Faculty and Student Guidelines for the Capstone Project in Art History
Effective Spring, 2023

Basic Procedures

- In order to pursue Departmental Honors in Art History, the student must have a **GPA of 3.75** or higher and must complete a **Capstone Project** in Art History by completing **ARTH 399** (formerly the Honors Thesis). The DUS should confirm the student's eligibility to pursue departmental honors before they enroll in the class.
- The Capstone Project is typically written during **the Fall semester** of a student's senior year, but may also be pursued in either of the last two semesters before graduation. The student should select a topic for which they have already completed coursework and have some substantive background.
- In consultation with the DUS, the student should meet with a relevant faculty member to serve as an **advisor and first reader** in the area they wish to pursue *in advance of the semester during which the project will be written*. If the faculty member agrees to advise the project, the student should notify the DUS and register for ARTH 399 with the advisor as instructor of record. The advisor will be expected to **meet regularly** with the student throughout the semester and to **provide feedback**, informing the student of their grade progress (please see the attached syllabus template for the grading breakdown and recommended schedule).
- A **second reader** is required for the Capstone Project. This faculty member should be in a related field and should be selected and asked *at the start of the semester during which the project will be written*. The second reader will be expected to meet with the student at the start of semester after confirming participation in the project to offer initial feedback. The second reader will also be expected to read and comment on a substantive draft of the project around Week 10 of the semester. The second advisor will also provide a set of written feedback at the end of the semester. The course and capstone grade, however, is given by the first reader/advisor.
- The completion of ARTH 399 with a grade of C or better **fulfills the CWRU Capstone Project requirement** under the new GER. In order to fulfill Honors in Major, a grade of B (85%) or better must be achieved on the Capstone Project.
- The Capstone Project **must be presented to the public**; this should be done either in the fall semester or at the Undergraduate Research Showcase (held in the spring). If the student is graduating in December, however, the Capstone Project can be presented in conjunction with graduate student presentations at the end of the Fall semester.
- Once the student has successfully completed the project, the DUS should be notified and a polished copy should be submitted to the departmental administrator to be kept on file.

Requirements for the Capstone Project

- Successful completion of ARTH 399 (template syllabus attached)
- The completion of a Capstone Project that leads to 20-25 pages of polished written work.
- A public presentation.

Acceptable Types of Capstone Projects

- Although the attached ARTH 399 syllabus outlines the parameters for a 20-25pg research paper, there are two options available for this project, both following the same schedule that

is outlined in the sample syllabus. The student and primary faculty adviser **must select the option at the start of the project and communicate this with the second reader.**

- **Option 1.** A research paper that investigates a topic or problem in Art History. The resulting paper should be a minimum of 20 pages of text, not including the student's Chicago Manual of Style-formatted footnotes, and a bibliography of *at least 10 scholarly sources.*
- **Option 2.** An exhibition proposal that investigates a topic or problem in Art History. The resulting materials should include a 10-15 page exhibition proposal with Chicago Manual of Style-formatted footnotes; a complete exhibition checklist; a set of sample labels for a minimum of 5 objects; a bibliography of *at least 10 scholarly sources.*

ARTH 399 Capstone Project Course, Template Syllabus

*This syllabus can be used as a template for ARTH 399. It should be tailored to the student/faculty member advising the project and should be given to the second reader *as soon as it is complete*.

Course Description:
Intensive study of a topic, issue, or question in Art History leading to the preparation of a 20-25 page research project and public presentation. Students use what they have learned as a major in Art History at CWRU to design a project that responds meaningfully to a significant disciplinary investigation. The writing and communication focus of the Capstone Project includes "translating" specialized, disciplinary knowledge for a diverse general audience.

Meeting Expectations:
[To be set by each faculty advisor. Sample language: The student and faculty advisor will meet every other week to discuss the progress of the project and review feedback on submitted material and drafts. The student must also meet with the second reader at least twice during the semester, including within the first two weeks of the semester and again following the return of the second draft.]

