WKU **MAHURIN HONORS COLLEGE**

Capstone Experience/Thesis Proposal

INSTRUCTIONS: Fill out the form below and return to The Mahurin Honors College with your 1st and 2nd 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 1st** if you intend on taking HON 403 during **fall** (*October 1st for taking 403 during 2nd bi-term*), or **January 5th** if you intend on taking 403 during **spring** (*March 1st for taking 403 during 2nd 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 <u>digitally</u> and <u>completely</u>. Incomplete forms will not be accepted.

Student Information

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

Credit Hour Approvals

Mahurin Honors College graduates must take 6 hours of CE/T coursework—3 hours each of HON 403 and 404. You may substitute up to the full 6 hours with an upper-division course or courses, as long as the course(s) is/are 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. Honors in the Major graduates need only take 3 hours of HON 404. *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, YEAR   # OF HOURS, SEMESTER, YEAR

OR Optional Substitutions

1) _____ taken/to be taken _____ to substitute for HON 403 for _____ credits.
 CLASS NAME   SEMESTER, YEAR   # OF HOURS

2) _____ taken/to be taken _____ to substitute for HON 404 for _____ credits.
 CLASS NAME   SEMESTER, YEAR   # OF HOURS

* 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 (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.

IBC Approval Needed: _____Yes _____ No

All research that involves the use of biologicals (human fluids/cells, bacteria, viruses, fungi) must be approved by the Institutional Biosafety Committee (IBC), according to the University's Assurance of Compliance Agreement with the National Institute of Health.

IACUC Approval Needed: _____Yes _____ No

All research that involves the use of animals in any capacity must be approved by the Institutional Animal Care and Use Committee (IACUC), according to the University's Assurance of Compliance Agreement with the National Institute of Health.

CITI Program Certification Needed: _____Yes _____ No

If YES, please supply:

Completion Record ID: _____ Expiration Date: _____

If not yet completed, when do you expect to complete your CITI certification? _____

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

Student Signature

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.

_____

Proposal Approval (Completed by Project Advisors)

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)

Proposal Guidelines

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 1st** if you intend on taking HON 403 during **fall** (*October 1st for taking 403 during 2nd bi-term*), or **January 5th** if you intend on

taking 403 during **spring** (*March 1st for taking 403 during 2nd 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. This section should also have a short literature review discussing some of the relevant schools of thought and/or academic debates related to the project. 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. Creative writing efforts may have their own format but will still set out a projected storyline. Overall, consider this section the "how" statement.

> *For Engineering students*: If you are using your Senior Project as your CE/T, please indicate what you specifically intend to complete for the project, both what is already expected of you and what will additionally be done to distinguish the project as a CE/T.

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?