

Honors Research Week - April 17-21, 2023

Honors Week Presenters' CHECKLIST

- **Deadline 10/31/22**
Send an email to honors@wpunj.edu to confirm that you received the Honors Week 2023 checklist and application form.
- **Deadline 12/1/22**
Submit the "Application to Present at Honors Week 2023" to honors@wpunj.edu. Your Honors Track Director may require additional documentation.
- **Deadline 12/1/22**
Submit a photo of yourself to honors@wpunj.edu by 12/1/22. Please write "Honors Week Photo" in the subject line.
- **Deadline 3/1/23**
Submit a maximum 150 word abstract to honors@wpunj.edu by 3/1/23. Please write "Presentation Abstract" in the subject line. Be sure to email a draft of your abstract to your Track Director for approval by 2/15/23.
- **Deadline 4/1/23**
Submit a 10-second video of yourself that will be included in a video montage for the Honors Reception on April 24th.
- **Deadline 4/3/23**
Schedule an appointment with your Honors Track Director to rehearse your Honors presentation.
- **Deadline 4/10/23**
Deadline to RSVP for the Honors Reception that will be held on 4/24/23. (Invitations and more information about this will be sent in March.)
- **Deadline 4/10/23**
Invite faculty members, family, and friends to attend your Honors presentation during Honors Research Week.
- **Deadline 4/13/23**
Email your PowerPoint presentation to honors@wpunj.edu. Please write "Honors Week PowerPoint" in the subject line.
- **Deadline 5/1/23**
Deadline to RSVP for the University Student Academic Awards Ceremony that is planned for Monday, 5/15/23. (You will receive an invitation and more information about this event in April.)
- **Deadline 5/8/23**
Submit your thesis project with the "Thesis Cover Sheet" as the first page. (Projects will be submitted electronically and you will receive specific information about this process in April.)

The following pages contain more details about each of the deadlines. Please read carefully!

Honors Week Information

Mark your calendar for Honors Research Week 2023:

Honors Research Week 2023 will be held in person during the week of April 17-21. Your presentation time will be set based on your spring class schedule and other factors. The exact schedule will be set in late January. We are providing you with the general dates months in advance to give you ample time to make arrangements to present your Honors thesis to the University community.

Monday, April 17

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

Tuesday, April 18

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

Thursday, April 20 - Student Thesis Presentations – 9:00 a.m. – 5:00 p.m. UC 168 A/B

Friday, April 21 - Student Thesis Presentations – 9:00 a.m. – 5:00 p.m. UC 168 A/B

Monday, April 24 – Honors College Reception – 6:00 p.m. – UC Ballrooms

Deadline 10/31/22

Send an email message to Honors@wpunj.edu and confirm that you received the Honors Week 2023 checklist and attachments. If you received this and you are NOT presenting, please let us know.

Deadline 12/1/22

Submit the “Application to Present at Honors Week 2023” to honors@wpunj.edu. Your Honors Track Director may require additional documentation. 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).*

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 you must submit it to honors@wpunj.edu no later than 12/1/22. Please specify “Honors Week Photo” in the subject line.

Deadline 3/1/23

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 2/15/23. Once you get approval, email your abstract to honors@wpunj.edu and specify “Presentation Abstract” in the subject line.

Deadline 4/1/23**Video**

Submit a 10 second video of yourself in which you tell us what was best about your track, or writing your thesis, or your Honors experience overall, or show yourself doing research for your thesis. This is optional and you will be provided with more information and instructions regarding the video in February.

Deadline to RSVP for Honors Reception 4/10/23

The Honors Reception will be held Monday, April 24, 2023 at 6:00 p.m. in the University Commons Ballrooms. Each student will be publically recognized and will receive an Honors Medallion to wear at commencement. Your family will be invited to attend. 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 4/10/23.

Deadline 4/13/23**Copy of Presentation**

You must email a FINAL copy of your presentation to honors@wpunj.edu by **4/13/23**. Please send only one version of your presentation (the FINAL version). 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 to RSVP for Awards Ceremony 5/1/23**University Student Academic Awards Ceremony**

The University Student Academic Awards Ceremony is scheduled for Monday, May 15 at 7:00 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, 2023.

Deadline 5/8/23**Thesis Project Submission**

In order to receive the Honors designation on your diploma and transcripts, you must submit an electronic copy of your thesis project and the cover form by 5/8/23. More information and the thesis cover form will be provided in April.