



Approved by the Honors Director _____

Utah State University Honors Capstone Work Plan

Please attach a detailed capstone work plan approved by both faculty mentor and student. This work plan is due by the end of the second week of classes in the term before graduation. **Please type.**

Name: _____ A#: _____

E-mail: _____ Grad Sem/Year: _____

Major(s) and Minor(s): _____

Capstone project title: _____

How do you plan to present your capstone work publicly? Public Presentation Committee Defense Both

Optional: In addition to University Honors, this capstone project also meets requirements for the following transcript designation(s):

Honors Global Engagement Scholar Honors Service-Learning Scholar Undergraduate Research (must apply)

Faculty mentor: _____ Department: _____

E-mail: _____ Phone: _____

Please attach a TYPED detailed work plan, including descriptions of the tasks involved, ALL key dates, and the work to be completed by those dates. The work plan MUST include dates/deadlines and clear descriptions for the following:

1. Each stage/part of the research to be completed;
2. Each submission of a draft and to whom (mentor, DHA, or other committee members) that draft will be submitted;
3. Each meeting with and/or written update to the mentor, DHA, or committee member(s)—minimum mentor meetings = 2x/month;
4. Public presentation and/or defense (include time, if possible—must occur by the last day of classes);
5. Submission of final draft to DHA and any other committee member(s) (at least one week before the last day of classes);
6. Final delivery to the University Honors Program (one week after the last day of classes);

APPROVAL OF WORK PLAN:

Faculty mentor approval: Do you approve this detailed work plan? YES NO

Faculty mentor signature

Date

DHA (in student's or mentor's home department) approval: Do you approve this detailed work plan? YES NO

Faculty mentor signature

Date

Student approval: Do you approve this detailed work plan? YES NO

Student signature

Date