

## Capstone Experience/Thesis Proposal

**INSTRUCTIONS:** Fill out the form below and return to The Mahurin Honors College with your 1<sup>st</sup> and 2<sup>nd</sup> project advisors' digital signatures (instructions on using digital signatures can be found on The MHC's CE/T Webpage). The form is due to the CE/T Advisor (cet.advisor@wku.edu) via email by either **August 1<sup>st</sup>** if you intend on taking HON 403 during **fall** (*October 1<sup>st</sup> for taking 403 during 2<sup>nd</sup> bi-term*), or **January 5<sup>th</sup>** if you intend on taking 403 during **spring** (*March 1<sup>st</sup> for taking 403 during 2<sup>nd</sup> bi-term*). The form should be complete with an attached typed proposal. Please follow the guidelines outlined on the following pages when writing your proposal.

**Forms must be completed digitally and completely. Incomplete forms will not be accepted.**

### Student Information

Name:			WKU ID:		
WKU e-mail:			Phone number:		
Major(s):					
Expected Graduation	SEMESTER		Expected Defense	SEMESTER	
Project Title:					
Degree:	<input type="checkbox"/> Mahurin Honors College Graduate entered The MHC as a freshman		<input type="checkbox"/> Honors in the Major Graduate transfer student who entered The MHC with 45 to 75 hours		
Do you have a FUSE grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Are you a JUMP student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Credit Hour Approvals

**Credit Hour Approvals:** The plan of courses you intend to enroll in or the courses you plan to substitute must be indicated on this page. Mahurin Honors College graduates must take 6 hours of CE/T coursework--3 hours each of HON 403 and 404. Students may substitute all 3 hours of HON 403 and up to 2 hours of HON 404, as long as the course is 1) for honors credit either as a HEEC or though augmentation\*, 2) directly related to the CE/T, and 3) taught by either the first or second reader. For example, students commonly use research/capstone experience courses from their major to substitute for HON 403 credits. **To complete the CE/T requirements, all students must sign up for a minimum of 1 credit hour of HON 404.** Honors in the Major graduates need only take 3 hours of HON 404. Similarly, up to 2 of these 3 hours may come from a HEEC or augmented course in your major. *In the space below, please indicate your planned course of study for completing the required CE/T hours.*

#### HON 403/404 Hours

HON 403 \_\_\_\_\_ and HON 404 \_\_\_\_\_  
# OF HOURS, SEMESTER # OF HOURS, SEMESTER

#### Optional Substitutions

- 1) \_\_\_\_\_ taken/to be taken \_\_\_\_\_ to substitute for HON 403 for \_\_\_\_\_ credits.  
CLASS NAME SEMESTER, YEAR INDICATE 1, 2 OR 3
- 2) \_\_\_\_\_ taken/to be taken \_\_\_\_\_ to substitute for HON 404 for \_\_\_\_\_ credits.  
CLASS NAME SEMESTER, YEAR INDICATE 1 OR 2

\* It is **your** responsibility to ensure the substituted classes are augmented and that this is reflected on your transcript on TopNet.

**IRB Approval Needed:** \_\_\_\_\_ Yes \_\_\_\_\_ No

All research that involves the use of humans (e.g. survey, experimental, evaluation, biomedical research) must be approved by the Institutional Review Board (IRB), according to the University's Assurance of Compliance Agreement with the Department of Health and Human Services.

**CITI Program Certification Needed:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**If YES, please supply: Name of Faculty Mentor:** \_\_\_\_\_

**Mentor Completion Record ID:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**When do you expect to complete your CITI certification?** \_\_\_\_\_

If you are using human or animal subjects in your research, you will need to complete the online CITI course.

### Student Signature

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By signing below, **the student attests that they have read the CE/T Handbook and have familiarized themselves with the process for completion**, including presenting the project as a work in progress at a conference before defense, the timeline for turning in forms, and the correct document formatting requirements.

