

## BIS Capstone Committee Contract

**Instructions:** Each of the BIS student's faculty committee members need to sign this form to create a capstone committee.

**Faculty name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

**Student name:** \_\_\_\_\_ **Student W number:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **E-mail address:** \_\_\_\_\_

### Faculty:

*BIS students agree to the following:*

- To follow BIS Departmental guideline for the specific type of capstone project: (a) primary research, (b) secondary research, (c) Community-Engaged Service Learning, or (c) Creative Experience as outlined on the BIS website:  
<https://www.weber.edu/BIS/project-faq.html>
- To contact faculty in a **timely manner** for help and support.
- To convene a **Proposal** meeting arranged by the student to elicit feedback and guidance from the capstone committee.
- To schedule a final **Defense** meeting where the capstone will be discussed, scored, and a final grade assigned for BIS 4800

### Student:

*I agree to follow BIS Policies and Procedures as outlined on the BIS website:*

<https://weber.edu/BIS/policies.html>

**Signed: (Faculty)** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed: (Student)** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return signed forms to the BIS administrative assistant, Li 147.**