The Honors College
Student Manual

Instructions Concerning the Requirements to Graduate from the Honors College

Updated Summer 2016
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FOREWORD

The purpose of this manual is to provide information to current and potential Honors College students about the policies and procedures required for graduation from the Honors College at Texas A&M University-Kingsville. In August of each year, a new version of this document will be available which will include any updates to policies which occurred in the past 12 months.

When a student joins the Honors College, the policies in place at that time are the policies which they will need to adhere to in order to graduate from the Honors College.

The policies outlined in this manual have been approved by the Honors College Advisory Council.

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Interim Dean, Honors College

Summer 2016 Edition:
In affect starting Academic Year 2016/2017. Those students starting Honors College classes in Fall 2016, and those students who joined the Honors College previous to the 2016/2017 Academic Year fall under this first manual edition.
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INTRODUCTION

This manual has been prepared by the Honors College at Texas A&M University-Kingsville to outline the Honors College degree-credit and non-credit requirements to graduate from the Honors College. Its primary purpose is to provide uniform standards regarding Honors College requirements to all our students from a wide range of academic disciplines.

Terminology:

Honor College:

- Good Standing in the Honors College – an Honors College student that is not on conditional or probation status.
- Conditional Status – student accepted into the Honors College on a conditional status is a member of the college but does not take Honors credit. (UNIV 1101/1102 is allowed and encouraged.) Conditional status is given to a student that has potential but does not quite meet the Honors College entrance requirements based on the application review process.
- Probation – an Honors College student who’s GPA goes below 3.25 is placed on probation within the college.
- Honors section – an Honors course in which everyone in the course is in the Honors College. The course is designated as honors on the student’s transcript.
- Honors contracts – done individually with a professor for a regular course. To receive Honors credit, a signed contract is made listing an additional project (in addition to regular coursework). The course is designated as honors on the student’s transcript.
- Course Registration Number (CRN) – a 5-digit number assigned to each course; this number is what is needed to register (drop or add) any TAMUK course.
- Course/class – these words are used interchangeably throughout this document.

University-Wide:

- Texas A&M University-Kingsville (TAMUK) – name and abbreviation of the university.
- Mesquite Village West (MVW) – residence hall and home of the Honors College.
- Presidential Scholarships (PS) – a scholarship available to qualified incoming freshman and transfer students who have been officially accepted to TAMUK. The award and amount received is based upon academic merit.
- Commencement – graduation which is held three times per academic year in May, August and December. Multiple ceremonies may be held each commencement day based on the total number of students graduating.
- Academic Achievement Ceremony (AAC) – ceremony where university medals and Honors College stoles are officially awarded to designated students. Medals award is based on institutional GPA and hours at TAMUK. (See graduation check-out section of this manual for more information as well as the University catalog.)
- Student Government Association (SGA) Undergraduate Distinguished Student Award (DSA) – each semester, graduating Honors College students can apply for the Undergraduate Distinguished Student Award from both their academic college and the Honors College. (See graduation check-out section of this manual for more information.)
PART I – REQUIREMENTS

All Honors College students are required to complete a set number of Honors course credits, non-credit events, and complete a Senior Project before graduation. The specifics are outlined in this manual.

COURSE-CREDIT REQUIREMENTS

A. Total Number of Honors Course Credits

To graduate from the Honors College, the student must complete a set number of Honors course credits. Courses taken for Honors credit are based on the individual student’s degree plan and interest. The number of course credits a student has at the time they are accepted to the Honors College is used to determine the minimum number of course credits required to graduate from the Honors College. For example, over the entire degree program timeframe, students joining the Honors College with:

- 0 to 29 credits are required to take 24 hours of Honors course credits
- 30 to 59 credits are required to take 18 hours of Honors course credits
- 60 and above are required to take 15 hours of Honors course credits

The official number of Honors course credits required will be determined by the Honors College and communicated to the student.

B. Grade Point Average (GPA)

To remain in the Honors College, students are required to maintain a minimum GPA of 3.25 each semester, even if a student is not taking Honors courses that semester. The first time a student’s GPA falls below a 3.25, the student is put on probation with the Honors College.

If the GPA falls below 3.25 for two semesters in a row, the student will be notified to meet with Honors College staff to determine an appropriate course of action.

C. Difference Between Honors Course Section and Honors Course Contract

Courses designated as Honors sections are courses taught in ways that transcend the traditional lecture, allowing for more interaction between the students and the faculty member. Only Honors College students are enrolled in these sections. Honors sections are typically lower-level TAMUK courses but if ten or more students need a particular class in the same semester, the Honors College can request an Honors section be created if the academic college and department agree to offer it.
For incoming freshman, UNIV 1101 and 1102 are offered as Honors sections. These UNIV sections contain a heavy concentration of leadership training and community service projects in addition to the standard UNIV curriculum.

