripts. While these sections are common, they are not required, and you may use sections as appropriate to your methodology and project design.

Literature Review or Background

The literature review in the final project document will build upon the literature review written for the proposal. For research projects, summarize the body of knowledge or range of perspectives that inform your particular research topic, with an analysis and synthesis of the material that explores gaps in the current scholarly discourse. For applied and creative projects, include information about similar projects completed in the past and what resources/previous works you will use to help inform you in the process of creating your project. Include individual researchers, methodologies, critics, etc. In some disciplines and with some projects, the term "literature review" is not used, but you should still include a background section in your proposal explaining the background context or relevant information that you are using to inform your project.

Methodology, Methods and Materials
For more quantitative studies, the purpose of this section is to make it possible for someone versed in your area to repeat your experiment and reproduce your results. Describe, in complete detail, exactly what you did. Include any/all of the following if applicable to the project:

- Methods: Surveys, Interviews, Experimental procedures
- Participants
- Site
- Sample preparation technique
- Origins of samples and materials
- Data Collection procedures—how the procedures were performed
- Data Analysis procedures
- Information on computer programs used or written
- Descriptions of equipment setup and function

In Qualitative studies, you should explain your methodology in detail including how you are collecting and analyzing data and how you are maintaining study rigor.

Results or Findings
Present the key results of the project without interpreting their meaning since your interpretations are generally reserved for the discussion section. For more quantitative studies, do not present raw data; use text, tables, and figures to summarize. If feasible, follow the organization of the Methods and Materials section to provide consistency for the readers.

Discussion
Use this section to interpret the results of the project. Restate the major issues you discussed in the introduction and interpret them in light of the results.

Conclusion or Findings
The conclusion is useful for making final remarks about the project and what next steps may be in the process or planned. The conclusion can be broader and more general than the discussion section and should be short in order to leave the reader with a final wrap-up on the project.

Appendices
Appendices should contain information that is not a part of the Capstone but is useful in understanding it. If you include appendices, assign each a number or letter, a title, and a page number. Appendices are not included in the URJ publication and will not be submitted when your manuscript is uploaded through the URJ submission process. The Appendices are printed and included in the Honors Thesis Bound copies.

IRB Approval
If IRB Approval was required for your Capstone, you must include a copy of the authorization letter from UNC's Institutional Review Board as verification that your research process was approved. The IRB Approval should be incorporated into the appendices, preferably as the final appendix in your document.

References

Your references should be in the format accepted within your discipline and match the style used throughout your document. If your discipline/thesis advisor does not have a preference, then use APA style. References should always start on a new page.

Document Format

Page Count: The Honors Program does not require a certain minimum nor maximum page length. Projects, by essence of the initial proposal to work, will generally be a minimum of 15 pages. The average length of an honors thesis varies from 30 pages – 50 pages. Creative and applied projects are often much longer, and natural sciences projects are sometimes shorter, depending on the nature of the experiment and detail needed to describe the results. The final manuscript submitted for Undergraduate Research Journal will be a shortened version per their specifications.

File Format: Submit electronic copies as a single .doc or .docx file for approval. The final project will then be converted to a .pdf for inclusion in the Michener Library Honors Capstone digital depository.

Printing Information: One final printed, unbound copy of the Capstone must be submitted to the Honors Program office after your Capstone has been fully approved. The Honors Program office will assist you with printing using the office equipment, at no charge to you. If you would like to receive one or more bound copies of your capstone, you may print additional copies on the cotton paper that the Honors office will keep in stock.   The Honors Program will coordinate the binding of the capstone books. Students are required to submit payment for their bound copies, prior to the pages being sent to the bindery. Check with Honors Program staff for current pricing.

Submission of unprinted portions: You must submit all accompanying artifacts such as works of art, software programs, models, etc. on the same day that the written portion is submitted.

Margins: The left margin must be 1-1/2 inches to allow binding. The top, bottom, and right margins must be 1 inch.

Spacing:
- For final printed Honors Thesis to be bound for permanent collection: <u>Double-spacing is required</u> throughout the body of the text, except in long quotations, table titles, headings, figure captions, endnotes or footnotes, and references.
- For the Undergraduate Research Journal Submission process: the final electronic copy to be submitted for the URJ must be <u>single-spaced</u>.

