

Honors Project Checklist



General Information

Instructor: _____ Term: SUMMER 2009 (20093)
Student Name: _____ Course #: _____

Initial and date below as the paperwork is submitted and reviewed. Then forward information to the next department.

Contract Approval

- _____ Signed contract from the instructor and associate dean is received in the Honors Office (MS #51) by the deadline date: **A-term - May 21, 2009 / B-term - July 2, 2009 / C-term - May 27, 2009**
- _____ Copies are made and filed. Contract is reviewed and signed (if approved). Instructor is emailed of approval. Checklist, Graduation Application, Sample Cover Page, and Pay/Grade Form are attached to original paperwork and all are returned to the instructor.
- _____ Instructor meets with the student to review process and set up a schedule for future project advisement.

Contract Completion

- _____ Student turns in final project to the instructor by the deadline date.
- _____ Instructor reviews final project and checks for the following criteria:
- ✓ Has been turned in by the deadline date;
 - ✓ Reflects what was proposed on the Honors Contract;
 - ✓ Is representative of outstanding work;
 - ✓ Meets minimum requirement of **2,000 typed words** using 12-point font;
 - ✓ Is stapled together; no plastic or other type of cover is used;
 - ✓ Has proper documentation using the required number of substantial sources
 - ✓ Follows either MLA or APA style format
 - ✓ Is a clean copy, free of typographical, spelling, grammar, and style errors
 - ✓ Includes a cover page that is in accordance with Honors requirement
 - ✓ Has been presented to the class orally
- _____ If approved, instructor signs the contract and forwards all paperwork (including original contract, checklist, and project) to associate dean for approval.
- _____ Associate dean reviews the Honors Project. If approved, the project is forwarded to the Honors Office (MS #51) by the deadline date: **A-term - June 22, 2009 / B-term - August 3, 2009 / C-term - July 30, 2009.**
- _____ The Honors Office receives project and checks for completeness.
- _____ If approved and signed, a letter of congratulations is sent to the student, and an email is sent to the instructor. The original Pay/Grade Form is sent to Human Resources, and the student's name is sent to the Transcript Department.