

## BEGINNING THE PROJECT

- ❑ Meet with your faculty advisor frequently to review progress, create action plans and identify any issues. This will prevent any inaccurate expectations. As you begin the project, your faculty advisor and you should agree on a scheduled day/time to meet. To provide for an efficient meeting, create a plan of the discussion points to discuss with your advisor.
- ❑ Compile your research and write the report as you progress through the project. This will prevent a “mad dash” in those final days to write the report. In addition, this method will allow you to provide completed work to your faculty advisor and editorial reviewer in order to evaluate your work and provide feedback. Example: Write the introduction as you begin the literature search.
- ❑ Contact and discuss with your editorial reviewer how they wish to receive the report; either at once or one section at a time.
- ❑ All manuscripts must utilize the approved template. Final submissions that do not use this approved template and formatted style **will not be accepted**. No exceptions!
- Contact your advisor or the Honors Program Coordinator if you need any resources to complete your project (copying, binding, etc.).
- Discuss issues immediately with your advisor or the Honors Program Coordinator. Do not postpone or procrastinate on dealing with issues. It is often a significant reason for frustration and re-work of project tasks. If issues do arise, do not believe that they will be resolved without any intervention.
- Remain focused on the objective of your project. It is often too easy to become “sidetracked” or expand the scope of your research.
- Plan! Plan! Plan! Learn and accept this advice from people who have done what you are doing ... and already made these mistakes. 😊

**BEFORE THE FINAL PRESENTATION**  
WEEK OF MARCH 16

- Contact the Honors Program Assistant for the scheduled day and time of your presentation.
- Confirm your scheduled presentation day/time with your faculty sponsor, editorial reviewer and department chair sponsoring your project.
- Allow 35-45 minutes for your presentation.
- We will provide a laptop, projector and table in each presentation room. You are responsible for reserving any other special equipment.
- You should formally invite the members of the community to your presentation. Remember to include your faculty sponsor, editorial reviewer, department chair and Honors Council (available on the Program website) in your invitation. **Also, invite your friends to support you!** Provide the day, time, room, project title and faculty sponsor to each invited member.
- The details of your final presentation will be promoted before the Colloquium.

**BEFORE THE FINAL PRESENTATION**  
(THREE DAYS PRIOR)

- ❑ Send an email to your invitation list to provide a reminder of the day, time and room.
- ❑ Verify that any additional resources are available for your room. Contact the Honors Program Assistant to alert them of these requirements.
- ❑ Handouts may be provided to your audience. You may wish to provide a printout of your presentation slides.
- ❑ Provide a copy of the draft report to your faculty advisor. **Remember, final editorial changes may be required by your faculty advisor**. Therefore, this submission is not considered the final report ... the final submission is required after the presentation based on the approval of the advisor.
- Practice ... practice ... practice your presentation.

**THE FINAL PRESENTATION DATE**

- Wear professional attire consistent with a presentation to business management.
- At your presentation, you will be provided an envelope containing a checklist of tasks to be completed, the original (signed) project proposal, a release form and an envelope. SAFEKEEP this package.
- Arrive at the presentation room before the scheduled time to setup the room (technology, presentation slides, handouts, etc.) and to breathe!
- At the end of your presentation, remember to thank everyone for attending. It is customary for the student to acknowledge the faculty sponsor and editorial reviewer as well as anyone else that provided a key role in your project. This means a lot to those people ... they will smile and be prideful of you.
- Be prepared to answer questions from the audience on your project.
  - Presentations are videotaped.
  - Your audience is supportive members of your community who truly want you to succeed and achieve. Be professional. Excited. And most of all ...
  - SMILE ... relax, enjoy yourself and have a great experience!

**GOOD LUCK!!**

**AFTER COMPLETING THE PRESENTATION**

- Provide an UNBOUND copy of your final report as well as an electronic version (PDF or Microsoft Word) to the Honors Program Assistant. An electronic copy of your final manuscript will remain permanently on file at the Library for reference.
- Obtain the original, signed proposal form from the Honors Program Coordinator.
- Schedule a meeting with your professor to receive feedback and determine when your final grade will be available.
- Your manuscript and proceeding summary must comply with the templates as available on the website. Submissions will **not** be accepted if they are not in compliance with these standards. This requirement allows for a professional, consistent presentation of all final documents.
- Follow the checklist provided in the package provided on your presentation date.
- Receive the final approval from your professor. To complete this step, your professor must sign the "Course Certification" area (page 5). Also, you must sign the authorization so that the University can archive a copy of your final report and provide a web-accessible copy through the Library website for future students.
- Place the hardcopy of your manuscript in the envelope along with all other signed forms. Submit to the Honors Program Assistant by the deadline.
- Your transcript will reflect the project title (as defined on your proposal form). **If you change the title, please notify the Honors Program Assistant WHEN you submit your final paperwork.**

**CONGRATULATIONS!**