

Senior Capstone Project Initial Proposal Submission Instructions



To eliminate data entry and facilitate the evaluation process, the initial proposal will be submitted electronically. Please read the following instructions carefully. Only those submissions that follow the instructions will be accepted for evaluation. Important: In order to minimize your data entry, you need to use Adobe Acrobat Professional (not Adobe Reader) to enter the form information. Using Acrobat Professional, you can save your completed form on a USB drive for later retrieval and editing. The personal computers in the Library have Acrobat Professional installed.

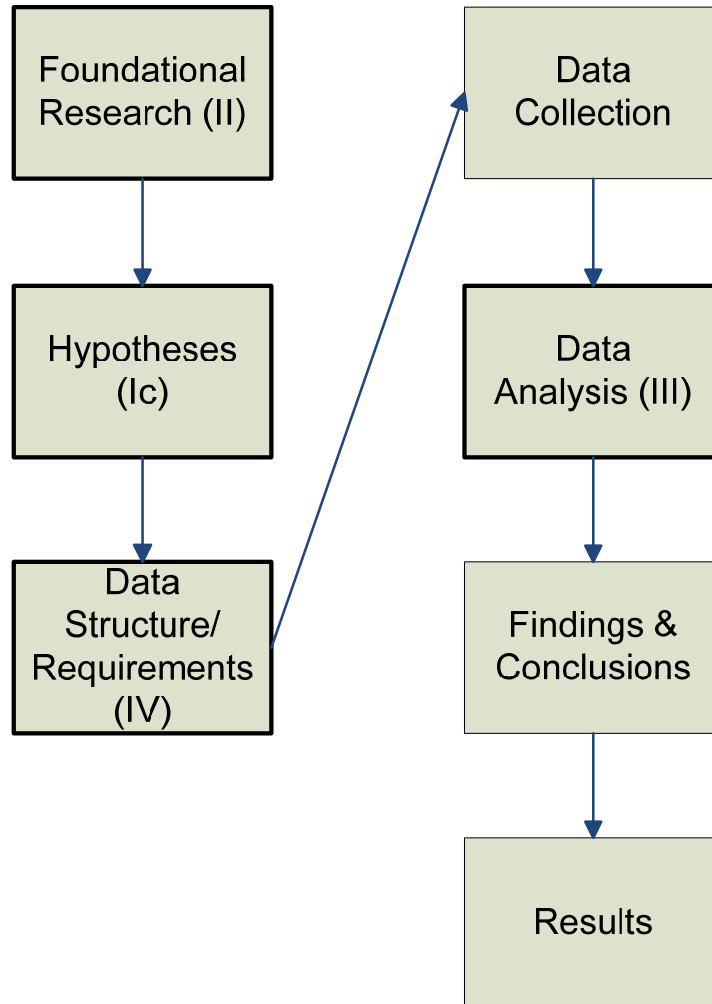
Developing the Initial Proposal

- Download the form using the instructions shown below.
- All fields shown on pages 1-4 are required. These fields must have a value.
- You may use the **Reset Form** button to clear the contents of all fields on the entire form.
- The **Department Sponsorship** (page 1) is the department (or program) that you are requesting for the assignment of credit. With the exception of cross-discipline programs (Entrepreneurship and International Business), the faculty sponsor **MUST** be a member of the department that you are requesting credit assignment. The essence of the project must correspond to the department discipline.
- The research hypothesis (page 2) can be one or more declarative statements of which your research will evaluate (or prove/disprove). All proposals, regardless of the project type, must have research hypotheses.
- Section II: Provide at least **six** research citations that support the foundation of your research project. Include the article title, author, publication year and journal publication. Six citations would be considered minimal. Therefore, your submission should exceed six. This area should define how these research develops the foundation of your hypotheses, research methodology and data collection process.
- Section III: Explain a summary of how you will analyze your data. This process may consist of a statistical model/technique. For a qualitative or creative media project, explain the process of how the data gathered will be analyzed to evaluate your hypotheses and/or the compilation of your findings.
- Section IV: Define the data that you need to complete the research project. This definition can consist of a survey instrument, interview questionnaire or research articles/books. For both traditional thesis and creative media projects, all projects (whether quantitative or qualitative) require data in order to evaluate the hypotheses. This section should be linked to the annotated bibliography.
- After you have completed the proposal, print (pages 1-5) and submit a copy (using the button) to your faculty sponsor. After you receive your sponsor's approval, **complete and sign the member and faculty sponsor areas only!** This is the **only** hardcopy that you will submit.
- When complete, follow the instructions for the submission of the initial proposal shown below.