Honors contracts are done in TAMUK courses open to all students. The Honors student contracts with the faculty member to receive Honors credit for that course. The contract outlines an additional project (in addition to regular class assignments) which the Honors student must complete to pass the course. These projects are designed to be additional in-depth training into the subject matter of the course. Honors contracts can be initiated in any TAMUK course at any level if the faculty member is willing to work with the student to complete the contract course requirements. (See section I.H Contracts for specific guidelines. Also see Appendix A for the Honors College Contract Form sample.)

D. Per Semester Honors Course Credit

Students should take at least one Honors course (contract or section) each fall and spring semester unless waived by the Honors College staff.

No more than two Honors classes should be taken in a semester, excluding UNIV 1101 or UNIV 1102.

E. Repeating a Course Originally Taken for Honors Credit

If an Honors student decides to repeat a course that was originally taken for Honors credit, the student is required to retake the course as Honors. If the course was originally an Honors section and it is not being offered again in the semester of the retake, the student must do the course as an Honors contract.

The retake does not have to be repeated with the same professor; the contract can be with another Professor. However, even if the course is retaken with the same professor, the Honors contract must be a completely new project. The student cannot submit the same work/project completed in the initial course for credit in the repeated course.

This policy, determined by the Honors College Council and approved by the Dean of the Honors College, is in effect starting Fall 2015.

Repeating a course has implication for Presidential Scholarship students. See section I.I (Presidential Scholarship Requirements) for more information.

F. Double Dipping

Honors students cannot utilize contracts for their Honors College Senior Project work. It would be double dipping if a student received credits toward the total required number of Honors
course credits and for work on their Senior Project. For example, engineering students can no longer do a contract for Senior Design.

However, a research project idea can come from a contract project, but must be advanced for the Senior Project outside of contract work.

The Honors College Council made a ruling on double dipping which was approved by the Dean of the Honors College and set as policy starting Fall 2015.

G. Priority Registration

Honors students have priority registration status which means they can register on the first day of registration in October (for spring semester) and April (for summer and fall semesters).

A month before Priority Registration Day, an Honors College hold will be placed on all Honors College students. Honors students must make an appointment and meet with their individual college Academic Advisors to determine their schedule. Advisors are assigned within the individual colleges and degree plan, so students may meet with a professional staff Advisor or an assigned faculty member. Meeting with the Advisor must be done before Priority Registration Day. Advising meetings are arranged through JNET utilizing the Starfish program. (Go to JNET, Campus Resources, then Starfish under the Quick Link section.) A signed academic advising form should be obtained at the end of the meeting with the Advisor.

Students then need to bring their signed advising form to the Honors College offices and meet with Honors College staff. This must be done before the student can register for courses on Blue and Gold. The Honors College hold will not be lifted until these two meetings are completed.

While at the Honors College meeting, the student and staff will go over the semester schedule in terms of which course(s) could be taken for Honors credit. The Honors College tracks honors credits completed and credits still needed for each student. Utilizing the student’s degree plan and Honors College policies, the student and Honors College staff will map out a plan to fulfill the remainder of their Honors credit hours.

Also students that need assistance figuring out their schedule (days and times) can receive help at the Honor College.

Please note: The Honors College does not advise students on which degree courses to take. This is determined through the expertise of the Academic Advisors in the student’s degree college. The Honors College collects the advising forms to track which courses are being taken. This tracking may allow for an Honors Section to be set-up if ten or more Honors College students are enrolled in a specific course.
H. Contracts

1. Contract Processing Period

Honors contract forms are available in the Honors College office, Mesquite Village West (MVW), room 104. The current form in printable format is also in the form section of the Honors College TAMUK website. (See Appendix A for an example.) The completed form must be returned by the posted date and time. Specific deadlines are set each registration period in which all contract forms must be completed and submitted to the Honors College. This deadline is set per University requirements.

Honors contracts are processed during the first three weeks of the registration period (October and April). Once the student officially registers for the semester, they can pick up the form and speak to their chosen faculty members about doing an Honors contract in their course.

The only Honors contracts that will be processed at the beginning of the Fall and Spring semesters are for those courses with the faculty listed as To Be Announced (TBA) or for international students. Individual cases may also be approved for beginning of the semester processing but only with prior approval by the Honors College staff.

