The Honors Scholars Program
Departmental Honors Hotline! 910-962-4181

Finishing Your Honors (499) Project Successfully: Fall 2009 and Spring 2010 Dates and Logistics

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 3rd; Spring April 27th**) *It is imperative not to wait until the last minute on this.*

2.) **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.

3.) Your defense time, location, and date must be submitted to the Honors office by
Fall: Friday, November 13th Spring: April 16th

Defense must take place on or by Reading Day-- Fall: December 5th; Spring: April 27

4.) **Celebration:** At the Honors Holiday Reception or Honors Graduation Brunch you will be "medallioned" by your faculty supervisor and is a great recognition ceremony to share with your family. The Fall Holiday Reception will take place will take place **Sunday, December 6th from 4-6 in the Burney Center Ballroom**. We must have the number of family who will be attending with you by **Fall= November 13th.** Be sure to RSVP (FACULTY SUPERVISOR AND STUDENT) for the Honors Holiday Reception (Fall) or Brunch (Spring). **RSVP Spring April 16th Spring Medallioning Ceremony, Friday May 7, 2009 8:30 am**

5.) A keepsake **program booklet** will be produced with your picture, abstract, and title. Email a copy of your abstract and title to deanb@uncw.edu by **Fall November 20th; Spring April 16th**

6.) A **head shot,** taken in the Honors Office, must be done by **Fall- November 13th; Spring April 16th**

7.) **Poster:** A poster with your abstract, title and data is to be created for Graduation for Fall and Spring ceremonies. The **Fall Poster is Due November 16th**. **The Spring Poster is Due March 19th.** *In the Fall, the SNUCRCS Conference, on November 21st will be a chance for you to show your work (details enclosed), and in the Spring, all 499 graduating students are showcased at the UNCW Undergraduate Research Showcase, which runs from April 1 through the 16th.*

8.) TWO copies of your **final paper** must be submitted no later than noon on **the last day of exams (Fall: Friday Dec 11; Spring May 4)** on 100% WHITE cotton paper. Submit one extra signed coversheet (so you need at least three signed cover sheets). If you wish to have a personal copy, you will need to have more done.

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

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

All Students must have complete the exit and graduation surveys online: http://appserv02.uncw.edu/SelectSurveyNET/TakeSurvey.aspx?SurveyID=84KKn93K

You may want to check them out in advance to see what you will need to fill out. The Link is on the DH webpage off the Honors Page.

We will have medallions for each of you, and afterwards, you can take them and have them 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 2009!:

____By Hopefully you have Applied to Graduate with the University in December

_____By Nov 13th Head Shot taken in the Honors Office

_____By Nov 13th Defense scheduled and date submitted to the Honors Office

_____By Nov 13th RSVP for Medallioning Ceremony for you, your supervisor and family

_____By Nov 13th Abstract and Title sent to deanb@uncw.edu

_____By Nov 16th Fill out the Online Web Application for Honors and submit

_____By Nov 16th Submit Copies of Paper to Liaison and Committee

_____By Dec. 3rd Have defense done

_____By Dec 11th Have final Paper completed, bound, signed, and in the Honors Office. Final 2 Copies submitted to the Honors Office of Paper

Your Checklist for Completion for Spring 2010!:

____By November 16th Apply to Graduate with the University for Spring 2010

_____By April 16th Head Shot taken in the Honors Office

_____By April 16th Defense scheduled and date submitted to the Honors Office

_____By April 16th RSVP for Medallioning Ceremony for you, your supervisor and family

_____By April 16th Abstract and Title sent to deanb@uncw.edu

_____By April 16th Fill out the Online Web Application for Honors and submit

_____March 19th and April 16th from 4:30-6:00 p.m. Poster presented with Abstract and Title at Undergraduate Research Day, Randall Library*

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

_____By April 27th Have defense done

_____By May 4th Have final Paper completed, bound, signed, and in the Honors Office. Final 2 Copies submitted to the Honors Office of Paper

*Your posters are shown at both the Undergraduate Research Showcase and at Graduation. If you are still working on Data on the 19th, you can do a poster on what you are working on and where you are going and then by April 16th, you can modify the poster to have your completed work for graduation.

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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 basic 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 in your major.

All of you are members for the Honors Scholars Program 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 Program Office, faculty, and staff are here to help you and support you in this final phase of your work. Please know that all honors students 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.

SPSS, SAS, EndNote, Sigma Plot: 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 write csurf@uncw.edu and find our when and how.

Poster Creation and Printing: If you are creating a poster or a visual aid to present your work at a conference or in your department, the Honors Scholars Program 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 some training on poster creation and structure as well.

CSURF Research and Travel Awards: Major funding is provided by the Chancellor's Office and administered by CSURF and the Honors Scholars Program to encourage scholarship among undergraduate students at UNCW. Undergraduate students may apply for funds to assist with costs related to research travel or travel to professional conferences. All students must have a faculty sponsor and faculty members must accompany students receiving awards for travel to professional conferences. http://www.uncw.edu/csurf/StudentResearchandTravelAwards.htm

Faculty and Staff:

Dr. Kate Bruce, Honors Director (Psychology) x3374 bruce@uncw.edu
Dr. Bill Atwill, Honors Associate Director (English) x3679 atwillw@uncw.edu
Mr. Bo Dean, Honors Program Manager x4181 deanb@uncw.edu
Ms. Carole Reynolds, Administrative Associate, x2523 reynoldsc@uncw.edu

Mr. Derek Poku, CSURF/Honors Graduate Assistant (Math) x4181 dop2020@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 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.

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 (www.uncw.edu/orssp/) then click on the Human Subjects Research (IRB) link (bottom left).

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 (www.uncw.edu/orssp/) then click on the Animal Care and Use (IACUC) link (bottom left).