Pagination:
- Number all pages, except the title page and signature page, in top right corner using header function. Use Arabic numerals (1, 2, 3, etc.).
- Number all figures

Figures: Number and title all figures, including graphs, drawings, and photos. Place figure captions below the figures.

Tables: Number and title all tables. Place table captions above the tables

Figures: Number all equations. Place equation numbers in parentheses to the right of the equation.

Typeface: Use standard 12-point font, Times New Roman. Boldface and italics may be used for emphasis. In general, the same font must be used throughout the Capstone.

Hand-made notations: Entries that must be made by hand should be done with permanent black ink. A back fine-tip felt pen is acceptable. Hand-made notations should be meticulously and consistently lettered.

Paper: Final copies must be printed on 20-pound, 100% cotton fiber paper of 8-1/2 x 11 inches. This paper is normally stocked in the Honors Program office, and your document may be printed from the office if you make an appointment in advance.

Spine Title: The Capstone title will be printed on the spine of the bound Capstone copies. Space limitations allow no more than 55 characters, including letters and spaces.

Capstone Presentation

Presentation Information
To graduate with Honors Distinction, you must present your Capstone in a public forum. **This is not an oral defense.** Rather, it is your chance to speak to interested people about your work. The purpose of the presentation is to educate others on your topic and gain experience.

You are allowed to present at any appropriate venue, but most students present at UNC's Student Showcase for Artists and Scholars in Spring or at the Fall Symposium. You are welcome and encouraged to invite whomever you would like to your presentation. Your Capstone Advisor, Honors Departmental Liaison, and the Honors Program Director should be present, if possible. Invite other faculty, family, and friends. The bigger the audience, the better!

Verification of Capstone Presentation
You must notify the Honors Program office of the date, time, and location of your Capstone presentation. Even if you have already been working with the Honors office staff in preparation to present at Research Day, formal confirmation of your planned presentation is required. If you are presenting in a venue other than at Research Day/Student Showcase of Artists and Scholars, please submit a Verification of Capstone Presentation form to the Honors Program office.

Student Showcase of Artists and Scholars and Honors Research Night
Most Honors students present their Capstone at UNC Student Showcase of Artists and Scholars during Academic Excellence Week in Spring. Research Day Honors presentations are scheduled in a 15-minute time slot. If your project is a creative arts work, you should present it as well as

explain it. Students who are completing their thesis in the Fall semester will be required to present at the Fall Honors Research Night or the Student Showcase of Artists and Scholars.

Fall Symposium

All Honors seniors are strongly encouraged to compete in the Fall competition held in Fall. Each year a small number of students are selected from this competition to represent UNC at the National Conference on Undergraduate Research (NCUR) the following Spring.

You need not have completed your Capstone at the time of the Symposium to be eligible to compete to attend NCUR. However, projects that are closer to completion are given preference.

Helpful Tips & Resources

Suffering from pre-thesis or thesis anxiety? Here are some tips that can help ease the pain and get you on track.

Tips for HON 351 and HON 451

- Take into account your academic major course loads when deciding how to stagger the credits for HON 451 so you are able to manage your coursework.
- Plan to complete your Capstone before beginning student teaching if you are an education major.
- Pay attention to all Capstone-related due dates and deadlines so that you stay on track.
- Keep an annotated working list of your reference sources as you go. This will aid you in referencing sources at a later date, and with the annotated work list, you will be able to quickly draft your reference list for your proposal.
- Meet regularly with your Capstone Advisor(s) to discuss your research progress and work to narrow your focus on your proposal, and during the writing of your thesis and work on your Capstone. Generally, a meeting once a week or every other week helps keep the project successful.
- You must submit monthly progress reports via Canvas and monthly thesis advisor feedback reports via hard copy (see appendices in this handbook for the form) in order to receive passing grades in HON351 and HON451. Communication is key to success!
- Draft a well-thought-out proposal. It will make the rest of the project much easier by clearly directing your research and writing.
- Be sure to receive timely feedback from your faculty mentor(s). Do not expect a faculty member to be able to read your documents in one day or even one week. Discuss deadlines and timelines for submission in advance. Know what is expected of your final semester in order to complete a project.
- Utilize the summer between your junior and senior years to work on your Capstone. This will significantly cut down your stress level during your final year of studies.
- The UNC Michener Library staff can provide invaluable assistance with your research. Do not hesitate to use their services.