For summer Honors contracts, all must be approved, the Honors CRN created, and student moved into the Honors contract CRN before the first day of each summer session.

2. Blackboard

It is critical that if a faculty member uses Blackboard that the appropriate box on the Honors Contract form be checked. The Honors College will then place a merge request with iTech to link the original CRN and the Honors CRN.

The faculty member does not need to contact iTech or duplicate Blackboard work for the Honors contract. The Honors College takes care of securing a merge between the original CRN Blackboard and the Honors contract CRN.

If there is an issue with Blackboard not working once class starts, the Honors College should be notified immediately. The Honors College will work with iTech to resolve it.

3. Final Approval

The Dean of the Honors College has the right to deny a contract if the process is not followed correctly or if the proposed Honors project is not rigorous enough.

4. Binding Contract

Once a student signs an Honors contract, the project must be completed. If the student does not complete it, either an Incomplete will be assigned (if the Professor is agreeable to this option) or the student fails the course.
However, a student can drop the course if done before the University’s official “Drop with a Q” date. That will cancel the Honors contract. If the Honors contract course is dropped with a Q date, it is up to the student to notify the Honors College of this action.

Important: Once an Honors contract is processed, the student cannot change course sections for the original course. This will invalidate the Honors contract and that designation will not show on the transcript. If the course instructor changed after the contract was process, the student should immediately notify the Honors College staff so the contract can be adjusted.

5. **Steps to Set-up an Honors Contract**
   - Pick up form from Honors College
   - Consult with faculty member
   - If a project is agreed upon, complete the form front and back. “Topic to be determined” will not be accepted for the project description.
   - Make sure the Blackboard issue is addressed
   - Student and faculty member signs the contract
   - Turn the form into the Honors College office by deadline
   - Dean reads and approves all contracts
   - An Honors CRN will be created for the course. This generates “Honors” on your transcript
   - The Honors College will permit the student into the Honors CRN
   - The Honors College staff will notify the individual student to drop original course CRN and move into the Honors CRN
   - The Honors College will make sure Blackboard connections are set-up
   - At the beginning of each semester, the Honors College will email the contract work specifications to the faculty member and the student

6. **Required Contract Progress Reports**

   Once the course starts, there are prearranged deadlines for Honors Contract progress reports. The purpose of the progress report is to insure the students are meeting with the professor and making timely progress on their contract project. See Appendix B for the specific form which the faculty member must sign and the student needs to turn into the Honors College office. A printable version of the form with correct dates will be uploaded to the forms section of the Honors College TAMUK website each semester.

7. **Final Grade**

   Individual faculty determine how they grade their courses and the Honors projects.

   If the student receives an “F” for an Honors contract course, no credits will be received toward the student’s required Honors credit total.
I. Presidential Scholarship Requirements (if applicable)

1. **Hours Per Semester**

   Students who have the Presidential Scholarship (freshman and transfer) are required to take a minimum of 15 hours per each Fall and Spring semester. Generally, Presidential Scholarship funds are not available in the summer or during the intersessions.

2. **GPA**

   The student with a Presidential Scholarship must maintain a 3.00 Institutional GPA over the Fall and Spring Semesters.

3. **Repeating a Course**

   If a student with a Presidential Scholarship repeats a course, those course hours are not counted within the minimum 15 hours required in the Fall and Spring semesters. Ex: a student wants to repeat a three credit class to improve a previously earned grade. They would have to take a minimum of 18 hours for the semester. (Also see section I.E of this manual concerning repeating an Honors course.)

4. **Waivers in Senior Year**

   It is possible to request a Presidential Scholarship waiver for taking less than 15 hours in the student’s last semester. However, this is not automatic and requires approval from the appropriate university offices. If a Presidential Scholarship student will need less than 15 hours in a Senior semester, they need to discuss this with the Honors College staff during registration for their Senior year.

   **Note:** If a student receives a waiver, any changes thereafter to their schedule invalidate the waiver and permission will need to be requested again.

J. University Requirements

- **Lab Safety:** Students in science and art courses are required to do the lab safety training once per year. This is done online and upon completion there is a certificate that can be printed out. Information on how to do this will be provided in the appropriate courses.

- **Dropping a Course:** Each semester, the university sets a “drop with a Q” date. This means that the course is on the student’s transcript but a grade is not counted towards the GPA. It is as if the course was never taken. However, before dropping a course, the student should consult the full drop policy and their Academic Advisor. Dropping a course may have implications on scholarship funding. Students also need to check with financial aid before dropping a course. Students should inform the Honors College if they drop a course in case there is a resulting issue with Honors requirements.
• Drop Policy: Undergraduate students subject to Senate Bill 1231 will be permitted only six (6) non-punitive drops during their undergraduate studies. (This includes any drops done at a community college.) Non-punitive grades included in the maximum number of drops will be identified on the transcript with a grade of QI. Drops (and adds) done throughout the official registration period are not counted in the six non-punitive drops.

