What is the Capstone Project?
The Capstone is an independent project conducted under the supervision of a faculty mentor. It is a culminating experience displaying a combination of students’ academic interests, major, and/or knowledge of a particular topic. It should represent scholarship in the student’s academic field of study, although the project can be of any discipline. Completing the capstone and presenting it at Convocation is a requirement to graduate from the Kellogg Honors College (KHC).

The Capstone Project earns Honors course credit
KHC students earn honors course credit (units) for conducting the Capstone Project. The Capstone course counts toward the KHC’s minimum honors course requirement. The course number and title are determined by the faculty mentor and department chairperson. The Capstone course can be an “H” converted “senior project” or “special topics” 400 level course (e.g. PHY 499H or HST 462H). If a major requires the project course to span multiple quarters, students will receive honors credit for just one quarter. The number of quarters needed to complete the Capstone is determined through consultation with the faculty mentor and department chairperson. The student will earn a GPA bearing grade for the Capstone class, although the grading scale is determined by the student and faculty mentor.

When is the Capstone Project done?
Most KHC students do the Capstone during their senior year however students may do the project in their junior year. The Capstone project, including grading, must be complete and ready to present at the KHC Convocation held every May. Students who will graduate in spring cannot conduct the capstone project/course that same spring quarter.

Capstone Contract
This form details the project proposal and must be approved by the KHC before starting the project. The KHC approves contracts based on a project’s overall level of complexity. The Capstone contract is due by 5:00PM on Friday of the 8th week of the quarter prior to the Capstone course.

Frequently Asked Questions
• Can the Capstone be a group project?
  No, The Capstone should be an independent project. Exceptions can be made if the individual’s portion is substantial enough to merit an independent project.
• Can I use my major’s senior project as the Capstone project?
  Yes, if the project is: faculty mentored, independently conducted, and senior level complexity
• How will I register for the Capstone course?
  Once the Capstone contract is approved in the prior quarter, the KHC will work with the academic department and Academic Programs to create the “H” section class. You will add it during late registration (add/drop period). Priority Registration is not granted for the Capstone course.
• How many units should the class be?
  The project should require 80+ hours to complete, which is equivalent to a four unit class. Two or three units will be accepted if the department requires it, but the project should require four units of work.
• What must I produce at the conclusion of the project?
  You must create a research poster which you will display at the KHC Convocation in May. The KHC will provide instructions and print the poster. You must also provide an abstract of the project.
• What is the difference between the faculty mentor and instructor of record?
  The faculty mentor is the person who advises you throughout the project. The instructor of record is the person whose name appears on your BroncoDirect schedule and transcript. The same person fulfills both roles most of the time. If the mentor is not able to serve as instructor of record, the department chairperson can.
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Capstone Project Contract

Instructions: The student must complete both pages of this form in consultation with the faculty mentor and department chairperson. Contracts are due by the end of week 8 of the prior quarter. The class must be taken for a letter grade for at least 2-4 units.

Name_________________________________________ Bronco Number: ______________________ Major: __________________________

CPP Email: ___________________________________ Phone: ___________________ Expected Graduation Date: ________________

Student: Attached to this form is my proposal addressing the nine Capstone questions. I understand that I shall present the Capstone project during the Honors Convocation, prior to my graduation from Cal Poly Pomona, and that I am required to submit an abstract of my project by email two weeks before the Convocation date.

Student Signature: ___________________________ Date: __________________________

Faculty Mentor: I have read the guidelines for a Capstone project and the attached proposal. The proposal addresses to my satisfaction the nine questions asked regarding the proposed project. I consent to serve as mentor for this project.

Mentor Signature: ___________________________ Date: __________________________

Mentor Name: ____________________________ Academic Dept: ______________ CPP Email: __________________________

Will this project require the approval of the Institutional Review Board (IRB)? Yes ☐ No ☐

All research involving human subjects or vertebrate animals (including samples, data sets, etc.) performed by Cal Poly Pomona faculty, staff or students, or performed on this campus, must be reviewed by the IRB for the applicability of federal policy. If this project involves human or vertebrate animal subjects, please contact the compliance associate in the office of research at ext. 4215 or visit www.csupomona.edu/~research/irb/index.shtml for more information.

Instructor of Record: I have reviewed the attached proposal and approve its content. I will be the instructor of record for the course listed above during the specified quarter. The mentor typically serves as the instructor of record.

Course (e.g. EGR 499H): __________________________ Units: ______ Quarter and Year: ______________________
(The course above must already be scheduled for the quarter specified. An Honors section of the course will be created.)

Instructor of Record Name: __________________________ Signature: __________________________ Date: ______________________

Department Chair: I approve this Capstone project plan and verify the course will be offered through my department in the quarter specified below.

Department Chair Name: __________________________ Signature: __________________________ Date: ______________________

Kellogg Honors College Director's Decision: Approved _________ Not Approved _________ Provisionally Approved _________

Director Signature: __________________________ Date: ______________________

Comments:
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Capstone Project Contract Questions

Instructions: The student should answer the following questions on a separate sheet in consultation with the faculty mentor.

1) Describe your project and its objective or goal.

2) Is your Capstone project part of a group project? If it is a group, what aspects of the project will be independent work? The Capstone project should be mostly an individual/independent project.

3) Is this project a major requirement (e.g. senior project) you must complete to earn your degree? If this project is required by your major, what makes this Capstone project (what is the honors component)?

4) How does the project relate to your overall education objectives?

5) How will you carry out the project?
   A) Type of investigation;
   B) Materials to be used;
   C) Form of final product/results

6) Give a timetable for work and completion (indicate frequency of consultation w/mentor, etc.)

7) In what form will your final project be (e.g. paper, report, model, video, etc)? Please explain.
   Note: After the Capstone course is complete you will create a research poster, which will be displayed at the Convocation in spring. The poster and an abstract are the only items you are required to submit to the KHC.

8) Provide a grading plan. How will the results of this project be evaluated (graded)? Will the grade you receive for the project be the final course grade, or does the project grade factor into the overall course grade?