- Remember - This is your chance to explore a topic of interest you are passionate about. Have fun with your project!

Summary of Capstone -Related Timelines

The deadlines and recommended timeline below and on the next two pages reflect the specific Capstone-related due dates to use as you progress towards your planned semester of graduation.

Junior year - 1st Semester
- Take the LIB251 and HON351 seminars in your first semester of Capstone Honors work as concurrent courses.
- Complete the Capstone Advisor Agreement and turn it into the Honors office with your List of Objectives for your project by the end of the semester.
- Begin a literature review or comparable background paper if a literature review is not the appropriate model for your project type. This paper is usually included as the bulk of the work in the LIB251 course.
- Complete and submit the preliminary draft of your honors thesis proposal or a thorough prospectus if you are not yet ready to complete the proposal.

Junior year - 2nd Semester
- Register for a research methods course if you are completing a research project or at least one credit of HON451. If you are studying abroad, you can defer taking HON451 until the following semester.
- Revise, refine, and submit your final Capstone proposal per recommendations of your Thesis Advisor.
- Begin your project once your proposal has been approved.
- Students are encouraged to plan their project timeline so that they can complete a substantial portion before beginning the senior year.

Senior year - 1st Semester
- Register for your remaining credit(s) of HON451. Occasionally students may want to leave the registration for their credits for their 2nd Senior semester but generally should continue working on the project even if they are not enrolled in HON451.
- Complete the majority of the work for the Capstone project/thesis research.
- You should meet with the Honors Program Director at least once or twice during the semester and should meet with your Honors Departmental Advisor at least once during the semester and meet with your Capstone Advisor frequently - once a week or every other week is usual.
- Compose the first draft of your Capstone and plan to submit it to your thesis advisor no later than the end of the semester. Students who will be completing student teaching in their final semester should plan to complete their first draft by mid-semester to have time to complete final drafts by the end of the semester.
- Depending on the number of credits you have already enrolled in for HON 451, plan to register for the remaining credit hours for next semester.

Senior year - 2nd Semester
- Plan the date, time, and location of your Capstone presentation and submit a Verification of Capstone Presentation form to the Honors Program office.

- Continue editing your drafts based on feedback from your Capstone Advisor and Honors Departmental Liaison and turn in subsequent drafts to your Capstone Advisor for approval.
- Once you have obtained your Capstone Advisor's approval and signature on the approval form, submit the final copy to your Honors Departmental Liaison for review and approval and signature on the approval form.
- Once you have obtained the Honors Departmental Liaison's signature, submit the Capstone to the Honors Program Director for final review and approval.

McNair Scholars – Summer Semesters and Alternative Timeline

McNair Scholars have a separate timeline that is built into their program and dependent on whether they are completing McNair and Honors in one or two years. McNair Scholars on the two-year track will begin in the summer between their Sophomore and Junior years. McNair Scholars on a one-year track begin their capstone in the summer between their Junior and Senior years.

DEADLINES

Fall Graduation Deadlines

- Prior to the start of the Fall Semester, complete the first draft of your Capstone and submit it to your Capstone Advisor as classes begin.
- September - Early October: Work closely with your Capstone Advisor to make updates to the first draft. You may need to submit additional drafts for revision before the Capstone is approved.
- October: Decide when you want to present your Capstone and submit/apply to present as required.
- November 1: Submit your final Capstone copy to your Capstone Advisor for final review, feedback, required edits and approval. Revise and finalize during the month of November.
- December 1: Submit the final approved capstone (digital form) with the approval form fully signed to the Honors University and upload to the Libraries Digital depository (instructions will be supplied by the Honors Program).

Spring Graduation Deadlines

- Prior to the start of the spring Semester, complete a first draft of your Capstone and plan to submit it to your Capstone Advisor as classes begin.
- January -February: Work closely with your Capstone Advisor to make updates to the first draft. You may need to submit additional drafts for revision before the Capstone is approved.
- March: Decide when you want to present your Capstone and submit/apply to present as required.
- April 1: Submit your final Capstone copy to your Capstone Advisor for final review, feedback, required edits and approval. Submit your draft to the Honors Program office for inclusion in the capstone awards program. Revise and finalize during April.