• Exclusion Policy: Students can only exclude a grade one time (retake a course for a better grade). Any courses taken beyond two would be averaged in the overall GPA. (This change in policy went into effect with all new admits, including transfers, in Fall 2015.)

• Excessive Undergraduate Credit Hours: Excess credit hours are hours for which the State of Texas will no longer subsidize tuition costs. The maximum attempted hours for a degree are determined by the number of required credit hours plus 30 credit hours if a student enrolled in a Texas public institution of higher education Fall of 2006 or later (45 hours if you enrolled in a Texas institution of higher education prior to Fall 2006).

Note: For more information on these and other university policies, please refer to the current TAMUK Undergraduate Catalog (www.tamuk.edu/academics/catalog/2014-2016/index.html) or the Registrar’s Office website (www.tamuk.edu/registrar).
NON-CREDIT REQUIREMENTS

A. Honors College Senior Project

All Honors College students are required to complete a set number of Honors course credits and complete a Senior Project before graduation. The Senior Project involves research and/or a creative activity which then is presented to the public in two ways: a PowerPoint presentation at an Honors College Senior Project Symposium and a 15-20 page manuscript. Part III of this manual outlines how to complete the Senior Project.

B. Honors College Student Professional Development Program (SPDP)

It is highly recommend that all Honors College students participate in the Honors College Student Professional Development Program (SPDP). The components are 1) Memory File creation, 2) Professional Etiquette Dinner, and 3) Professional Appearance (Dress for Success) workshop. Specific timeframes for completion which are based on the student’s total credit hours are listed below.

1. Memory File Creation
   Set-up – one or two individual meetings; should complete by the end of the first semester of junior year
   (Upkeep throughout the college career done by student, although assistance from the Honors College can be requested)

   Each student in the Honors College needs to set up an electronic memory file (resume/vita) utilizing a specific format. The first step is for the student to meet with the Honors College staff to go over the goals and format of the memory file. This electronic file will be updated as the student moves through their degree and extra-curricular activities while at TAMUK. (It is up to the student to update the Honors College on their activities.) The memory file will provide the student with information that can then create timely and accurate resumes that truly show their potential.

2. Professional Etiquette Dinner
   Recommended to be completed by the end of the first semester of junior year
   Registration deadline is 48 hours in advance

   The University offers several opportunities to attend a Professional Etiquette Dinner. By attending, the student will learn how to network, make a good first impression, keep conversation flowing, and how to dine in a business setting. There is a cost to attend.

   Event Fee Note 1: Once per academic year, the Honors College will schedule an Honors College sponsored Professional Etiquette Dinner event. The Honors College students that attend that specific event will attend free of charge.
Event Fee Note 2: For those students who do not attend the Honors College sponsored session, the entrance fee (approx. $15.00) must be paid by the student.

Event Fee Note 3: Students that attend a non-Honors College sponsored Professional Etiquette Dinner paid by a different group (sport, sorority, student organization) can receive credit for the Honors College SPDP. However, it is the responsibility of the student to notify the Honors College of their attendance which will be verified with Career Services.

3. Professional Appearance (Dress for Success) Workshop
   Recommended to be completed by the end of the first semester of junior year
   Registration deadline is 48 hours in advance

   The University offers an opportunity each long semester to attend a Professional Appearance (Dress for Success) workshop. At this event, students learn about the dos and don’ts of dressing for an interview including accessorizing/grooming for a professional image. There is a cost to attend.

Event Fee Note 1: Once per academic year, the Honors College will schedule an Honors College sponsored Dress for Success Workshop. (Attempts will be made to combine this with the Professional Etiquette Dinner.) The Honors College students that attend that specific event will attend free of charge.

Event Fee Note 2: For those students who don’t attend the Honors College sponsored session, the entrance fee (approx. $25.00) must be paid by the student.

Event Fee Note 3: Students that attend a non-Honors College sponsored University Professional Appearance event paid by a different group (sport, sorority, student organization) can receive credit for the Honors College SPDP. However, it is the responsibility of the student to notify the Honors College of their attendance which will be verified with Career Services.

C. Honors College Orientation

   The day before the Fall semester starts, the Honors College holds a mandatory Orientation. During that meeting, important changes to procedures, new items, upcoming opportunities and deadlines will be announced.

