# Capstone Proposal

Hicks Honors College

# **Title of Proposal**

# **Student Name**

# **Email Address**

# **N Number**

**Capstone Mentor Name**

**Capstone Mentor Email**

**Department**

Intended Graduation Date: Month XXXX

## **Summary**

The capstone proposal summary is a short paragraph (8-10 sentences) that summarizes the goals and objectives for the capstone project/experience. Someone should be able to read the summary in 1-2 minutes and understand what you are going to do and what you intend to get out of the experience. This section of the proposal should be written last. Remove all template instructional text in your final document.

## **Introduction**

Write 4-5 quality paragraphs that provide background information about your project. The paragraphs should be written using language appropriate for the New York Times or Wall Street Journal so that anyone can read and learn the background information relevant to your project/experience. Specific terms, unique locations, or discipline-specific verbiage should be defined for the reader.

Example: A biomedical sciences student received an internship to conduct Alzheimer’s research at a major research institution for their capstone project. This student would use the first paragraph to write about Alzheimer’s disease. The student defines Alzheimer’s disease, describes how many people are afflicted in the United States and worldwide, and describes current therapeutics for Alzheimer’s disease. In the second paragraph the student writes about the institution’s research enterprise. Here, they include information they learned while conducting online research about the research institution. In the third paragraph, the student describes their internship program. In the fourth paragraph, the student describes the lab they will be working in throughout the term. They describe the credentials of their principal investigator (head of lab), describe the personnel of the lab, and write about the specific research focus area of the lab.

Remove all template instructional text in your final document.

## **Proposed Project**

Use 1-3 paragraphs to describe in detail the proposed capstone project/experience. If you will participate in an internship, please describe your expected tasks. If you will participate in a research project, you may use this section to describe your research aims. If you intend to use a study abroad experience, explain what you will do during the study abroad experience that enhances your undergraduate education experience. Write about specific courses you will complete and/or unique experiences that you will participate in while overseas. Remove all template instructional text in your final document.

## **Learning Outcomes**

Learning outcomes are statements of actionable items that you hope to learn/accomplish while participating in the capstone project/experience. You should write 5-7 learning outcomes for your capstone project/experience. For each learning outcome, describe in 2-3 sentences how the capstone project will support your learning outcome.

Some students (e.g., nursing, education) may already have lengthy learning outcomes for their clinical or student teaching experience. Please do not append those here. Students should reflect on their individual strengths and desired areas of improvement in the context of the capstone opportunity and write a personalized set of 5-7 learning outcomes.

Example: Learning outcomes for a biomedical sciences student participating in a neuroscience internship at a major research institution.

After participating in my capstone project/experience, I will be able to:

1. Set-up and troubleshoot RT-PCR experiments. We will examine apolipoprotein E expression in post-mortem brain tissue samples. The lab has conducted similar experiments in mouse tissue; I will develop alternate protocols and primer sets specific for human samples.

2. Image live cells using confocal microscopy. Confocal microscopy allows for high-resolution imaging in thick tissues. The lab has a 2-week in-house confocal microscopy training program that I will complete as part of my internship. The training is run by the head of the microscopy facility and is 2-hours per day for a total of 10 days.

3. Maintain an electronic scientific laboratory notebook. While I have experience with paper, handwritten laboratory notebooks, I do not have experience with electronic lab notebooks. I will learn how to use LabArchives to keep an electronic lab notebook. The graduate student in the lab will teach me how to keep records in this system. I need to pay special attention to how images from various instruments are captured in the electronic records system because I am used to printing and pasting pictures into my lab notebook.

4. Prepare and present informal lab meeting presentations. The lab has informal lab meetings every Friday. Each lab member is assigned a presentation day. I will need to prepare an informal presentation of my work using PowerPoint. After the meeting, I will need to update my presentation to include comments from the meeting so that I can incorporate the feedback into future experiments, presentations, or the final manuscript. I anticipate presenting four times during the capstone project.

5. Create a scientific figure for a manuscript. The data from my capstone project will be used to generate one figure that will become part of a larger manuscript. I will learn to use Adobe Illustrator to create scientific figures that include figure legends and properly labeled axis. I will learn the basic of Adobe Illustrator outside of the lab experience by watching a series of YouTube videos. My figure drafts will be reviewed first by the graduate student. After multiple edits, the figures will be presented to the head of the laboratory.

Remove all template instructional text in your final document.

## **After participating in my capstone project/experience, I will be able to:**

**1.**

**2.**

**3.**

**4.**

**5.**

## **Alignment with Coursework**

In this section, describe in 1-3 paragraphs how the capstone project/experience will support or supplement your college coursework. You should write about specific courses completed and how the course provided preparation for the capstone project/experience. You should also discuss gaps in your coursework that the capstone experience will fulfill. Remove all template instructional text in your final document.

## **Alignment with Hicks Honors College Areas of Focus**

Consider the five focus areas of student development embraced by the Hicks Honors College. For each focus area selected, write one paragraph describing how your capstone project/experience will support the focus area. Your capstone project/experience does not need to support all five areas, but the project/experience should capture at least **three of the five** focus areas. Remove all template instructional text in your final document.