- May 1: Submit the final approved capstone (digital form) with the approval form fully signed to the Honors University and uploaded to the Libraries Digital depository (instructions will be supplied by the Honors Program).

Summer Graduation Deadlines

- Prior to the start of Summer Session, complete the first draft of your Capstone and plan to submit it to your Capstone Advisor as classes begin.
- May: Work closely with your Capstone Advisor to make updates to the first draft. You may need to submit additional drafts for revision before the Capstone is approved.
- June: Decide when you want to present your Capstone, if you haven't already, and submit/apply to present as required.
- July 1: Submit your final Capstone copy to your Capstone Advisor for final review, feedback, required edits and approval. Revise and finalize during the month of July.
- August 1: Submit the final approved capstone (digital form) with the approval form fully signed to the Honors University and upload to the Libraries Digital depository (instructions will be supplied by the Honors Program).

Note Concerning August Graduation:
Due to the non-traditional nature of Summer Session, August graduation-related deadlines may be adjusted. Students should keep in mind that faculty may not be on campus on a regular basis, so if you are planning an August graduation, please confirm all dates and deadlines with the Honors Program office and coordinate accordingly with your Capstone Advisor before the start of Summer Session.

Becky R. Edgerton Memorial Scholarship

Each year Honors Program awards the Becky R. Edgerton Memorial Scholarship to a graduating Honors student whose Capstone project demonstrates the highest level of achievement and passion for in-depth scholarship. Every Honors student who completes all the requirements for graduation including successfully submitting their Honors Thesis by all required deadlines is automatically included in the competition for the award. See Appendix for information about Becky R. Edgerton. Past award winners since its inception have included the following:

- Kyle Banker 2002
- Kaitlin McCarthy 2003
- Jonathan Shumate 2004
- Andrea Bereznak & Elisa Chen 2005
- Misty Anderson 2006
- Katie Goulet 2007
- David Bloemker 2008
- Karen Traxler & Carissa Taylor 2009
- Jennifer Koops, History-Secondary Education 2010
- Nicole Vincelette, Biology 2011
- Kamille McKinney, Criminal Justice 2012
- Alexandra Deselms, History 2013
- Justine Sheehy, Special Education 2014
- Denise Muro, English & International Affairs 2015
- Emilie Scharf, Audiology & Speech Language Science 2016
- Ellen Harris, Environmental & Sustainability Studies 2017
- Madeline Azari, Theatre Arts 2018
- Clayton Orbeck, Physics 2019
- Jorge Rubio, Philosophy 2020
- Lisa O'Connor, Art & Design 2021
- Grace Davis, Anthropology 2022
- Dani Magasano, Business 2022
- Madison Baczuk, Criminal Justice, Philosophy, Communications Studies 2023
- Madison Gremillion, Biological Sciences-Biomedical Sciences 2024
- Majorie Burnes, Criminal Justice 2025

Eugene D. and Peggy J. Koplitz Scholarship

One Honors Thesis/Project Proposal each year is selected as the. best developed proposal and the student is awarded the Koplitz Scholarship. The proposal must demonstrate the passion of the student for the topic, a depth of knowledge about the topic, as well as a well-developed project design, methodology, research procedures or approach.

- Kathryn Derby, Psychology &. Criminal Justice, 2019
- Collin Slutzky, Economics & Mathematics, 2020
- Alison Zigler, Sport & Exercise Science, 2021
- Madison Gremillion, Biological Sciences, 2022
- Miranda Bermudez, Anthropology, 2023
- Yasmeen Mustafa, Nursing 2024
- Jordan Robinette, Psychology 2025

THE
BECKY R. EDGERTON
MEMORIAL HONORS SCHOLARSHIP
for
Honors Students
at the
University of Northern Colorado