   At this event, students (except freshman) will be asked to complete an activity sheet for the previous year.

   Special instructions will also be given to Honors College students who will graduate within that academic year.
D. Email

Texas A&M University-Kingsville and the Honors College communicate with its students through emails. Each student is assigned a university email. (xxx@students.tamuk.edu) In the Honors UNIV 1101 sections, instructions will be given to link the student email to an individual email (optional).

Missing a deadline because an email was not read is not a valid excuse.

Text within emails may include the following acronyms: HC = Honors College, HCers = Honors College students, PS = Presidential Scholarship students, MVW = Mesquite Village West, and GR = the Great Room at MVW (kitchen and lounge area on first floor).
GRADUATION CHECK-OUT

A. Filing for Graduation

The Academic Calendar lists the dates each semester when a graduating student would apply for graduation and when the application deadline closes. This is done through the student’s degree-granting college. The Honors College does not have an application for graduation.

The colleges have a specific person with whom students have to meet for a final check of their degree plan. This person will make sure the student has all the courses needed to graduate and that all of the requirements have been met. Students should ask their professional Academic Advisor with whom and when they should see this person.

Most of the colleges have a Countdown to Graduation event in which valuable information is disseminated. This includes how to get the actual diploma and that it is the student’s responsibility to get grades from other places posted in time to count for graduation. Honors College students should make every effort to attend these degree college events.

B. Honors College Countdown to Graduation

The Honors College hosts an information meeting at the beginning of the fall and spring semesters. These meetings are mandatory as they cover the final requirements to graduate from the Honors College. The Academic Achievement Ceremony is also discussed.

C. Name Change Deadline

It is up to the individual student to go into Blue and Gold and look to see if their correct address is listed and how their name is listed in the system. How the name is shown in Blue & Gold is how it will be listed on the diploma. The Academic Calendar shows a deadline each semester by which students have to file a form with the Registrar’s Office to make a name change. For example if the student is Tom Smith III, and Blue and Gold lists him as Tom Smith, then “the third” (III) will not be on his diploma unless he files a change of name form. If a student has been married or divorced while attending TAMUK, official documentation must be presented along with the name change form.

If this is not done by the posted deadline, the name cannot be changed later.

D. Honors College Exit Survey

The Honors College requires each graduating student to complete an exit survey. This collects data on the Honors College, courses, events, and requirements. The data is used to help the Honors College to improve services and for data reports required by the university. There is
also a section where the individual can make a comment about their Honors College experience which could then be used (with permission) in recruitment and advertising programs.

The Honors College will also make every effort to have those who voluntarily leave the college to also fill out this exit survey. This is extremely beneficial to the operation of the Honors College.

E. Academic Achievement Ceremony (AAC)

In conjunction with commencement ceremonies, the university holds an Academic Achievement Ceremony. This is where university Latin academic medals are awarded. At this ceremony, the Honors College stoles will also be presented along with the Student Government Association’s Undergraduate and Graduate Distinguished Student Award medals.

The AAC is open to all family and friends to come celebrate the students’ academic achievement. The AAC is organized by the Honors College, but students do not have to be in the Honors College to receive a university medal.

Note: The university academic medals are from TAMUK, so only institution (TAMUK) GPAs and hours completed are used to determine medal eligibility.

The requirements for a University Academic Medal are:

1. Institutional GPA
   3.40 to 3.59 – Cum Laude (Honors)
   3.60 to 3.79 – Magna Cum Laude (High Honors)
   3.80 to 4.00 – Summa Cum Laude (Highest Honors)

2. Student must have 45 institutional hours as of the end of the semester before the student graduates

The month before commencement, invitations for the Academic Achievement Ceremony will be emailed. It will be sent to the “students.tamuk.edu” email address. Cap and gown are not worn to this ceremony, however, business casual dress is recommended.

Honor societies also have cords that students wear to their commencement ceremony. Check with individual honors societies for more information.

For the Fall, Spring and Summer semester commencements, students can apply for the Student Government Association’s Undergraduate Distinguished Student Awards (SGA-DSA). See the SGA website or the Honors College for deadlines, application, and procedures.

