

HONORS SENIOR CHECK LIST

General Requirements

1. Complete off-campus narrative and budget form with receipts _____ (
2. Financial Report for other funding sources _____
3. Honors Election Binder Complete. Finish remaining of five honors elections and make sure paper work has been handed in. (Two elections required for junior/senior transfers)

4. Complete audit and discuss further requirements with recorder and advisor. _____
5. Complete Honors 498 (formerly Honors 390), senior seminar (winter semester only). _____
6. Foreign Language requirement completed. (111 and 112 level plus one credit course of 205 (for honors students only), or 211 (regular three credit course). You may also place out of the foreign language requirement by placing into 212. If so, be sure to keep the paper work and proof that you placed out of the requirement. _____
7. Complete HON 495 and 496 by finishing thesis _____

Thesis Requirements

Organization:

1. Have a binder with tabs for each part of thesis and requirements. _____
2. Computer files for thesis organized, consistently labeled and dated, on disk _____
3. Back up disks kept consistently _____
4. Codes of Discipline recorded and Lester, Writing Research Papers or equivalent on hand. _____
5. Documentation Style for Discipline APA or Name Date () MLA () Number _____
Footnote() Other _____

Work with Advisor

1. Establish regular meeting times with advisor in discipline (every two weeks) until the thesis is completed. _____
2. Develop notes and questions for advisor meetings _____
3. Keep notes on advisor suggestions and recommended readings filed in binder _____
4. Make check off list for required revisions and changes for each chapter or section _____

Thesis Rough Draft:

- | | |
|----------------------|-------------------------------|
| 1. Title Page | 9. Key Words or List of Terms |
| 2. Signature Page | 10. Introduction |
| 3. Preface Narrative | 11. Chapter One |
| 4. Abstract | 12. Chapter Two |
| 5. Acknowledgments | 13. Chapter Three |
| 6. Table of Contents | 14. Conclusion |
| 7. List of Tables | 15. Bibliography |
| 8. List of Figures | |

Advisor Revisions Completed

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Final Draft Completed

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Thesis Presentation and Final Revision

1. Committee of Readers chosen _____
2. Names of Committee Members _____
3. Requests to Readers made _____
4. Draft of Thesis to Readers _____
5. Thesis Presentation Date established _____
6. Final Revisions of thesis completed _____
7. Thesis submitted camera ready to advisor and honors director _____
8. All other requirements completed according to audit _____
9. All missing paper work tracked down _____
10. Application for Diploma submitted _____
11. Graduation Date established _____