### Independent Capstone Contract

**Registration Deadline is the end of Add/Drop**

Last Name, First______________________________________________ Grad Month/Year_____________ SPIRE ID __________________

Phone (_____) _____________________________________________ E-Mail Address ________________________________

Primary Major_________________________ Secondary Major__________________________

I am a member of Commonwealth College: [ ] Yes [ ] No

If yes, I am also pursuing: Departmental Honors in my: [ ] Primary Major [ ] Secondary Major and/or [ ] Interdisciplinary Honors

### COURSE REGISTRATION REQUEST

for Semester ___________________________ and Year __________________

This contract is for (check one): [ ] CE Part I (1st semester) [ ] CE Part II (2nd semester) [ ] CE Part I and II (6 cr CE in one semester)

I am pursuing (check one): [ ] Thesis [ ] Project Attached is my (check one): [ ] Preliminary Proposal [ ] Final Proposal (req’d for Part II)

[ ] I have written the proposal following the Commonwealth College Capstone proposal guidelines & have reviewed it with my committee members.

[ ] My research involves lab work, animal testing or human subject testing. I have reviewed the University’s research compliance regulations at [http://www.umass.edu/research/comply/index.html](http://www.umass.edu/research/comply/index.html) and received the appropriate approval/certification for my research.

Student’s signature ___________________________ Date __________________

### IMPORTANT NOTE REGARDING COURSE REGISTRATION:

- Students tracking in the General or Departmental Honors tracks will be registered under the department of their 499 Chairperson.
- Students tracking in the Interdisciplinary Honors track will be registered under “HONORS” 499Y/T/P

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**I agree to chair this student’s work as described in the attached proposal.**

Keeping in mind that 499 is usually scheduled for 3 credits with an expectation of 9 or more hours of work per week (3 hours per credit) for 15 weeks, I authorize registration for (check one): [ ] 3 [ ] 4 [ ] 5 [ ] 6 credits.

Research Chair Signature:

Name (please print): ___________________________ Date: ___________________________

Department: ___________________________ Email: ___________________________

Dept Address: ___________________________ Phone: ___________________________

**I agree to serve as a committee member for this student’s work as described in the attached proposal.**

Committee Member Signature:

Name (please print): ___________________________ Date: ___________________________

Department: ___________________________ Email: ___________________________

Dept Address: ___________________________ Phone: ___________________________

**Required for Departmental Honors candidates.**

I have reviewed this student’s DH requirements and approve the 499 proposal and committee.

DH Coord. Signature: ___________________________ Name (please print): ___________________________ Date: ___________________________

**Required for course registration.**

I have reviewed this student’s Commonwealth College requirements and authorize registration in 499.

ComCol Advisor Signature: ___________________________ Name (please print): ___________________________ Date: ___________________________

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Office Use Only: processed via:

[ ] Online (SPIRE “Success” page attached) ___________________________ [ ] Course Change Request form (copy attached) ___________________________ Initials and Date ___________________________ Initials and Date ___________________________
REGISTRATION
Plan ahead! Your contract should be submitted during the registration period. We recommend you meet with a Commonwealth College advisor to review your contract and proposal. Prior to that meeting you should:
- Negotiate arrangements for any necessary credit overrides with your Academic Dean
- Fill out the Capstone contract form thoroughly and legibly, answering the questions below in an attached research proposal
- Print a current SPIRE Degree Progress Report to bring with you

PROPOSAL
A contract and proposal are required for each semester of Independent Capstone course you undertake. The proposal:
- Defines your honors research
- Establishes a definitive list of goals, methodology, evaluation procedures and faculty expectations
- Serves with the contract as a binding agreement between you and your guidance committee
- Protects you and your guidance committee from misunderstandings which could cause delays in your graduation clearance.

Make certain to define your parameters by discussing time-lines and expectations with your chair, committee, departmental honors coordinator, and a Commonwealth College advisor.

Minimally, proposals should address the information requested below. (Your committee may request additional information.) When constructing your proposal, you should focus on addressing these points and not on proposal length.

1. PROJECT IDENTIFICATION: What do you wish to study?
- What is the specific topic?
- Why have you chosen this topic?
- What is the overall scope of your study?

2. METHODOLOGY: How will you conduct your research? Where applicable, address the following issues:
- How many and what kinds of sources does your committee expect you to analyze?
- What procedures and techniques will you use to gather information/data?
- Labwork: What controls will you utilize?
- Labwork: How will you ensure validity?
- Labwork: What access permissions are required?

3. EVALUATION: How will your work be reviewed and graded?
- What does your committee expect you to accomplish during the various stages of your research?
- How will your committee provide feedback regarding your progress, and permission to continue with Part II of a Part I and II sequence?
- How will your committee assess the viability of your research to produce an honors thesis or project with oral defense?

4. COMMUNICATION: What are the expectations about meetings with your chair and other committee members?
- How often will you meet with your chairperson? How often will you meet with the full committee?
- During the meetings, how will your progress and accomplishments be evaluated?
- What are your committee’s expectations of such meetings?
- What time commitment is expected to be applied to your research between meetings with your chair? (For example, 10 hours of work.)

5. TIMELINE:
- When is your first outline due?
- What are the dates for periodic review of your research results? (weekly? bi-monthly?)
- What are any interim deadline dates for each semester’s work?
- What is the date for review of your final draft by your committee?
- What is the date of the oral defense?

GRADING NOTE:
The CE Part I may be graded with an “A - F” grade or a “Y” grade (a non-penalty INC). If the instructor prefers to submit a “Y” grade, then final grading for CE Part I must be handled via a “Change of Grade” form upon completion of CE Part II.

FOR COMCOL ADVISOR & STUDENT: if the questions above have not been sufficiently addressed in the proposal:

The student’s signature below acknowledges that his/her proposal is missing the content checked below – and that this may result in problems with grading or graduation clearance if the student does not clarify or provide additional information in a revised proposal.

☐ Item 1  ☐ Item 2  ☐ Item 3  ☐ Item 4  ☐ Item 5

___________________________________   ___________________
Student’s signature           Date