

## Honors Research Week - April 21-25, 2025

### Honors Week Presenters' CHECKLIST

□ **Deadline 10/31/24**

Send an email to [honors@wpunj.edu](mailto:honors@wpunj.edu) to confirm that you received the Honors Week 2025 checklist and application form.

□ **Deadline 12/1/25**

Submit the "Application to Present at Honors Week 2025" to [honors@wpunj.edu](mailto:honors@wpunj.edu). Your Honors Track Director may require additional documentation.

□ **Deadline 12/1/25**

Submit a photo of yourself to [honors@wpunj.edu](mailto:honors@wpunj.edu) by **12/1/25**. Please write "Honors Week Photo" in the subject line.

□ **Deadline 3/1/25**

Submit a maximum 150 word abstract to [honors@wpunj.edu](mailto:honors@wpunj.edu) by **3/1/25**. Please write "Presentation Abstract" in the subject line. Be sure to email a draft of your abstract to your Track Director for approval by 2/15/24.

□ **Deadline 4/1/25**

Submit a 10-second video of yourself that will be included in a video montage for the Honors Reception.

□ **Deadline 4/3/25**

Schedule an appointment with your Honors Track Director to rehearse your Honors presentation.

□ **Deadline 4/10/25**

Invite faculty members, family, and friends to attend your Honors presentation during Honors Research Week.

□ **Deadline 4/18/25**

Email your PowerPoint presentation to [honors@wpunj.edu](mailto:honors@wpunj.edu). Please write "Honors Week PowerPoint" in the subject line.

□ **Deadline 4/22/25**

Deadline to RSVP for the Honors Reception (the Honors Reception will be held Wednesday, May 1, at 7:00 p.m. in the UC Ballrooms. (Invitations and more information about this event will be sent in March.)

□ **Deadline 5/14/25**

This date is the deadline to submit your thesis project to the Honors College. Your Honors Track Director may request that you submit the completed project to them by an earlier date. Submit your thesis project with the "Thesis Cover Sheet" as the first page. (Projects will be submitted to the Honors College electronically and you will receive specific information about this process in April.

**The following pages contain more details about each of the deadlines. Please read carefully!**

# Honors Week Information

## **Mark your calendar for Honors Research Week 2025:**

***Honors Research Week 2025 will be held in person during the week of April 21-25. Your presentation time will be set based on your spring class schedule and other factors. The exact schedule will be set in late January. We are providing you with the general dates months in advance to give you ample time to make arrangements to present your Honors thesis to the University community.***

### **Monday, April 21**

- Student Thesis Presentations – 9:00 a.m. – 5:00 p.m., UC 168 A/B

### **Tuesday, April 22**

- Student Thesis Presentations – 9:00 a.m. – 5:00 p.m., UC 168 A/B

- Honors Performing and Literary Arts Track (PLA) Presentations – 7:00 p.m. - Library Auditorium

**Wednesday, April 23** - Student Thesis Presentations – 9:00 a.m. – 5:00 p.m. UC 168 A/B

**Thursday, April 24** - Student Thesis Presentations – 9:00 a.m. – 5:00 p.m. UC 168 A/B

**Friday, April 25** - Student Thesis Presentations – 9:00 a.m. – 5:00 p.m. UC 168 A/B

**Thursday, May 1** – Honors College Reception – 7:00 p.m. – UC Ballrooms

## **Deadline 10/31/24**

Send an email message to [Honors@wpunj.edu](mailto:Honors@wpunj.edu) and confirm that you received the Honors Week 2025 checklist and attachments. If you are NOT presenting in April, please let us know.

## **Deadline 12/1/24**

Submit the “Application to Present at Honors Week 2025” to [honors@wpunj.edu](mailto:honors@wpunj.edu). Your Honors Track Director may require additional documentation. Be sure to indicate “Honors Week Presentation Application Form” in the subject line. *Note about signatures: the form must be signed by your Track Director and your Thesis Supervisor (if different from your Track Director).*

## **Deadline 12/1/24**

### **Photo/Publicity**

The photo will be used for the Honors Week program. The photo will be quite small in the program, so a clear headshot works the best. If you do not have a suitable photo, please contact [honors@wpunj.edu](mailto:honors@wpunj.edu) to make arrangements to stop by the office to have your photo taken. We must have a photo of each presenter and you must submit it to [honors@wpunj.edu](mailto:honors@wpunj.edu) no later than 12/1/24. Please specify “Honors Week Photo” in the subject line.

## **Deadline 3/1/25**

### **Abstract**

Please submit a maximum 150 word abstract for the printed program. Examples of abstracts from previous years can be found [here](#). Be sure to look at examples of abstracts that were written by graduates of your specific Honors track. Please draft your abstract and email it to your Track Director for approval by 2/15/25. Once you get approval, email your abstract to [honors@wpunj.edu](mailto:honors@wpunj.edu) and specify “Presentation Abstract” in the subject line.

**Deadline 4/1/25****Video**

Submit a 10 second video of yourself in which you tell us what was best about your track, or writing your thesis, or your Honors experience overall, or show yourself doing research for your thesis. This is optional and you will be provided with more information and instructions regarding the video in February. The videos are included in a montage that will be presented during the Honors reception.

**Deadline 4/3/25**

Schedule an appointment with your Honors Track Director to go over your PowerPoint presentation and rehearse your Honors presentation.

**Deadline 4/18/25****Copy of Presentation**

You must email a FINAL copy of your PowerPoint presentation to [honors@wpunj.edu](mailto:honors@wpunj.edu) by **4/18/25**. Please send only one version of your presentation (the FINAL version). All presentations will be loaded on the computer that we will be using during the Honors Research Week presentations (note that the computer is a Dell, not a Mac). As a backup, you should also save your presentation on a flash drive and email it to yourself. Due to time and equipment constraints, you cannot use your personal laptop. Specify "Honors Week PowerPoint" in the subject line.

**Deadline to RSVP for Honors Reception 4/22/25**

The Honors reception will be held Thursday, May 1 at 7:00 p.m. in the UC Ballrooms. Each student who completed an Honors Track will be publicly recognized. Your family will be invited to attend. Please watch your email for a formal banquet invitation with more details. All presenters/graduating Honors students are urged to attend this event, and we provide several months' notice so that you and your guests have ample time to make arrangements to attend. Invitations will be sent in March.

**Deadline 5/14/25****Thesis Project Submission**

This date is the deadline to submit your thesis project to the Honors College. Your Honors Track Director may request that you submit the completed project to them by an earlier date. Submit your thesis project with the "Thesis Cover Sheet" as the first page. (Projects will be submitted to the Honors College electronically and you will receive specific information about this process in April.)