1. **Critical Thinking**: the intellectually disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and/or evaluating information gathered from, or generated by, observation, experience, reflection, reasoning, or communication, as a guide to belief and action (Scriven & Paul, 1987)
2. **Leadership**: a process in which a person uses behaviors and skills to influence others to work toward a common goal (Drugus & Landoy, 2014)
3. **Engagement**: A measure of a student’s level of interaction with others, plus the quantity of involvement in and quality of effort directed toward activities that lead to persistence and completion (Hughes, 2021)
4. **Interdisciplinary Perspective**: a way of looking at a concept, a task, or a set of data from various perspectives. It examines, harmonizes, and synthesizes connections between two or more disciplines to create a more unified whole (“Spiegato”)
5. **Global Awareness**: an ability to understand, respect, and work well with people from diverse cultures (Fresno Pacific University Staff, 2018)

## **Support of Career/Professional Goals**

Write 1-2 paragraphs describing and discussing how the capstone project/experience will support your career/professional goals. In this section you should write about skills and/or knowledge that will be important for your future career/plans after graduate school and discuss how you will gain these skills and knowledge during your capstone project. This is an opportunity to include a discussion of hard skills (technical knowledge and training that you need to complete a specific task) and soft skills (personal habits and traits that shape how you work on your own and with others) (Indeed Editorial Team, 2022). Examples of hard skills include bilingual or multilingual, specific knowledge of a particular piece of software, and laboratory skills. Examples of soft skills include organization, teamwork, effective communication, and problem-solving. All template instructional text should be removed in your final document.

## **Timeline**

Include an outline of proposed activities. The Timeline should be on a separate page from the other text of the Capstone proposal and should follow the signed Supervisor’s Agreement form. An example Timeline is included below:

**August 2022:** Meet with a faculty advisor to discuss and define capstone project learning outcomes

**First 2 weeks September 2022:** Write the Capstone proposal

**Last 2 weeks September 2022:** Submit the Capstone Proposal for approval

**First 2 weeks of October 2022:** Revise the Capstone Proposal and begin project work

**October 2022 – December 2022:** Capstone experience.

**December 2022:** Begin writing the Capstone Reflection

**First 2 weeks January 2023:** Turn in draft Capstone Reflection to the Honors College.

**Last 2 weeks January 2023:** Complete Capstone Reflection revisions

**February 1:** Turn in the final Capstone Reflection to the Honors College.

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## **HICKS HONORS COLLEGE CAPSTONE PROPOSAL FORM**

**CAPSTONE MENTOR**

**Student Name:** Click or tap here to enter text.

**Capstone Mentor Name:** Click or tap here to enter text.

**School:** Choose an item.

**Department:** Choose an item.

**Date:** Click or tap to enter a date.

Thank you for your willingness to serve as a capstone faculty mentor for a Hicks Honors College student. The capstone project/experience is an exciting opportunity in the academic career of a UNF student. Students engage in a project/experience that enhances their education and serves as a launch point for their future academic or professional goals. The criteria for what qualifies as a capstone project/experience are purposefully broad to allow students and mentors to design an experience uniquely tailored to each student’s academic and professional goals.

Minimum criteria for a capstone project/experience are listed below. Please review these criteria with the student before signing.

1. The project/experience should bean experience that relates to the student’s program of study or a major area of interest. This may be an internship, a senior design project, a study abroad experience, a research project, etc.
2. The student and faculty mentor are expected to **develop a set of learning outcomes** that meet the expectations of the faculty mentor. When developing learning outcomes, think about how the student will demonstrate proficiency in the learning outcome.
3. Students **will write and submit a Capstone Proposal** to the Honors College before commencement of the capstone project/experience. Guidelines for writing and submitting the Capstone Proposal are posted on the Honors College website and are provided to all students in IDH 3924. Faculty mentors and/or departments are welcome to include additional criteria to fulfill programmatic requirements.
4. A student’s **capstone project/experience must require the equivalent of at least 120 contact hours;** that number of hours is equal to three credits. (This is approximately 10-12 hours a week for a semester or three weeks of either full-time 40-hour-a-week work or a structured study abroad program.)
5. The capstone project/experience should be sufficient such that the student can write an **Honors College Capstone Reflection**. Guidelines for writing and submitting the Capstone Proposal Reflection are posted on the Honors College website and are provided to all students in IDH 3924.

**CAPSTONE MENTOR ACKNOWLEDGMENTS**

* Do you recommend this student for the Capstone experience they are proposing, and will you act as their supervisor?  Yes  No
* Do you approve of the learning outcomes for the proposed capstone project/experience with the student?  Yes  No
* Have you and the student discussed capstone deliverables and/or expectations?  Yes  No
* Does the student’s proposed project/experience meet the contact hour requirement?  Yes  No
* Would you like to review the student’s final Capstone Proposal before commencement of the capstone experience?  Yes  No



At the conclusion of the capstone project/experience, students will write a Capstone Reflection and meet with you for a final time to sign off on the capstone body of work. If you have any questions or concerns about the capstone project/experience for Hicks Honors College students, please contact Dr. Denise Monti ([denise.monti@unf.edu](mailto:denise.monti@unf.edu)).

## **Capstone Proposal**

## **Signature Page**

By signing below, I acknowledge that I have met with and discussed plans to complete a capstone project/experience under the guidance of an approved mentor. I understand the project will encompass the workload of a 3-credit course, I discussed the proposed learning outcomes with my mentor, and the writing represented in this document is my own.



Click or tap to enter a date.