Becky Richards Edgerton (April 22, 1942-December 17, 1999) loved poetry, opera, and good movies; The New York Times Book Review and The New Yorker magazine; good literature, wine and conversation; feminist theory, loyal friends, and her family. For her, reading was a way of life, and she read just about everything. She published poetry, taught in the Honors and Life of the Mind programs, and directed the UNC Cluster Program from its inception. She wrote her doctoral dissertation on "Bright Glass: The Fictional World of Mary Webb," and later became a recognized scholar on the poems of Jane Kenyon. Her favorite places in the world were New York City, Paris, the tiny town of Russellville, Indiana where she grew up with her sister Bronna, and the sunny family room of her house in Greeley, its coffee table stacked high with books, and a cup of tea within easy reach. She was the warm and loving mother of two children, Kate and Jeremy, and the endlessly fascinating marriage partner of her husband, Ron.

Becky once asked herself: "What have I learned, then?" And she answered:
> That I do have inner resources.
> That tragedy is part of life.
> That love can cause destruction.
> That much can be salvaged.
> That one can give only so much of oneself without permanent loss.
> That children too become both more and less of me.
> That relationships are central.
> That there is a God.
> That one learns to feel more from both love and loss.
> That work is a saving grace.
> That there is grace, and that it is unexplained.
> That the way you meet a trouble is important.
> That it is necessary to forgive and to know when to forgive.
> That loyal friends count.
> That the failure to create is a felt failure.
> That taking risks can cause great pain.
> That wild birds can bring pleasure.
> That music can bring pleasure.
> That these things can help save one.
> That one can sleep through periods of one's life.
> That poetry is part of life.
> That religion is part of life.
> That literature and religion are parts of the whole and part of each other.

-

Appendices

Capstone Advisor Agreement

Sample Title Page

Sample Signature Page

Capstone Advisor Feedback Form

Capstone Proposal Status & Approval Form

Final Capstone Approval Form

Capstone Experience Program Plan

UNIVERSITY OF NORTHERN COLORADO

HONORS PROGRAM

Capstone Advisor Agreement

The Capstone Advisor agrees to provide support, direction, guidance and feedback to the Honors Student on their Honors Capstone. Advisors should review the guidelines in the Honors Capstone Handbook available on the website www.unco.edu/honors forms page. Advisors will continue to work with the student until the student has completed the capstone, usually over 2 to 4 semester. If an advisor takes a sabbatical during this time, they should help the student to find an alternate advisor or agree to meet over zoom during sabbatical. Advisors will be asked for feedback, usually once or twice a semester, while the Honors Student is enrolled in HON451 or is completing the Capstone through a discipline-based capstone or senior seminar course.

STUDENT COMPLTES THIS SECTION:

Student Name:_____ Bear Number:_____

Bears Email Address:_____Expected Date of Graduation:_____

Major(s) & Minor(s):_____

Capstone Advisor:_____

Department/Discipline _____

Please explain why you have chosen this faculty member to be your Capstone Advisor:

Student Signature:_____Date_____

Capstone Advisor Signature:_____Date_____

Sample Title Page

University of Northern Colorado
Greeley, Colorado

TITLE OF THESIS IN INVERTED PYRAMID FORM
IF TWO OR MORE LINES

A Capstone (or Capstone Proposal)
Submitted in Partial
Fulfillment for Graduation with Honors Distinction and
the Degree of Bachelor of Arts / Science

Student's Name

School or College of

MONTH   YEAR
(For Capstone Proposal: Month and year proposal is submitted)
(For Capstone Final Project: Month and year of proposed graduation)

Sample Signature Page

TITLE OF CAPSTONE PROJECT

PREPARED BY:_____

REPLACE WITH Student Name

APPROVED BY
CAPSTONE ADVISOR_____

Capstone Advisor Name (FIRST LAST, credential

SCHULZE CHAIR
FOR HONORS
AND INTERDISCIPLINARY
STUDIES _____

Corinne Wieben, Ph.D.

HONORS EXECUTIVE
DIRECTOR:_____

Loree Crow, M.A.

*RECEIVED BY THE UNIVERSITY CAPSTONE
PROJECT COMMITTEE ON:*

_____ / __ / 20__

(For Capstone : Date of proposed graduation)

UNIVERSITY OF NORTHERN COLORADO

HONORS PROGRAM

Capstone Advisor Feedback Form

- Honors Program students who are enrolled in HON451 <u>are required to obtain</u> feedback from their thesis advisors in order to provide the Honors Program with the current status of the student and project.
- Each semester the student must submit feedback form(s) as required through HON451in order to be considered to be making adequate progress. See HON451 current syllabus for specific requirements.

