

Honors Week Presenter's CHECKLIST

- ☐ **Deadline 10/12/17**
Send an email message to Honors and confirm that you received the Honors Week 2018 message and the attachments.
- ☐ **Deadline 12/15/17**
Complete the "Honors Week Presentation Application" (see attached) and submit it to the Honors office. Please drop it off at the Honors Office (Raubinger 154) or scan it and email it to honors@wpunj.edu with "Presentation Application Form" in the subject line).
- ☐ **Deadline 12/15/17**
Complete the "Honors Thesis Project 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 1/15/18**
Submit a photo of yourself to honors@wpunj.edu by 1/15/17. Please specify "Honors Week Photo" in the subject line.
- ☐ **Deadline 2/1/18**
Submit a 150 word Abstract to honors@wpunj.edu by 2/1/17. Please specify "Presentation Abstract" in the subject line.
- ☐ **Deadline 3/31/18**
RSVP for the Honors Banquet.
- ☐ **Deadline 3/31/18**
Schedule an appointment with your Honors Track Director to rehearse your Honors presentation sometime between 4/2-4/13.
- ☐ **Deadline 4/1/18**
Invite faculty members, family, and friends to attend your Honors presentation.
- ☐ **Deadline 4/16/18**
If you are using a Powerpoint Presentation, email your presentation to honors@wpunj.edu.
- ☐ **Deadline 5/1/18**
Complete the Honors Thesis Form and submit it along with a bound copy of your Honors Thesis to the Honors Office (Raubinger 154).
- ☐ **Deadline 5/1/18**
RSVP for the University Student Honors Award Ceremony that will be held on 5/14/18.

Honors Week Information

Mark your calendar

Tuesday, April 17 – Student Thesis Presentations – 9:00 a.m. – 5:00 p.m., UC 168 A/B

Tuesday, April 17 - Honors Performing and Literary Arts Track (PLA) Presentations – 7:00 p.m. - Library Auditorium

Wednesday, April 18 - Student Thesis Presentations – 9:00 a.m. – 5:00 p.m., UC 168 A/B

Thursday, April 19 - Student Thesis Presentations – 9:00 a.m. – 5:00 p.m., UC 168 A/B

Friday, April 20 – Honors Banquet – 6:00 p.m. – University Commons Ballrooms

Deadline 10/12/17

Send an email message to Honors and confirm that you received the Honors Week 2018 message and the attachments.

Deadline 12/15/17

Application to Present at Honors Week 2018

The information provided on this form will be used in the Honors Week program and for other publicity purposes. This form can be scanned and emailed to honors@wpunj.edu. Please indicate "Presentation Information Form" in the subject line. Be sure to notify the Honors office if you have any updates between 12/15/17 and 3/1/18.

Deadline 12/15/17

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 1/15/18

Photo/Publicity

The photo will be used for the Honors Week program and for a booklet highlighting the accomplishments of Honors students that is published each year. The photo will be quite small in the program (1x1) so a clear headshot works the best. If you don't 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 1/15/18. Please specify "Honors Week Photo" in the subject line.

Deadline 2/1/18

Abstract

Please submit a maximum 150 word abstract for the printed program. Examples of abstracts from last year can be found at <http://www.wpunj.edu/dotAsset/739e422e-511f-43fc-9dd3-8cb5b8b6ec9d.pdf>. 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 1/27/18. Once you get approval, email your abstract to honors@wpunj.edu. Note that the deadline to submit your abstract to honors@wpunj.edu is 2/1/18. 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.

-- 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 present using a PowerPoint presentation. Please load your PPT on a flash drive AND email it to

pinkstonj@wpunj.edu by 4/16/18. 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 to Banquet 3/31/18

Honors Banquet

The Honors Banquet will be held Friday, April 20, 2018 at 6:00 p.m. in the University 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 3/31/18.

Deadline 4/16/18

Copy of Presentation

You must email a copy of your presentation to pinkstonj@wpunj.edu by 4/16. All presentations will be loaded on the computer that we will be using during the 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.

Submitting your Honors Thesis

Deadline 5/1/18

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 5/1/18. Note that thesis projects must be bound at a place like Staples or Office Depot with a clear front cover, with spiral or comb binding, and a black back cover. The "Honors Thesis Form" can serve as the first page or may be inserted later. Please stop by the Honors College office if you would like to view thesis projects that were submitted in previous years.

Honors Awards Ceremony

Deadline to RSVP to Awards Ceremony 5/1/18

University Student Honors Award Ceremony:

The University Student Honors Award Ceremony will be held **Monday, May 14, 2018 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. A reception will follow in the University Commons Ballrooms. This event is by invitation only. Students who are eligible to participate will receive an invitation in mid-April, 2018.