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 7 (no reading day); Spring=May 2). It is imperative not to wait until the last minute on this.

2.) Let Honors know when your defense will be. Submit your abstract, defense time, location, and date when we send you the link to the email “Survey for 499 completion”... due by Fall: ~ November 16; Spring: ~April 15

   Defense must take place on or by Reading Day—Fall: December 6; Spring: May 2

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, 8:15 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 15. 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. You will submit this by via the “Survey for 499 completion” – the link will be emailed to you. Submit by Fall=November 16; Spring=April 15

6.) A head shot for the program book, taken in the Honors Office, must be done by Fall= November 16; Spring= April 15. Come to the Honors Office, 2007 Randall Library.

7.) **Poster:** You will display a description of your project at the medallion 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 15.

   *In the Fall, December graduates may showcase their work at SNCURCS (see Dr Grove- there is not a Fall 2018 showcase @). In the Spring, 499 graduating honors students can showcase their projects at the UNCW Student Research Showcase (date TBA).*

8.) ONE copy of your final paper must be submitted no later than noon on the last day of exams (Fall: Dec 13; Spring May 9) on 100% WHITE cotton paper. Submit one extra signed title page (so you need at least two signed title pages). If you wish to have a personal copy or one for your supervisor, you will need to have more printed. Please also turn in a copy of the Online Availability form. (accessible from the Dept Honors website)

9.) Upload FINAL REFLECTIVE PAPER as a PDF on the Honors 499 exit survey by Fall= DEC 13; Spring= MAY 9

10.) Also, upload a digital copy (.PDF) of your complete honors paper INCLUDING the title page (without signatures, but type in names) when you complete the Honors Exit Survey ... by Fall= DEC 13; Spring= MAY 9.

11.) Your paper may be taken to I-Print in Randall Library and Honors will pay for the binding for the 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 a local engraving company (info at medallion ceremony). Honors will cover that expense.*
Your Checklist for Completion --- Fall 2018 (revised October 2018)

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

_____ Hopefully you have already applied to Graduate in December

_____ Present at the UNCW Student Research Showcase - October or November... date TBA

_____ 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 Medallion Ceremony for you, your supervisor and family (Watch for email to complete Survey Link)

_____ By Two Weeks before defense: Submit Copies of Paper to Committee and to Honors Council Liaison for formatting check.

_____ By Nov 19 Submit poster request if CSURF is printing poster for medallion ceremony.

_____ By Dec 7 Have defense completed

_____ Summer and December graduate medallion ceremony: Fall, Sunday, December 9 12:30 p.m. Burney Center

_____ By Dec 13 Have final Paper completed, bound, signed, and in the Honors Office. Final ONE copy submitted to the Honors Office of Paper (and extra title page). Online Availability Form turned in at same time.


Your Checklist for Completion --- Spring 2019

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

_____ Hopefully you have already applied to graduate in May

_____ By April 15 Submit poster request if CSURF is printing poster (may be earlier if you are presenting at Showcase too)

_____ By April 15 Head Shot taken in the Honors Office

_____ By April 15 Defense scheduled and date submitted to the Honors Office via Survey Link (Watch for email)

_____ By April 15 Abstract and Title sent to Survey Link (Watch for email)

_____ By April 15 RSVP for Medallion Ceremony for you, your supervisor and family (Watch for email to complete Survey Link)

_____ By Two weeks before Defense Submit Copies of Paper to Committee and to Honors Council Liaison for formatting check.

_____ By May 2 Have defense completed

_____ May graduates medallion ceremony: Friday, May 10, 8:15 a.m. Burney Center

_____ By May 9 Have final Paper completed, bound, signed, and in the Honors Office. Final 2 COpies submitted to the Honors Office of Paper (and extra title page). Turn in Online Availability Form too.

_____ By May 9 Complete Honors Exit Survey online. Be sure Reflection Paper is uploaded. Upload pdf of your paper for digital archiving on the survey.
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 for 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 on line at [www.uncw.edu/honors](http://www.uncw.edu/honors)

**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. The graduate assistants can provide training on poster creation and structure as well. Watch for poster-making workshops! Just email csurf@uncw.edu and find our when and how. Check out [www.uncw.edu/csurf](http://www.uncw.edu/csurf) for info.

**CSURF Research Supplies Awards:** It often costs money to purchase supplies for your project—either paid by you, your faculty supervisor or your home department or school. Try your hand at developing a request for funding to help offset those costs. This is a chance for you, the student, to write a mini-grant proposal. Check out [http://www.uncw.edu/csurf/ResearchSuppliesGrant.html](http://www.uncw.edu/csurf/ResearchSuppliesGrant.html) for info.

**CSURF 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 enrolled in 499/491/other research class when the conference is scheduled, 2) have a memo from faculty supervisor that travel is required for the class, 3) be on the program (an author), and 2) have a faculty sponsor who accompanies the student to the professional conference. [http://uncw.edu/csurf/travelawards.html](http://uncw.edu/csurf/travelawards.html)

**Faculty and Staff:**
- Dr. Shawn Bingham, Honors/CSURF Director (Sociology) x27868  binghams@uncw.edu
- Dr. Nathan Grove, Assistant Director, CSURF (Chemistry) x27860  groven@uncw.edu
- Ms. Peggy Styes, Program Manager, x24181
- Ms. Morgan Rilling Alexander, Administrative Associate, x22523
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. However, please note: Honors project research will be published (and we hope presented) so it requires review BEFORE YOU COLLECT DATA.

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://www.uncw.edu/research/ ) 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://www.uncw.edu/research/ ) then click on “Animal Welfare.”