Student to complete this section:

Student Name_____Bear email_____

Project topic_____

Capstone Advisor Name_____

Thesis course enrolled in this semester: ❏ HON351   ❏ HON451   ❏ Other:

Faculty Capstone Advisor to complete this section:

The student has been prepared for meetings and communicates in a timely and professional manner.
❏ Strongly Agree ❏ Agree ❏ Neutral ❏ Disagree   ❏ Strongly Disagree   ❏ N/A

The student appears interested in the chosen topic/project.
❏ Strongly Agree ❏ Agree ❏ Neutral ❏ Disagree   ❏ Strongly Disagree   ❏ N/A

The student's writing is at a level appropriate for honors work in the applicable discipline.
❏ Strongly Agree ❏ Agree ❏ Neutral ❏ Disagree   ❏ Strongly Disagree   ❏ N/A

The student is making adequate progress on the honors project.
❏ Strongly Agree ❏ Agree ❏ Neutral ❏ Disagree   ❏ Strongly Disagree   ❏ N/A

Grade to be provided for the honors project proposal/thesis work to date.
❏ A   ❏ B   ❏ C   ❏ D   ❏ F   ❏ I or NR   Other:

Comments - If you have any concerns about this particular student's progress or ability to complete the project, please provide details here:.

Signature of Capstone Advisor_____ **Date**_____

Please complete this form and then return the form to the student. You may alternatively scan and email the form to *loree.crow@unco.edu* *with the student's name in the subject heading.*

UNIVERSITY OF
NORTHERN COLORADO

HONORS PROGRAM

Capstone Project Proposal Approval Form

- Honors Program students must obtain approval of their Honors Capstone project before beginning the project.
- This form must be completed when the student's proposal has been approved by the Capstone Advisor. The approval may come anytime during or AFTER HON351 has been completed.
- All students are required to have this form signed at the end of HON351, even if they have not yet finalized their proposal, as a formal status report to the Program.

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To be completed by Student:

Student Name_____Bear Email_____

Capstone project title_____

_____

_____

Capstone Advisor Name_____

Thesis course enrolled in this semester: ❏ HON351   ❏ HON451   ❏ Other:

Honors Project type: ❏ Research   ❏ Applied   ❏ Creative   ❏ Other:

STUDENT SIGNATURE:_____

To be completed by Capstone Advisor:

Grade earned for the honors project proposal/thesis work to date.
❏ A   ❏ B   ❏ C   ❏ D   ❏ F   ❏ I or NR   Other:

The current status of the student's **Capstone project PROPOSAL** is as follows:

❏ **Fully Approved**   ❏ **Approved w/revisions req'd** ❏ Not Approved/Needs work

By signing this form, the Capstone Advisor agrees to supervise the student's proposed Capstone project per the proposal and thesis advisor agreement and per the Honors Capstone Handbook specifications.

CAPSTONE ADVISOR SIGNATURE:_____Date_____

SCHULZE CHAIR SIGNATURE:_____Date_____

HONORS PROGRAM

Final Capstone Approval Form

- Honors Program students must obtain approval of their Honors Capstone before printing.
- This form should be completed and submitted by the following semester deadlines:
  - o Fall: **December 1**   Spring: **May 1**   Summer: **August 1**
- The Capstone MUST BE APPROVED no later than the **last day of the semester** when the student is graduating, or the student's Honors distinction will be removed from their diploma and transcript. The student may still be eligible to print their thesis if completed after the end of the semester.
- This form is required to be fully completed and signed before the Honors Program will check off the thesis requirement on the student's Degree Works.
- This form is also required before a student will be allowed to submit their thesis to the University Libraries Digital Honors Thesis Library.

