Finishing Your Honors (499) Project Successfully: Fall 2012 and Spring 2013 Dates and Logistics

Be sure to discuss your timeline with your faculty supervisor!

1.) Oral Defense: You are responsible, working with your Faculty Supervisor, for finding a place and time for your oral defense that is suitable for all of your committee members. Your oral defenses must occur no later than Reading Day (Fall=December 6; Spring=April 26) *It is imperative not to wait until the last minute on this.*

2.) Let Honors know when your defense will be 😊. Submit your defense time, location, and date when we send you the link to the email “Survey for 499 completion”... by Fall: November 16; Spring: April 12

Defense must take place on or by Reading Day—Fall: December 6; Spring: April 26 (no reading day this semester)

3.) Paper: A copy of your paper, already approved by your faculty supervisor, should be submitted to each member of your committee at least two weeks before your defense to allow for commentary and to prepare the committee for your presentation.

4.) Celebration: At the Honors Holiday Reception or Honors Graduation Brunch you will be "medallioned" by your faculty supervisor. This is a great recognition ceremony to share with your family and will take place in the Burney Center Ballroom. Dates: Fall, Sunday, December 9 12:30 p.m.; Spring Friday May 10 8:30 a.m. RSVP: We must have the number of family who will be attending with you. Be sure to RSVP by Fall= Nov 16 and Spring: April 12. We will send you an email survey to complete to do this.

5.) A keepsake program booklet will be produced with your picture, abstract, and title. Email a copy of your abstract and title to scotta@uncw.edu by Fall=November 16; Spring=April 12

6.) A head shot for the program book, taken in the Honors Office, must be done by Fall= November 16; Spring= April 12

7.) Poster: You will display a description of your project at the medallioning ceremony. At the least this needs to include: name, title, department, faculty supervisor, your abstract, a graphic. If you want Honors/CSURF to print your poster, submit a request to CSURF@UNCW.EDU by Fall=Nov 16; Spring=April 8. *In the Spring, all 499 graduating students are showcased at the UNCW Undergraduate Research Showcase, with an opening reception. In Spring 2013, the opening reception will be April 18 (Thurs).*

8.) TWO copies of your final paper must be submitted no later than noon on the last day of exams (Fall: Friday Dec 13; Spring May 3) on 100% WHITE cotton paper. Submit one extra signed title page (so you need at least three signed title pages). If you wish to have a personal copy or one for your supervisor, you will need to have more printed.

9.) Turn in FINAL REFLECTIVE PAPER to honors@uncw.edu by Fall= DEC 13; Spring= MAY 3 OR... have this as an appendix in your paper!

10.) Also, email a digital copy (.pdf) of your complete honors paper to Honors for digital archiving (NEW!).

11.) Your paper may be taken to Dittos and Honors will pay for the binding for the two required copies.

12.) Thank you notes should be sent to your committee and faculty supervisor in short order after the defense has taken place.

*We will have a medallion for each of you, and after the ceremony, you can take it to be engraved with your name and date, if you like, at Four Seasons Trophy Shop here in Wilmington--- on us! (221 South Kerr Avenue)*
**Your Checklist for Completion for Fall 2012**

_____ Hopefully you have a DH-3 form on file and all signatures needed before the start of the second/last semester of your project

_____ Hopefully you have applied to Graduate with the University in December

_____ By Nov 16 Head Shot taken in the Honors Office

_____ By Nov 16 Defense scheduled and date submitted to the Honors Office via Survey Link (Watch for email)

_____ By Nov 16 Abstract and Title sent to Survey Link (Watch for email)

_____ By Nov 16 RSVP for Medallioning Ceremony for you, your supervisor and family (Watch for email to complete Survey Link)

_____ By Two Weeks before defense: Submit Copies of Paper to Liaison and Committee

_____ By Nov 16 Submit poster request if CSURF is printing poster.

_____ By Dec 6 Have defense completed


_____ By Dec 13 Complete Honors Exit Survey online. Be sure Reflective Paper is turned in if not part of Honors Paper.

**Your Checklist for Completion for Spring 2013**

_____ Hopefully you have a DH-3 form on file and all signatures needed before the start of the second/last semester of your project

_____ Hopefully you have applied to graduate in May

_____ By April 8 Submit poster request if CSURF is printing poster for April 18 showcase

_____ By April 12 Head Shot taken in the Honors Office

_____ By April 12 Defense scheduled and date submitted to the Honors Office via Survey Link (Watch for email)

_____ By April 12 Abstract and Title sent to Survey Link (Watch for email)

_____ By April 12 RSVP for Medallioning Ceremony for you, your supervisor and family (Watch for email to complete Survey Link)

