KELLOGG HONORS COLLEGE
Capstone Project

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 project 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 and counts toward the KHC’s minimum honors course requirement. The course number and title are determined by the faculty mentor and department chairperson, which becomes an honor section. The Capstone course can be a senior project course (e.g., CPU 4000H/4610H/4990H). If a major requires the project course to span multiple semesters, students will receive honors credit for just one semester. The number of semesters 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 class, determined by the student and faculty mentor.

When is the Capstone Project done?
Most students conduct the project/course during Fall semester of their senior year, but it can be taken earlier (consult with KHC staff). The Capstone project/course cannot be taken in Spring semester if the student will present the project at Convocation that same Spring semester. Project timeline for students graduating in Spring semesters:

<table>
<thead>
<tr>
<th>Spring Semester Before Final Year</th>
<th>Fall Semester of Final Year</th>
<th>Spring Semester of Final Year</th>
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</thead>
<tbody>
<tr>
<td>1. Consult faculty for project ideas</td>
<td>1. Add course during Add/Drop period and conduct project</td>
<td>1. Develop poster and abstract</td>
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<tr>
<td>2. Submit completed form to KHC by end of semester</td>
<td>2. Present project at KHC Convocation</td>
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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 semester, 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 120+ hours to complete, which is equivalent to a three unit class. Two units can be accepted if the department requires it, but the project should require three 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. 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.
KELLOGG HONORS COLLEGE
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 semester. The class must receive a letter grade and earn preferably three 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 semester. The mentor typically serves as the instructor of record.

Course (e.g. EGR 499H): __________________________ Units: ____ Semester and Year: __________

(The course above must already be scheduled for the semester 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 semester specified below.

Department Chair Name: __________________________ Signature: __________________________ Date: ________________

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

Director Signature: __________________________ Date: ________________

Comments:
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?