To be completed by Student:

Student Name_____

Student Bear Email: _____

Current Semester _____Semester Graduating_____

Final Capstone Project title _____

_____

_____

Honors Project type: ❑ Research   ❑ Applied   ❑ Creative   ❑ Other:

STUDENT SIGNATURE:_____Date_____

To be completed by Capstone Advisor:
What grade has been earned by the student for their FINAL Honors Capstone project?
❑ A   ❑ B   ❑ C   ❑ D   ❑ F   ❑ I or NR   Other:

The current status of the student's **Capstone project** is as follows:

❑ Fully Approved   ❑ Approved w/some revisions required   ❑ Not Approved/Needs Major work
❑ Other: _____

If the project is Not Approved at this stage, then the project must be resubmitted and a new form signed when approved.

CAPSTONE ADVISOR SIGNATURE:_____Date_____

To be completed by Schulze Chair for Honors:

❑ Fully Approved   ❑ Approved w/some revisions required   ❑ Not Approved/Needs Major work

SCHULZE CHAIR for Honors SIGNATURE:_____Date_____

UNIVERSITY OF NORTHERN COLORADO

Honors Capstone Experience - Program Plan 2025-2026

Name : _____ **Today's Date:** _____

E-mail: _____ **Expected Graduation Semester:** _____

Major(s): _____ **UNC Status:** _____

❏ ❏ **HCE-Transfer** ❏ **HCE-Current UNC** ❏ **HCE/Dual McNair Scholars**

University Honors Capstone Experience Requirements
- ✓ ***Completion of a minimum of 4 course credits towards Honors Program capstone curriculum.***
- ✓ ***Present Honors Capstone in a public forum.***
- ✓ Participate in at least six Honors Connect activities.
- ✓ Achieve and maintain a minimum cumulative 3.00 UNC GPA.

Honors Capstone Coursework

Complete a minimum of 4 credits towards the Honors Capstone requirement.
Honors Capstone is also required for completion of University Honors Program Distinction.

Honors Capstone Project Design – 2 credits minimum
Take at least two credits from the following.
LIB251 should generally be taken concurrent with HON351.   **Semester Planned/Completed**
- ❏ LIB251 Research as Inquiry (1 credit)   _____

AND
- ❏ HON351 Junior Honors Seminar (1 credit concurrent w/ LIB251) _____

OR
- ❏ UNIV432 McNair Scholars Research II (2 credits)   _____

Honors Capstone Project – 2 credits minimum
Take at least two credits from the following.
HON 451 is repeatable with a maximum of 3 credit hours. Students may complete their Capstone Project through HON 451 or any equivalent departmental capstone course on the list in the catalog. Students may complete the 2 credits by enrolling in 1 credit per semester for 2 semesters, and the semesters do not need to be consecutive.

                                                Semester Planned/Completed
- ❏ HON451 Senior Honors Thesis.   # credits_____   _____
- ❏ HON451 Senior Honors Thesis.   # credits_____   _____
- AND/OR
  - ❏ Departmental based capstone/research project course. (Approved courses listed in catalog.)
     Course:_____   _____

Other information

- Every final Honors Capstone project must be approved by the Honors Program and presented in a public forum to fulfill the capstone requirement. Students who choose a departmental capstone course should consult regularly with the Honors program to ensure they are on track to meet this requirement.

- ***Students who complete the Honors Capstone Project without participating in the full University Honors experience will receive an "Honors Capstone" designation on their transcript.***

UNIVERSITY OF NORTHERN COLORADO

UNIVERSITY HONORS PROGRAM - Program Plan 2025-2026

Name :_____   **Today's Date:**_____

Bear E-mail:_____   **Expected Graduation Date:**_____

Major(s):_____   **UNC Class:**_____

❑ **University Honors** ❑ **First Year Honors** ❑ **Honors Capstone Only** ❑ **Dual McNair Scholars**

University Honors Program Requirements
✓ *Completion of a total of 16 course credits towards Honors Program curriculum.*
✓ *Present Honors Capstone in a public forum.*
✓ Participate in at least six Honors Connect activities.
✓ Achieve and maintain a minimum cumulative 3.00 UNC GPA.

General Honors Coursework
Complete a total of 12 credits of General Honors Coursework, with a <u>maximum of 6 credits of lower division.</u>
<u>Lower Division Honors coursework/First Year Honors – up to 6 credits</u>
Students may complete First Year Honors Experience with 6 credits of Lower Division Honors Coursework with two courses from the list below (generally one per semester in first year). Students who do not participate in the First Year Experience <u>may</u> choose <u>up to 6 credits</u> from the following list, though they may also choose all courses from the Upper-Division Honors Course list to satisfy the General Honors Coursework requirement.