Note: Honors College students can apply for the SGA-DSA award from their degree college and also from the Honors College. However, one student cannot win both awards. For more information, see the Honors College staff.
F. Change in Medals

Since the medals worn in the commencement ceremonies are awarded based on the previous semester’s institutional GPA and hours, changes may have occurred after the final grades have been posted. Students who have achieved a different medal can bring their diploma or official transcript listing the final honors designation to the Honors College to get the correct medal. No medal will be changed without the proper documentation.
PART II - OPPORTUNITIES

NON-CREDIT OPPORTUNITIES

A. Leadership

Throughout the year, leadership development opportunities are available both on- and off-campus. Many of these opportunities are free or are paid for by the university. An example is Adelante, a three-day leadership conference held each fall in San Antonio, Texas. The university sponsors a selected number of slots each year and the Honors College is in charge of organizing the students attending. The Honors College makes every effort to inform its students of these opportunities in a timely manner.

B. Community Service

The Honors College will do its best to notify students of community service projects on and off campus. Many of the student groups require its members to be part of community events such as The Bigger Event or Trash Day.

In addition, the Honors College incorporates community service into its UNIV sections, and periodically schedules a community service class open to all Honors College students.

C. Research

Honors College students are highly encouraged to participate in undergraduate research activities while at TAMUK. Students can learn about research opportunities by getting to know their professors, through Honors contract projects, through TAMUK research laboratories, and through announcements. The more and varied research the students participate in, the better!

Another way to get involved in research is through the McNair Research Program or the President’s Undergraduate Research Program (PURP). Both of these programs give an excellent opportunity to work one-on-one with faculty members and get paid to do research. Typically, the student signs up for the program in the spring, does research and required activities during the summer and presents their research in early fall. For more information, please stop by the Honors College office.

In addition, all Honors College students are required to complete a Senior Project before graduation. For more information on this, please see Section III of this manual.
D. Research Presentations

The Texas A&M University System hosts Pathways, an annual student research symposium. The Pathways Symposium rotates each year between the campuses in the TAMU system. It is held in October or early November with online registration in September. Undergraduate and Graduate students present their research through poster presentations.

In addition, TAMUK hosts the annual Javelina Research Symposium in the spring. This poster presentation conference is open to undergraduate and graduate students. Awards are given out at the end of judging.

Additional research presentation opportunities are built into programs such as McNair and PURP.

E. Publication of Research Elsewhere

Honors College students who submit their project for publication, or Faculty Advisors who publish the work of their Honors College student, should notify the Honors College about the publication. Please provide the complete title, the names of authors as they appear on the paper, and the name of the journal.

F. Internships/Shadowing

Honors College students are highly encouraged to complete a minimum of at least one internship and/or shadowing experience while at TAMUK. The Honors College staff can provide helpful suggestions on how to start your search.

G. Honors Housing

1. Mesquite Village West (MVW)

Mesquite Village West - home of the Honors College - is a co-ed residence hall for all students with first priority to Honors students who have been accepted into the Honors College. The four-story, 98,000 square foot building houses 300 beds in two- and four-bedroom suites. Each suite has one or two bathrooms depending on the design and a living room with a kitchenette.

Students in the Honors College are given priority room assignment in MVW. However, the student has to choose to live in Mesquite Village West. The suite format of residence halls is one of the more expensive options so the student (and their family) has to commit to paying for MVW. This is done by designating Mesquite Village West as #1 choice on the housing form.
Students living in Mesquite Village West have individual mailboxes. Students should note that the correct mail address to use depends upon the delivery system.

For **U.S. Postal Service delivery**, use:

- Student Name
- 700 University Blvd.
- Mesquite Village West, room xxx
- Kingsville, TX 78363

For **Federal Express or UPS delivery**, use:

- Student Name
- 1212 West Avenue B.
- Mesquite Village West, room xxx
- Kingsville, TX 78363

Please note: some internet companies do not recognize the West in 1212 West Avenue B address. It has to be forced into the address. (Otherwise you mail will be delivered to 1212 East Avenue B!)

2. **Non-Mesquite Village West Residents**

Honors College students who live in other residence halls or off-campus will be provided access to MVW. These students’ ID cards will be activated each semester so they can use the study rooms, Great Room, kitchen, conference room, etc. located in MVW.

3. **Honors Living-Learning Community (LLC)**

The Honors Living-Learning Community (LLC) is for students who are interested in being a part of Honors College or for those who want insight on ways to excel in the classroom. Activities are done within Mesquite Village West that includes study sessions, special topic discussions and socials. You do not have to live in MVW to participate.

H. **Honors College Student Association (HSCA)**

The Honors College Student Association is the student group of the Honors College. All Honors College students are encouraged to be active members. The Association holds events such as special topic discussions and socials.

