Honors Research Week 2019 - April 8 - 12
Honors Week Presenter's CHECKLIST

☐ **Deadline 10/19/18**
Send an email message to Honors and confirm that you received the Honors Week 2019 message and the attachments.

☐ **Deadline 12/15/18**
Complete the "Application to Present at Honors Week 2019" (see attached) and email it to honors@wpunj.edu with "Honors Week Presentation Application Form" in the subject line).

☐ **Deadline 12/15/18**
Complete the "Honors Thesis/Project Description Form" and submit it to the Honors Office (Raubinger Hall, 154). This form requires signatures and should be submitted to the Honors office in person.

☐ **Deadline 1/15/19**
Submit a photo of yourself to honors@wpunj.edu by 1/15/19. Please specify "Honors Week Photo" in the subject line.

☐ **Deadline 2/1/19**
Submit a 150 word Abstract to honors@wpunj.edu by 2/1/19. Please specify "Presentation Abstract" in the subject line.

☐ **Deadline 3/22/19**
Schedule an appointment with your Honors Track Director to rehearse your Honors presentation.

☐ **Deadline 3/29/19**
Deadline to RSVP for the Honors Banquet.

☐ **Deadline 4/1/19**
Invite faculty members, family, and friends to attend your Honors presentation during Honors Research Week.

☐ **Deadline 4/5/19**
If you are using a Powerpoint Presentation, email your presentation to honors@wpunj.edu.

☐ **Deadline 5/1/19**
Submit a bound copy of your thesis project to the Honors Office (Raubinger 154). The "Thesis Cover Sheet" (see attached) should be the first page.

☐ **Deadline 5/1/19**
RSVP for the University Student Honors Award Ceremony that will be held on 5/13/19.

Honors Week Information

Mark your calendar:

Monday, April 8 – Rehearsal for students in the Performing and Literary Arts Track – Details TBA

Tuesday, April 9 - Student Thesis Presentations – 9:00 a.m. – 5:00 p.m., UC 168 A/B
Honors Performing and Literary Arts Track (PLA) Presentations – 7:00 p.m. - Library Auditorium

Wednesday, April 10 - Student Thesis Presentations – 9:00 a.m. – 5:00 p.m., UC 168 A/B

Thursday, April 11 - Student Thesis Presentations – 9:00 a.m. – 5:00 p.m., UC 168 A/B

Thursday, April 11 – Honors College Banquet – 6:00 p.m. – University Commons Ballrooms

Deadline 10/19/18
Send an email message to Honors and confirm that you received the Honors Week 2019 message and the attachments.

Deadline 12/15/18
Application to Present at Honors Week 2019 (see attached)
The information provided on this form will be used in the Honors Week program and for other publicity purposes. Please complete the form and email it to honors@wpunj.edu. Indicate "Presentation Information Form" in the subject line. Be sure to notify the Honors office if you have any updates between 12/15/18 and 3/1/19.

Deadline 12/15/18
Honors Thesis Project Form (see attached)
Complete the form, get necessary signatures, and attach the required documentation. Bring the form to the Honors office (Raubinger 154) in person. If the office is closed, please slide the paperwork under the door.

Deadline 1/15/19
Photo/Publicity
The photo will be used for the Honors Week program and for a booklet highlighting the accomplishments of Honors students. The photo will be quite small in the program (1x1) so a clear headshot works the best. If you do not have a suitable photo, please contact honors@wpunj.edu to make arrangements to stop by the office to have your photo taken. We must have a photo of each presenter, and in order to meet the printing deadline, you must submit it to honors@wpunj.edu no later than 1/15/19. Please specify "Honors Week Photo" in the subject line.

Deadline 2/1/19
Abstract
Please submit a maximum 150 word abstract for the printed program. Examples of abstracts from previous years can be found at http://www.wpunj.edu/dotAsset/739e422e-511f-43fc-9dd3-8cb5b8b6ec9d.pdfh). Be sure to look at examples of abstracts that were written by graduates of your specific Honors track. Please draft your abstract and email it to your Track Director for approval by 1/27/19. Once you get approval, email your abstract to honors@wpunj.edu. Note that the deadline to submit your abstract to honors@wpunj.edu is 2/1/19. Specify **"Presentation Abstract"** in the subject line.

Preparing for your presentation
The University President and other VIPs, faculty, staff, parents, your peers, and prospective William Paterson students (current high school seniors) are invited to attend the presentations, and it is important that you are prepared to make a professional presentation. You must dress and comport yourselves in a professional manner. The following tips will help your presentation go more smoothly:
- Make an appointment with your Track Director and/or Thesis Supervisor to set up a time to plan and practice your presentation before the presentation week.

-- Be prepared to strictly adhere to the schedule. You will have approximately 8-10 minutes to present, and another 2-3 minutes to answer questions.

-- Most students who are presenting design a PowerPoint presentation. Please load your PPT on a flash drive AND email it to honors@wpunj.edu by 4/5. We will load the presentations on the Dell computer that is provided. **(Due to time and equipment constraints, students are not permitted to use personal computers.)**

On the day of your presentation:
-- Check-in at least 20 minutes prior to your scheduled time.
-- Dress in appropriate attire. Business casual is recommended.
-- Please support other Honors students by attending as many of the Honors presentations as your schedule allows.

Deadline to RSVP for Banquet 3/29/19
Honors Banquet
The Honors Banquet will be held Thursday, April 11, 2019 at 6:00 p.m. in the University Commons Ballrooms. Dinner will be served and there is no charge for this event. Each student will be publically recognized and will receive Honors Cords for commencement. Please watch your email for a formal banquet invitation with more details. All presenters/graduating Honors students are urged to attend this event, and we provide several months' notice so that you and your guests have ample time to make arrangements to attend. Invitations will be sent in late February/early March. Please RSVP no later than 3/29/19.

Deadline 4/5/19
Copy of Presentation
You must email a copy of your presentation to honors@wpunj.edu 4/5. All presentations will be loaded on the computer that we will be using during the Honors Research Week presentations (note that the computer is a Dell, not a Mac). As a backup, you should also save your presentation on a flash drive and email it to yourself. Due to time and equipment constraints, you cannot use your personal laptop.

Honors Thesis Submission

Deadline 5/1/19
Thesis Project Submission
In order to receive the Honors designation on your diploma and transcripts, a copy of your thesis project must be submitted to the Honors College Office along with the Thesis Project Cover Sheet (please see attachment) by 5/1/19.

Guidelines for Binding Thesis Project
- Confirm the citation style with your Track Director.
- Print on white paper with black ink. It is most economical to print the document double-sided.
- Request a clear front cover and solid black back cover with spiral or comb binding.
- The "Thesis Cover Sheet" should serve as the first page.
- Staples or a similar store will print and bind your thesis. Note that it could take several days for them to produce the finished project, so please do not wait until the last minute to order the printing and risk missing the May 1st deadline.
- Feel free to stop by the Honors College office if you would like to view thesis projects that were submitted in previous years so you can get an idea of how your finished project should look.

Honors Awards Ceremony

Deadline to RSVP for Awards Ceremony 5/1/19
University Student Honors Award Ceremony:

The University Student Honors Award Ceremony will be held **Monday, May 13, 2019 at 6:00 p.m. in Shea Auditorium.** At this ceremony, the top students from each of the academic departments, the five colleges, Latin Honors recipients, and students completing the Honors College will be recognized. This event is by invitation only; students who are eligible to participate will receive an invitation in mid-April, 2019.