Honors Lower Division course options   *Semester Planned*
- ❑ UNIV101 (honors sections offered) (LAB3)   _____
- ❑ HON100 Honors Connection I (Theme varies)   _____
- ❑ HON180 Great Ideas in Context (*LAA2 LAIS)*   _____
- ❑ HON182 Confluence of Cultures (*LAA2 LAMS)*   _____
- ❑ HON185 Religions and Worldviews (LAA3)   _____
- ❑ HON200 Honors Connections II (Theme varies)   _____
- ❑ HON267 Culture and Consciousness *(LAA3)*   _____
- ❑ HUM122 Popular Medievalisms *(LAA2 LAIS) FA2025* _____
- ❑ LEAD100 Foundations of Leadership   _____
- ❑ LEAD200 Applications of Leadership   _____

First Year Honors Experience

<u>Upper Division Honors coursework – 6-12 credits</u>
All students must complete at least 6 credits of Upper Division honors credits, which may include Research coursework and Applied Learning coursework.
   Honors Special Topics (repeatable under different subtitles) Semester Planned
- ❑ HON395 Honors Special topics   _____

Research Methods Courses
Departmental research methods courses may be used to fulfill the General Honors Coursework requirement.
                                                      Semester Planned
- ❑ UNIV431 (for McNair Scholars)   _____
- ❑ ANT320   _____
- ❑ ANT340   _____
- ❑ ANT350   _____

- ❑ CHEM499 _____
- ❑ CRJ380 _____
- ❑ MET376 _____
- ❑ PHYS 370 _____
- ❑ PSY201 (This does NOT count as upper division) _____
- ❑ SOC310 _____
- ❑ SOC311 _____
- ❑ STAT451 _____

Applied Learning Options (See catalog for full listing of courses pre-approved as honors curriculum)

Any approved departmental internship, practicum, fieldwork, student teaching or study abroad course on the list in the catalog may be used to fulfill the General Honors Coursework requirement (up to 12 credit hours). Courses not on the list may be petitioned to be used to fulfill Honors Coursework requirements.

Semester Planned

- ❑ HON492 Honors Internship or Study Abroad _____
- ❑ Other Internship Course:_____ _____
- ❑ Acting Showcase:_____ _____
- ❑ Practicum Course:_____ _____
- ❑ Field Experience Course:_____ _____
- ❑ Clinical Course:_____ _____
- ❑ Student Teaching:_____ _____
- ❑ Study Abroad Course(s):_____ _____

Honors Capstone Coursework

Complete a minimum of 4 credits towards the Honors Capstone requirement.
Honors Capstone is required for completion of University Honors Program Distinction.

Honors Capstone Project Design – 2 credits minimum

Take at least two credits from the following.

LIB251 should generally be taken concurrent with HON351. **Semester Planned**

- ❑ LIB251 Research as Inquiry (1 credit) _____
- ❑ HON351 Junior Honors Seminar (1 credit w/ LIB251 in Fall or Spring) _____
- ❑ UNIV432 McNair Scholars Research II (2 credits) _____

Honors Capstone Project – 2 credits minimum

Take at least two credits from the following.

HON 451 is repeatable with a maximum of 3 credit hours. Students may complete their Capstone Project through HON 451 or any equivalent departmental capstone course on the list in the catalog. Students may complete the 2 credits by enrolling in 1 credit per semester for 2 semesters, and the semesters do not need to be consecutive.

Semester Planned

- ❑ HON451 Senior Honors Thesis.   # credits_____ _____
- ❑ HON451 Senior Honors Thesis.   # credits_____ _____
- AND/OR
  - ❑ Departmental based capstone/research project course. (Approved courses listed in catalog.)
    Course:_____ _____

Capstone Honors Experience

Other information

- Every final Honors Capstone project must be approved by the Honors Program and Schulze Chair and presented in a public forum to fulfill the capstone requirement. Students who choose a departmental capstone course should consult regularly with the Honors Program Schulze chair to ensure they are on track to meet this requirement.