##

## HONORS CAPSTONE PROJECT

## APPLICATION

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| INSTRUCTIONS |
| You must receive informal approval from your project advisor, readers, and honors faculty liaison before you submit your application and proposal to the Honors College by the stated deadline. Please plan accordingly.Complete this form and send with your project proposal to honors@jmu.edu with the email subject line: *Project application and proposal: Lastname, Firstname*. * The file name for your documents must read: *Lastname-Firstname-Application.docx* and *Lastname-Firstname-Proposal.docx.*

Handwritten forms will not be accepted.The Honors College will forward this application and proposal to the following parties for official approval: members of the project committee; honors faculty liaison for your major; academic unit head for your major; Honors College Dean.Carefully read through the important information on the next page of this document. |
| STUDENT INFORMATION |
| Full name: |            |       |       |
| Last | First | Middle |
| Student ID#: |       | [ ]  Track I | [ ]  Track II | [ ]  Track III  |
| E-mail address: |      @dukes.jmu.edu | Expected graduation date: (month/year) |  | Expected date of project submission: (month/year) |       |
| Major(s):       | Minor(s):       |
| Major of project: |       | Cumulative GPA: |       | Last semester GPA: |       |
| PROJECT TYPE | 499 COURSE SEQUENCE |
| [ ]  Research OR [ ]  Creative[ ]  Individual OR [ ]  Collaborative | List the 499 course sequence you expect to follow. (Must total 6 credits) |
|  |  | DEPT. | COURSE # | CREDITS | SEM. | YEAR |
|  | *Ex:* | *ENG* | *499A* | *1* | *Spring* | *2018* |
|  | 1st: |       |       |       |       |       |
|  | 2nd: |       |       |       |       |       |
|  | 3rd: |       |       |       |       |       |
|  | (4th): |       |       |       |       |       |
|  |
| Title of Project: |       |
|  |  |
| PROJECT COMMITTEE |
| Names of committee members must be formatted below as *John H. Doe, Ph.D.* Include middle initial and terminal degree. |
| **Project Advisor**:  |  | Department: |       | Email: |       |
| **Reader I:** |       | Department: |       | Email: |       |
| **Reader II:** |       | Department: |       | Email: |       |
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| DEPARTMENTAL APPROVAL |
| List the honors faculty liaison and academic unit head (AUH) for the department in which you are pursuing your project. |
| **Liaison:** |       | Department: |       | Email: |       |
| **AUH:** |       | Department: |       | Email: |       |
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|  |
| HONORS COLLEGE OFFICE USE ONLY |
| APPROVAL | DATE  | NOTES |
| Student |       |       |
| Department |       |       |
| Honors College |       |       |
| Revised 08/20 |

**IMPORTANT INFORMATION**

1. Proposals are typically due during the final month of classes in the semester in which you are enrolled in 499A. Please check the [Honors College website](https://www.jmu.edu/honors/handbook/basic-guidelines.shtml#deadlines) for exact dates.
2. Send the form with your project proposal to honors@jmu.edu with the email subject line: *Project application and proposal: Lastname, Firstname*. The file name for your documents must read: *Lastname-Firstname-Application.docx* and *Lastname-Firstname-Proposal.docx.* Handwritten forms will not be accepted.
3. Students wishing to enter the program via **Track III** must have a minimum cumulative GPA of 3.50 AND meet the GPA requirements of their major. Exceptions possible with approval of AUH.
4. **Project Advisors MUST be tenured, tenure-track, or RTA JMU faculty members.** Readers may include any full-time or part-time JMU faculty, and/or any non-JMU members with expertise applicable to the topic of the honors project.
5. The name of your faculty advisor **MUST** include middle initial and terminal degree. Ex: *John H. Doe, Ph.D*. Faculty email addresses can be found in the [JMU online directory](https://directory.jmu.edu/index.php).
6. Review the [departmental guidelines](https://www.jmu.edu/honors/handbook/departmental-guidelines.shtml) specified by your major department prior to beginning the 499 sequence and again throughout the three-semester process. Contact the [honors faculty liaison](https://www.jmu.edu/honors/liaisons.shtml) for your major if you have questions about these guidelines.
7. If the composition of your committee (project advisor or readers) changes at any point during the 499 sequence, submit a revised application only (new proposal is not needed). If the topic/content of your project changes substantially during the 499 sequence, submit a revised proposal **AND** application. The Honors College will email committee members and honors liaison for approval of these changes.
8. Submitting this proposal does not register you for 499A. Please discuss the registration process with the office of your major, and refer to the departmental guidelines mentioned above.

**PROPOSAL FORMAT**

Please **include your proposal** when you submit your application form. Proposals should be 5-15 pages in length. **Unless your department has different proposal requirements (see** [**departmental guidelines**](https://www.jmu.edu/honors/handbook/departmental-guidelines.shtml)**), we recommend you include the following information:**

1. Purpose and objectives
2. Tentative outline
3. Methodology and timeline
4. List and description of final deliverables *(creative projects only)*
5. Bibliography

**PROJECT APPROVAL PROCESS**

1. **You must receive informal approval from your project advisor, readers, and honors faculty liaison for your major before you submit your application and proposal** to the Honors College by the stated deadline. Please plan accordingly. These informal approvals should not be forwarded to the Honors College.
2. After submitting your application and proposal, the Honors College will send a “notification of proposal submission” email to the committee members, honors liaison, and AUH. The email will include copies of the application and proposal.
3. An approval email from the department should be sent to the Honors College within 14 days of receipt of the notification of proposal submission. The email can originate from either: (1) the project advisor; (2) the Honors liaison for the major; (3) the AUH. In all cases, all three individuals should be copied on the approval email.
4. After receipt of the approval email from the department, your proposal will be reviewed by one or more Honors College deans for final approval. The Honors College will send a “final notification of proposal approval” email to the student, committee members, liaison, and AUH.