

Presenters' Checklist

Fall 2025 Honors Research Day Presentations

December 1, 2025 – UC 168 A/B

Individual Presentation Times TBA

- **Deadline 10/01/25**
Complete the “Application to Present” form and email it to honors@wpunj.edu with “Honors Research Day Form” in the subject line. Your Honors Track Director may require additional documentation.
- **Deadline 11/03/25**
Submit a photo of yourself to honors@wpunj.edu. Please specify “Honors Week Photo” in the subject line.
- **Deadline 11/03/25**
Submit your abstract to honors@wpunj.edu. Please specify “Presentation Abstract” in the subject line. A draft may be due to your track director by an earlier date.
- **Deadline 11/28/25**
Email your PowerPoint presentation to honors@wpunj.edu. Please specify “Honors Research Day PowerPoint” in the subject line.
- **Deadline 12/12/25**
Submit your Final Thesis project to the Honors College. Your Honors Track Director may request that you submit the completed project to them by an earlier date. (Projects will be submitted to the Honors College electronically and you will receive specific information about this process in November.)

Also, please mark your calendar for the following events:

- Honors Reception – **April 27, 2025** – 7:00 p.m. – UC Ballrooms
 - University Academic Distinction Medal Ceremony – TBA
- (Invitation only; watch your email for updates)

More details and procedures are listed on the following page. Be sure to read the information carefully and follow all instructions. If you have questions, please contact your Track Director or Jan Pinkston (pinkstonj@wpunj.edu). Thank you!

Presentation Information

Deadline 10/01/25

Application to Present at Honors Research Day 2025 (see attached)

- Information will be used in the Honors Research Day program
 - Track Director and Thesis Advisor signatures are required
- Email the completed form to honors@wpunj.edu
- Subject line: "Honors Research Day Application"

Deadline 11/03/25

Photo

- Photo will be used in the Honors Research Day program
 - The photo should be a clear, professional headshot. (Avoid cluttered backgrounds or distracting clothing)
 - If you do not have a suitable photo, contact honors@wpunj.edu to plan to have your photo taken in the office
- Email the photo to honors@wpunj.edu
- Subject line: "Honors Research Day Photo"

Deadline 11/03/25

Abstract

- A maximum 150-word abstract will be used for the Honors Research Day program
 - Examples of abstracts can be found [here](#)
- Email a **DRAFT** to your Track Director for approval
 - By 10/27/25
- Email your approved, **FINAL** abstract to honors@wpunj.edu
 - By 11/03/25
- Subject line: "Presentation Abstract"

Deadline 11/28/25

PowerPoint Presentation

- For use during your presentation on Honors Research Day
- All presentations will be set up on a Dell laptop (you must use the equipment that is provided).
 - As a backup, save your presentation to a flash drive and email it to yourself.
- Email your **FINAL** PowerPoint Presentation to honors@wpunj.edu AND your Track Director
- Subject line: "Honors Research Day PowerPoint Presentation"
- **NOTE that your Track Director and the Honors College will provide you with more specific guidance about your presentation in early November.**

Deadline 12/12/25

Final Thesis Submission

- Submit your Final Thesis to Honors via OneDrive
 - Your completed Thesis Cover Sheet should be included in your thesis as the first page
 - Student signature is required
 - Track Director and Thesis Supervisor signatures are NOT required
- **Specific submission instructions will be sent in late November**

Spring Events

You will be invited to submit a video that will be played at the Honors Senior Reception. You will be invited to the Spring Honors reception and the Academic Distinction Medal Ceremony. Watch your WPUNJ email in the spring for more information about these events.

Additional Important Dates

Honors Reception – 04/27/26

- Monday, April 27 at 7:00 p.m. in the UC Ballrooms
- Students who completed an Honors Track during the 2025-2026 academic year will be individually recognized
- A formal invitation with more details will be sent to you and your family in March via WP email

Spring University Academic Distinction Medal Ceremony for 2026 graduates – date TBA

- Receive your medallion(s) for Commencement
- This is a university-wide ceremony recognizing graduating Honors College students and other high achieving graduates (for students graduating during the 2026 calendar year). Honors students will receive a medallion for completing an Honors Track and may also receive a second medallion for earning a high GPA (*summa cum laude*, *magna cum laude*, or *cum laude*). [Click here](#) to see the University's Latin Honors policy.
- Note that this is an invitation only event. The date and more details will be emailed to eligible students in March.