Learning Objectives:
As per the CWRU GER Requirements for Capstone Project Course, at the end of this course, students will be able to:

- Identify, analyze, and respond appropriately to the contexts, audiences, and purposes of a variety of writing/communication tasks (rhetorical awareness);
- Apply critical, creative, and analytical skills to describe and evaluate relevant questions or problems (critical thinking);
- Use effective research methods to discover and evaluate credible, relevant, and diverse sources that are appropriate for the writing/communication task (information literacy);
- Contribute to scholarly conversations among diverse people and perspectives (authorial agency);
- Develop successful composing processes, including strategies for reading, responding, drafting, collaborating, revising, editing, and reflecting (composing processes); and
- Compose effective written, oral, and multimodal texts that address the expectations for the task, as appropriate to the genre and discipline (mechanical & stylistic agility).*

* https://case.edu/artsci/writing/resources/resources-faculty/ger-resources-faculty

Course Requirements and Evaluation:
The entirety of the course grade is dependent on research, writing, and revision of the capstone project, incorporating feedback from the first and second readers.

10%	**Annotated Bibliography and Thesis Proposal, Due:**
10%	**Outline and Thesis Draft, Due:**
20%	**Second Draft, Due:**
40%	**Final Capstone Project, Due:**
20%	**Self-reflection Statement, Due:**

Communication: Please be polite in your communications and also allow at least 24-36 hours for a response.

Academic Integrity Policy:
Plagiarism of any kind will not be tolerated. If you have questions on what counts as plagiarism, please ask before turning in written work.
For more on the university academic integrity policy, please see:
http://bulletin.case.edu/undergraduatestudies/academicintegrity/
For proper Chicago style citation, please see:
https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/chicago_style_introduction.html

CWRU Freedom of Expression Policy:
https://case.edu/provost/sites/case.edu.provost/files/2019-12/Policy%20on%20Freedom%20of%20Expression%20and%20Expressive%20Activities%20final.pdf

Writing Resource Center:
Students are encouraged to consult the Writing Resource Center for help with revision of their papers, particularly the final research paper. For more information, please see:
http://writingcenter.case.edu/

Disability Resources:
Students with disabilities who may require accommodations are encouraged to consult university resources: https://case.edu/studentlife/disability/

University Counseling Services:
Students are encouraged to contact University Health & Counseling Services for guidance on mental health needs and to be connected with appropriate support services.
https://case.edu/studentlife/healthcounseling/counseling-services
If you are experiencing a crisis, please call 216-368-2450

Course Schedule & Readings
*ARTH 399 is not a regularly scheduled course. Instead, meetings are arranged by appointment, with your faculty adviser.

Pre-semester work:
Initial meeting with advisor, discussion of topic, tentative bibliography, and identification of potential second reader(s)

Week 1
- Start of semester meeting with advisor to discuss proposed topic and review draft bibliography
- Student contacts second reader after consulting with advisor to request participation and sets up a meeting for Week 2-4

- Student informs Director of Undergraduate Studies about first and second readers.

Weeks 2 & 3:
- Conduct research and draft annotated bibliography, to be submitted by the end of Week 3
- Refine thesis draft, to be submitted by Week 4
- Recommended: meet with librarian at Ingalls to locate relevant sources
- Initial meeting with second reader

Week 4 & 5:
- Draft substantive outline, with annotations of relevant sources, and thesis proposal, to be submitted by the end of Week 5

Week 6 & 7:
- Conduct research and drafting
- Submit first draft to first reader by end of Week 7

Week 8, Midterm:
- Meet with advisor to review first draft and evaluate progress

Week 9, Fall/Spring Break

Week 10:
- Second draft due to first and second reader end of Week 10

Week 11:
- Second draft comments returned to student by first and second reader
- Required meeting with second reader.

Week 12-13:
- Revision and re-writing.
- [Where relevant, see below] Preparation of public presentation, to be delivered at the Undergraduate Research Showcase
- [Note: If the student is graduating in December and the project is completed during the fall, it should be presented to the department and guests at this time. If the student is graduating in the spring, the public presentation should take place in the Spring, during the Undergraduate Research Showcase.]

Week 14-15:
- Final draft due to both readers at the end of Week 15

During Finals:
- Reader reports returned to student, with any required copy edits or corrections. Grade given by first reader.
- Submit self-reflection statement to advisor

Before Graduation:

- Final, clean copy of the Capstone Project due to department, with cover sheet signed by the student and signed reader reports from first and second reader

Department of Art History and Art

Case Western Reserve University

Undergraduate Capstone Project

TITLE

by

AUTHOR

First Reader & Advisor: NAME

Second Reader: NAME

Submitted

_____ **Date:** _____

Student Signature

First Reader Report for Student Name, "Capstone Project Title"

EVALUATION:

GRADE:

Signed:

_____ **Date:** _____

NAME

Second Reader Report for Student Name, "Capstone Project Title"

EVALUATION:

GRADE:

Signed:

_____ **Date: _____**

NAME