The HCSA is run by an Executive Board for which students run for office. The positions on the Executive Board are:

- President
- Vice President (President-Elect)
- Secretary
- Treasurer
- Historian
Underclassman Representative (2) – 0 to 59 hours  
Upperclassman Representative (2) – 60+ hours  
College Representative (5): one each from Dick & Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences; College of Arts and Sciences; College of Business Administration; College of Education and Human Performance; and the Frank H. Dotterweich College of Engineering.

For more information on these positions and the election process, please see the HCSA section of the Honors College website.  [www.tamuk.edu/honors](http://www.tamuk.edu/honors)

Check for posters throughout the building, emails (HC – Events) and notices on the Honors College bulletin board outside the office for information on upcoming events.

I. University-wide Honor Societies

The Honors College hosts several university-wide Honor Societies. Currently it has the records for:

- Alpha Lambda Delta, a first year honor society (freshman and transfers) (3.50 GPA and top 20% of university class)
- Golden Key International Honour Society for sophomore, junior, senior and graduate students (top 15% of university class)
- Phi Kappa Phi (top 7% of juniors, top 10% of seniors and graduate students)

The university has several other degree specific honor societies that are hosted by individual colleges. The Honors College has a list of all honor societies at TAMUK.

Generally for honor societies, students have to be invited to join. Each organization has specific guidelines and criteria for receiving an invitation to join.

J. Scholarships

The following scholarships are available through the Honors College:

- J. Phillip and Jo Ann McCormick Leadership Scholarship (one year) – open to Honors College students who have clearly distinguished themselves through exceptional demonstration and application of leadership skills and dedication in their communities, churches, schools, clubs, athletic endeavors, with fellow students and the University itself. Students must apply and be accepted into the Honors College before the scholarship can be awarded.

- Bill and Judy Colston Honors Scholarship (one year) – open to officially enrolled Honors College students obtaining a degree program in the College of Business Administration or the Dick & Mary Lewis Kleberg College of Agriculture, Natural Resources and Human Sciences. Student must have completed 60 semester credit hours to apply.
• Frank H. Dotterweich & June Smith Dotterweich Memorial Trust Honors College Scholarship (up to four-year undergraduate scholarship as long as 3.50 cumulative GPA is maintained) – Open to first-time Engineering students and new transfer Engineering students.

• Mesquite Village West Housing Waivers (one year) – availability and amount depend on annual funding (not guaranteed). Only Honors College students living in Mesquite Village West will be award a waiver (if funding is available). For new students to be considered for the waiver, the student must apply to the Honors College through its application process, be officially accepted into the Honors College by July 1, and be assigned by housing to Mesquite Village West by July 15.

The amount of awards each year is based on funding availability. For application deadlines and other information, please contact the Honors College.

K. Student Travel

1. University Rules for Off-Campus Travel

Texas A&M University-Kingsville has specific rules for student travel off-campus. The rules include day trips and overnight trips. For complete information, see Http://www.tamuk.edu/dean/travelprocedures.html

Part of official approval to travel for students is a require set of student travel forms. These must be submitted to the Dean of Students two weeks prior to departure on the trip. A copy of these forms (signed by the faculty member) should also be provided to the Honors College. The forms can be found at http://www.tamuk.edu/studentorganizations/forms.html

2. Applying for Travel Funds from the Honors College

Each year, the Honors College has a small amount of funds to assist with student travel to professional conferences. Students can apply for partial funding assistance through the Honors College office. Funding is awarded on a first-come, first-served basis, thus apply early even if the conference is late in the academic school year. If approved, out-of-state travel will be awarded up to $500 and in-state travel will be awarded up to $250.

Students who have had papers accepted for presentation or identified a conference as a good professional development component to their degree studies and wish to apply for Honors College travel funds, should complete a student travel assistance packet. The packet consists of:

a. The student should provide the Faculty Advisor name and contact information who is ‘sponsoring’ the proposed trip (such as the faculty member traveling with the student or serving as a co-author on an abstract/presentation submitted by the student).
b. Written essay by student about the conference (conference title, location and dates), what they will be doing at the conference (presenting or just attending), and how this applies to their degree study.

c. Create a budget for the conference listing all estimated expenses. Include on the budget any funding already secured. Items that should be included in your budget are conference registration fees, travel (plane or car), hotel estimates, food, incidentals (taxis to/from airport to hotel, tips, etc.)

d. A copy of the conference information from the conference webpage including the URL.

e. A conference agenda (if available) should also be given to the Honors College office before the conference.

Once the request is submitted, the Honors College will evaluate the request and confirm with the student if funds are available for their travel.

