

Honors Research Week 2022 - April 25-29, 2022

Honors Week Presenter's CHECKLIST

- **Deadline 10/8/21**
Send an email message to honors@wpunj.edu to confirm that you received the Honors Week 2022 checklist and attachment.

- **Deadline 12/1/21**
Submit the "Application to Present at Honors Week 2022" along with the required documentation to honors@wpunj.edu. Be sure to indicate "Honors Week Presentation Application Form" in the subject line. Note about signatures: the form must be signed by your Track Director and your Thesis Supervisor (if different from your Track Director). The Dean of the Honors College will sign after you submit the form to Honors.

- **Deadline 12/1/21**
Submit a photo of yourself to honors@wpunj.edu by 12/1/21. Please specify "Honors Week Photo" in the subject line.

- **Deadline 2/15/22**
Submit a maximum 150 word Abstract to honors@wpunj.edu by 2/15/22. Please specify "Presentation Abstract" in the subject line. Please draft your abstract and email it to your Track Director for approval by 2/8/22.

- **Deadline 4/11/22**
Schedule an appointment with your Honors Track Director to rehearse your Honors presentation.

- **Deadline 4/18/22**
Deadline to RSVP for the Honors Banquet that will be held on 5/2/22. (Invitations and more information about this will be sent in March.)

- **Deadline 4/18/22**
Invite faculty members, family, and friends to attend your Honors presentation during Honors Research Week.

- **Deadline 4/22/22**
Email your PowerPoint presentation to honors@wpunj.edu. Please specify "Honors Week PowerPoint" in the subject line.

- **Deadline 5/2/22**
Deadline to RSVP for the University Student Honors Awards Ceremony that is planned for Monday, 5/16/22. (You will receive an invitation and more information about this event in April.)

- **Deadline 5/5/22**
Submit your thesis project electronically. The "Thesis Cover Sheet" should be the first page. (You will receive specific information about this process in April.)

The following pages contain more details about each of the deadlines. Read Carefully!

Honors Week Information

Mark your calendar for Honors Research Week 2022:

Honors Research Week 2022 will be held in person! Your presentation time will be set based on your spring class schedule and based on when your Track Director and other students in your track are available. Students in the Nursing Track will present on Monday, 4/25 and students in the Performing and Literary Arts Track will present on 4/25 and 4/26 in the evening (specific times are still being determined). The exact schedule will be set in late January. We hope that providing you with the general dates this far in advance will give you ample time to begin making arrangements (with work, family obligations, etc.) so that you can participate in Honors Research Week.

Monday, April 25

- Student Thesis Presentations – 9:00 a.m. – 5:00 p.m., UC 168 A/B
- Evening #1 of Honors Performing and Literary Arts Track (PLA) Presentations – 7:00 p.m. - Library Auditorium (reception to follow).

Tuesday, April 26

- Student Thesis Presentations – 9:00 a.m. – 5:00 p.m., UC 168 A/B
- Evening #2 of Honors Performing and Literary Arts Track (PLA) Presentations – 7:00 p.m. - Library Auditorium (reception to follow).

Wednesday, April 27- Student Thesis Presentations – 9:00 a.m. – 5:00 p.m., UC 168 A/B

Thursday, April 28 - Student Thesis Presentations – 9:00 a.m. – 5:00 p.m., UC 168 A/B

Monday, May 2 – Honors College Banquet – 6:00 p.m. – University Commons Ballrooms

Deadline 10/8/21

Send an email message to Honors@wpunj.edu and confirm that you received the Honors Week 2022 checklist and attachments.

Deadline 12/1/21

Submit the “Application to Present at Honors Week 2022” along with the required documentation to honors@wpunj.edu. Be sure to indicate “Honors Week Presentation Application Form” in the subject line. Note about signatures: the form must be signed by your Track Director and your Thesis Supervisor (if different from your Track Director). The Dean of the Honors College will sign after you submit the form to Honors.

Deadline 12/1/22

Photo/Publicity

The photo will be used for the Honors Week program. The photo will be quite small in the program, 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 12/1/22. Please specify “Honors Week Photo” in the subject line.

Deadline 2/15/22

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.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 2/8/22. Once you get approval, email your abstract to honors@wpunj.edu and 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 by 4/11/22 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 10-12 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 4/22/22. 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.)** Specify "Honors Week PowerPoint" in the subject line.

On the day of your presentation:

- Check-in a minimum of 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 Honors Banquet 4/18/22

The Honors Banquet will be held Monday, May 2, 2022 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 an Honors Medallion to wear at 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 4/18/22.

Deadline 4/22/22

Copy of Presentation

You must email a copy of your presentation to honors@wpunj.edu by 4/22/22. 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. Specify "Honors Week PowerPoint" in the subject line.

Deadline 5/5/22

Thesis Project Submission

In order to receive the Honors designation on your diploma and transcripts, you must submit an electronic copy of their thesis project and the cover form by 5/5/22. More information and the thesis cover form will be provided in April.

Deadline to RSVP for Awards Ceremony 5/2/22

University Student Honors Awards Ceremony

The University Student Honors Awards Ceremony is tentatively scheduled for **Monday, May 16, 2022 at 6:00 p.m. in Shea Auditorium**. At this ceremony, the top students from each of the academic departments and colleges, 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, 2022.