- For the initial proposal, you are **ONLY** required to receive the approval from your faculty sponsor. No other signatures are needed.

Evaluation Process

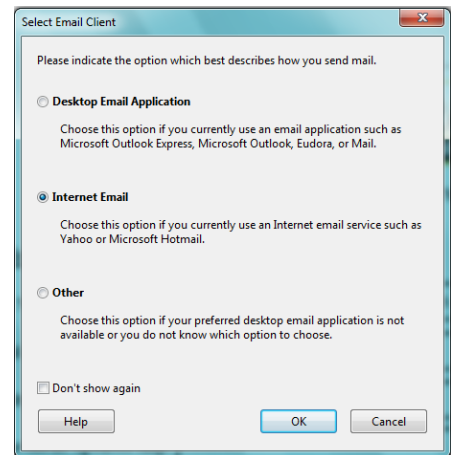
- Sections Ic, Id, II, III and IV should be integrated and form the basis of your proposal. See diagram below. The four tasks with the “bolder” lines are to be defined in sections as noted.
- **Please Note:** The depth of your responses to Sections Ic, Id, II, III and IV will form the basis of the evaluation and decision on your proposal. If your responses to these sections are minimal or weak, you should that your proposal will not be approved.



Submitting the Initial Proposal Electronically

1. Download the Initial Proposal form from the Honors Program website in the Program Forms area.
 - <http://www.bryanthonors.com>
 - Right click on the Initial Proposal link. Click on Save Target As.
 - Change the name from **InitialProposal** to <LastNameFirstName>. Example: SousaKenneth.
2. Enter your information into the form. Consider the “tips” as outlined above.
3. Save your form. It is suggested to save the copy on a USB drive. You will probably be modifying it several times.

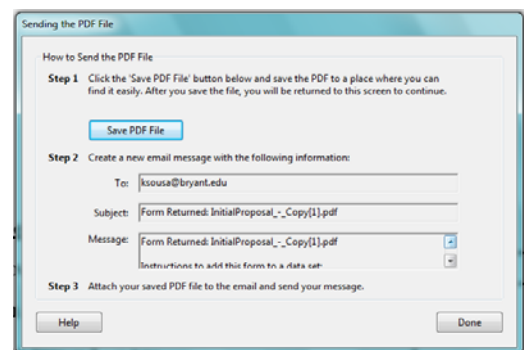
4. Click on the **Submit Form** button. You will receive a dialogue screen as shown on the right.



5. Your choice will depend on how you use email on your personal computer.
 - If you use Microsoft Outlook (installed on your computer and NOT the web version), select the first option. A new mail message will be opened with the PDF attached to the message and addressed to me.
 - If you use Microsoft Outlook (Web Access at <http://mail.bryant.edu>), select the second option.
 - Click on OK.

6. If you selected the first option, a new mail message will be opened with the PDF attached to the message and addressed to me (ksousa@bryant.edu).
 - Ensure that the SUBJECT = **HP: Initial Proposal Class of 2010**
 - Ensure that the PDF file is attached to the email.
 - Send the email. Copy your faculty sponsor and yourself on the message to keep a record of your submission.

7. If you select the second option, you will receive the following notation dialogue screen to the right.



- Click on the **Save PDF File** button. You can save it back to the original file name (your name) or rename it to keep the original file.
- Goto <http://mail.bryant.edu> and create a new email message. Address the email message to me (ksousa@bryant.edu).
- Ensure that the SUBJECT = **HP: Initial Proposal Class of 2010**
- Attach the PDF file to the mail message (that you saved in the previous step).
- Send the email. Copy your faculty sponsor and yourself on the message to keep a record of the submission.