Capstone Project Update Guidelines: Creative projects

Be concise, while including all relevant information. The expected length is three to five pages (longer if you include appendices, drawings, etc.). (You do not need to hand in this page when you submit your Update Form.)

I. Title of your project
   Include your working title.

II. Introduction
   In a paragraph or two, describe your work, its purpose, and any relevant context. This section is a reminder to readers who are familiar with your project, but also an introduction for any new readers.

III. Work Completed
   Describe where you are with your project. This section should be significantly more than a summary assurance that you have completed a sufficient amount of work. State directly and exactly what you have done or partially done, and discuss and provide a rationale for any proposed changes of plan. Feel free to talk about what you are enjoying, and what challenges you face.

IV. Work to Be Completed
   Describe in detail what you have yet to do and your plan for proceeding.

V. Research/Resources
   Many creative projects involve background research. If that is appropriate to your project, describe the research here. If relevant, include a list of materials, organizations, people, or other resources you have consulted or will consult.

VI. Revised Time Line
   Present a schedule of the work to be completed, with start and finish dates. Include all revising, and advising deadlines for written work, as well as any relevant performance and/or exhibition dates (these may be tentative). More detail here will help you stay on course.

VII. Conclusion
   In a few lines, evaluate your progress.

If you would like assistance in completing this, or would like guidance in thinking more broadly about your Capstone Project, the Honors Program Advising staff is available to help you.
Call 443-2759 to make an appointment.