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### Proposal Approval (Completed by Project Advisors)

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By signing below, committee members give their assurances that they have read the proposal, see it as a legitimate MHC research/creative project, understand the responsibilities of their position on the committee, have seen the CE/T rubric used to evaluate CE/T projects and are willing to serve on this CE/T project. After the student submits the completed CE/T proposal, it will be presented to The MHC's Assistant Director for Academics for approval.

Project Advisor:	(signature)	(e-mail)	(Department)
Second Reader:	(signature)	(e-mail)	(Department)

Mahurin Honors College Approval	(Asst. Director for Academics)	(date)
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### Proposal Guidelines

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Your CE/T project proposal has several goals. First, the proposal allows you to communicate the basic outline of your project in writing, which can contribute to meaningful discussions between you and your readers. Second, it is a forum for you to clearly articulate a plan to complete your project. If well-conceived, this plan will put you on the path toward a successful CE/T defense. Finally, the proposal alerts The MHC to your plans so that we can help you make progress on your CE/T.

The CE/T proposal, signed by your faculty mentor and second reader, is due to The Mahurin Honors College by either **August 1<sup>st</sup>** if you intend on taking HON 403 during **fall** (*October 1<sup>st</sup> for taking 403 during 2<sup>nd</sup> bi-term*), or **January 5<sup>th</sup>** if you intend on taking 403 during **spring** (*March 1<sup>st</sup> for taking 403 during 2<sup>nd</sup> bi-term*). Proposals must be **3-5 typewritten, double-spaced pages** in length. Please consult the guidelines below as you complete your proposal.

**Title:** Provide a short, descriptive title of your proposed thesis project. Generally, it should be self-explanatory with a level of intrigue that leads a casual reader to pick up the project. Please consult with your faculty mentor as you contemplate a title for your work. Most disciplines have typical conventions that shape the way that scholars name their work.

**Introduction:** Your proposal should begin with a brief introductory statement of intent that focuses your project for a general reader. A good place to start is to consider the typical level of knowledge of your HON 402 classmates. Obviously, you cannot say much at this point, but you can sketch the projected focus/direction of your project.

**CE/T Statement (Define the Issue):** Include a one-sentence statement of the nature of your CE/T project and then contextualize that statement. This statement can be in the form of a thesis statement, hypothesis, research question, or goal statement. The CE/T statement should capture the essence of your intended project and also help put boundaries around what you intend to do. What is your question? What will your effort contribute? Every CE/T project must answer the “So what?” question. Essentially, why are you spending a year working on this project?

**Approach (Methodology):** Describe the overall approach you will take. What methods will be used? How will data be collected and analyzed? What materials will be used? How will a particular theme be carried through a creative work? Are there particular challenges that need to be overcome? Are there potential pitfalls? Differing degrees of specificity are required so be sure to consult with your CE/T chair/mentor in advance. Are you required to get official permission from the Human Subjects Review Board (HSRB)? Projects in the humanities and performing arts should also make clear statements about intent and focus. Normally, this section will have a short literature review discussing some of the relevant schools of thought and/or academic debates related to the project. Creative writing efforts may have their own format but will still set out a projected storyline. Overall, consider this section the “how” statement.

**Expected Results and Significance (ANTICIPATED OUTCOME AND SIGNIFICANCE):** What do you expect to produce, learn or create? What will be its expected significance for your discipline/field? What scholarly contributions do you expect to make? In short, what results are you anticipating and what issues/questions will they address? This is a preliminary or tentative answer to the “so what” question.

**Outline/Timeline:** You must outline the major contours of your project by providing a general timeline for each stage of the project. Consider constructing your timeline as a table/checklist for you to reference as your CE/T progresses. A list of the anticipated chapters, accompanied by brief discussions on what will be addressed within each chapter, is encouraged.

**Resource Requirements:** What do you need to complete this project? Does WKU possess the necessary books, equipment, etc.? Will you need to apply for an Honors Development Grant (HDG) or CE/T Excellence Award? Does this project require travel for data collection, library visits, etc.? Have you discussed funding opportunities through The MHC, or other campus entities, with your CE/T chair?