

Guidelines for Scholarly Analytic Report

All students completing SASHP Capstone Options C, D, E, or G must write a scholarly analytic report (18-25 pages) about their project. This report is designed to allow students to **reflect** on their capstone coursework and/or experiences, to **expand** their knowledge of the field, and to **enrich** their engagement with the topic or experience.

The report is meant to be scholarly and professional, and to address these questions: What did you learn? How was the Capstone experience intellectually and/or professionally useful to you?

Students should keep in mind that they are writing this report both for themselves, as a record of their capstone experience, and for the Honors community. This means the report should be written for an audience that is educated but not necessarily specialists in the particular field. In other words, the report is a “public document” that may be read by other students and faculty in the future. Parts of the final capstone report may also serve as the basis of a personal statement for graduate school and/or fellowships.

There is no one formula for the scholarly analytical report, but effective reports will address the following points:

- Reflect on your decision to pursue this capstone option. How does it connect your experience at Rutgers with your academic/career plans?
- Explain the project you pursued. What were the key issues or scholarly challenges?
- Dive deeper into a topic or question, drawing on additional scholarly literature. Include a bibliography of the works used.
- Analyze what you learned. What intrigued or surprised you about your work on the project?

The report will be due at the end of the semester in which the student completes the second course or completes the program, and will be reviewed by the SASHP Academic Dean. Submit an electronic copy to honors@sas.rutgers.edu and a hardcopy to the SASHP Main Office, 35 College Ave.

Format:

- Font and font size: Any standard font, 12 point
- Double-spaced
- Margins: Top = 1”, bottom = 1”, right side = 1”, left side = 1.5”
- Title page (see below)
- Table of Contents (optional)

- Sections/sub-sections
- Bibliography/Works Cited, to include all articles, books, and sources discussed in the report
- Illustrations, charts, and data (if appropriate)

Title page:

A separate title page should include the following information (centered on the page):

SAS Honors Program

Capstone Report

Option [C/D/E/G]

Title/s of courses/internships/program

[student's name]

Date

[name of the student's SASHP Advising Dean]