_____ By (Two weeks before Defense) Submit Copies of Paper to Liaison and Committee

_____ Attend the UNCW Undergraduate Research Showcase (reception April 18)

_____ By April 26 Have defense completed


_____ By May 10 Complete Honors Exit Survey online. Be sure Reflective Paper is turned in if not part of Honors Paper.
Welcome to Departmental Honors! For some, you are entering the final phase of the four year honors program here at UNCW, having taken honors seminars and university studies requirements, and now embarking on a project to fulfill the requirements for University Honors with Honors in your major. For others, you have declared your major, begun your work in your field of interest, and are embarking on a scholarly project which will help you fulfill the requirements to graduate with departmental Honors.

All of you are members of the Honors College and you are all part of a select group of less than 5% of your peers here at UNCW who have engaged in this level of scholarship. You are truly becoming junior colleagues in your fields of interest. We are so glad to have you with us and the Honors College Office, faculty, and staff are here to help you and support you in this final phase of your work. Please know that all members of the Honors College are welcome to take honors classes and seminars.

**Resources in the Honors Office/CSURF:**

**Departmental Honors Handbook:** Often referred to as the “yellow book”, it is the primary resource for information regarding the Departmental Honors Project and includes specifications for your paper. It is also online at [www.uncw.edu/honors](http://www.uncw.edu/honors)

**SPSS, SAS, EndNote, Sigma Plot, Excel, GraphPad:** Honors is pleased to offer training on the use of data analysis tools with our graduate assistants. Training is available through scheduled appointments in the Center for the Support of Undergraduate Research. Just email csurf@uncw.edu and find our when and how. Check out [www.uncw.edu/csurf](http://www.uncw.edu/csurf) for info.

**Poster Creation and Printing:** If you are creating a poster to present your work at a conference or in your department, the CSURF/Honors College office has a plotter that can be used to print your work (up to 42 inches wide and 70 inches long). The graduate assistants can provide training on poster creation and structure as well. Watch for poster-making workshops!

**CSURF Research and Travel Awards:** Funding is administered by CSURF and the Honors College to encourage scholarship among undergraduate students at UNCW. Undergraduate students may apply for funds to assist with costs related travel to professional conferences. All students must 1) be on the program (an author) and 2) have a faculty sponsor who accompanies the student to the professional conferences. [http://uncw.edu/csurf/travelawards.html](http://uncw.edu/csurf/travelawards.html)

**Faculty and Staff:**
Dr. Kate Bruce, Honors Director (Psychology) x23374  [bruce@uncw.edu](mailto:bruce@uncw.edu)
Dr. Bill Atwill, Honors Associate Director (English) x23679  [atwillw@uncw.edu](mailto:atwillw@uncw.edu)
Dr. Michael Mills, Coordinator for National Fellowships (English)
Mr. Austin Scott, Program Manager, x24181  [scotta@uncw.edu](mailto:scotta@uncw.edu)
Ms. Carole Reynolds, Administrative Associate, x22523  [reynoldsc@uncw.edu](mailto:reynoldsc@uncw.edu)
IRB and IACUC Information for Undergraduate Honors Projects

If your Honors Project involves research with human subjects (meaning you are collecting information from people, such as conducting interviews or surveys) you should talk with your advisor about how to proceed. Some research involving human subjects must be reviewed and approved by a committee on campus called the Institutional Review Board or IRB. Undergraduate research that will not ever be published or presented at a conference does not require IRB review unless it is conducted off-campus. This kind of research must still be reviewed by your advisor to make sure your human participants receive adequate protection. Honors project research will be published (and we hope presented) so it requires review.

If your research is to be conducted off-campus or if you plan to publish your results or present them at a conference, the IRB must approve the project before you begin contacting subjects. To get started, you will have to identify a UNCW faculty or staff member who is willing to serve as the principal investigator of the project. Please refer to the IRB website for the appropriate forms and online training course you will need to complete. To access the IRB website, go to the Office of Research Services and Sponsored Programs website (http://uncw.edu/ors/index.html) then click “Human Subjects Protection”.

If your research will involve experiments using live, vertebrate animals, a committee called the Institutional Animal Care and Use Committee or IACUC must approve the project before any animals can be used. Please refer to the IACUC website for the appropriate forms and online training course you will need to complete. To access the IACUC website, go to the Office of Research Services and Sponsored Programs website (http://uncw.edu/ors/index.html) then click on “Animal Welfare.”