Utah State University  
Honors Capstone Work Plan

Please attach a detailed capstone work plan approved by faculty mentor, DHA, other committee members, and student. This work plan is due by the end of the second week of classes in the term before capstone completion/graduation. Please type.

Name: _____________________________ A#: _____________________________

E-mail: _____________________________ Graduation Semester and 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

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

_________________________________________ Date

Faculty mentor signature

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

_________________________________________ DHA signature Date

DHA typed name

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

_________________________________________ Date

Student signature