**Note:** All travelers needs to be aware that the U.S. Government sets per diem rates each year for several travel line categories. Reimbursement under line categories cannot exceed these published rates. (Example: published per diem rate for dinner is $25 and the receipt for dinner is $29 plus tax. The traveler will only be reimbursed $25 under the dinner category.)

### 3. Travel Fund Distribution

Upon approval of travel funds from the Dean of the Honors College, fund distribution is handled one of two ways (faculty Travel-Card or student makes own arrangements):

a. Faculty members who made the travel arrangements for the Honors College student using Concur and their Travel-Card: Upon completion of travel, the faculty member contacts the staff of the Honors College to get an account number to process the agreed upon amount of travel funds.

b. Students who make their own travel arrangements must:
   - attend a travel consultation meeting with the Honors College six weeks prior to departure
   - provide required reimbursement documents
   - travel receipts must be turned into the Honors College within two weeks after completion of travel

**Note 1:** Failure to attend the Honors College travel consultation meeting or turn in the university-required travel forms two weeks before travel will result in cancellation of the travel funds.

**Note 2:** Students need to be aware that reimbursement of the agreed upon travel funds may take two-to-three months upon successful filing of reimbursement documents.
L. Application Assistance

Students in the Honors College should have a current memory file created at the Honors College. This greatly helps when applying for internships, graduate/professional schools or even scholarships.

Those students completing a formal application can make an appointment with the Honors College for assistance with the application process. We will proofread essays, personal statements, and other components of the application upon request of the student. We will not write things for the student, but we can serve as a sounding board for ideas.

In addition, the Honors College staff knows numerous tips to prepare you ahead of application time. Plan to visit with the Honors College staff the year before the application is due.

M. Recommendation Letters (How to Ask for Them)

Honors College students should get to know their professors. If they don’t know the individual and what he/she is interested in, they cannot write an effective letter. Other people to approach about letters of reference are community members who can speak in detail about the student’s leadership qualities or community service efforts.

Never put a person’s name down as a reference and then ask them to do this.

A student should approach the faculty or staff member in person ahead of application time. The discussion needs to include what the student is applying for and why. Once the student achieves the reviewer’s buy-in, print out the page of the application about the reference letters or provide the website to the reviewer.

Once the application process is started, the student should supply the reference person with copies of the student’s personal statement and updated resume. It is also helpful to supply to whom the letter should be addressed.

If there is a deadline for reference letters, tell the person that up front. If everything in the application must be submitted together, give the reviewer a deadline of a week before the actual deadline. Ask them to seal the reference letter in an envelope and write their name across the envelope seal.

If the application requires an on-line reference letter, ask the person for their contact information so it can be entered into the system. The student should still provide the reviewer with an updated resume, personal statement and the website URL.

Once the application is in, send a written thank you to the reference person.
When the student hears the result of the application process, follow up with the reference writer. They already have a vested interested and would appreciate knowing the outcome. No matter the results, good or bad, the student should also consult with the reviewer on what could or should be done next.

N. Mock Interviews

The Honors College staff offers mock interview opportunities, whether it is for an in-person interview (single or panel) or a telephone interview. Students can practice for any type of interview – scholarships, jobs, internships, office elections, and graduate/professional schools.

When an appointment is made with the Honors College to do the mock interview, the staff will need to know about the place where the student has the interview and for what position. Pre-mock interview instructions will be given at that time. After the mock interview, feedback will be provided.

O. Honors Workshops

From time to time, the Honors College will present a special topics workshop of interest to its students. Students will be notified by email of the topic, date/time and location of the workshop. These workshops will be professional development in nature and would benefit students, not only on their resume, but in achieving the next step in their academic/employment goals.
PART III – SENIOR PROJECTS

All Honors College students are required to complete a set number of Honors course credits, non-credit events, and complete a Senior Project before graduation. The Senior Project involves research and/or a creative activity which then is presented to the public in two ways: a PowerPoint presentation at an Honors College Senior Project Symposium, and a 15-20 page manuscript. Part III of this manual outlines how to complete the Senior Project.

GETTING STARTED

A. Choice of Subject/Project Faculty Advisor

Selecting an appropriate research topic is one of the most significant aspects of an Honors College Senior Project. The topic should be the result of thoughtful consultation and cooperation between the student and the project Faculty Advisor/mentor. The Honors College Dean and staff can also provide consultation, if necessary, to students who are struggling to determine a researchable topic.

Once the student determines the type of Senior Project and its topic, a project Faculty Advisor/mentor is needed to oversee the project, and sign off on the proposal and final manuscript. If the student does not have a faculty member already in mind, they should consult with the Honors College Dean.

B. Using Previously Presented Research

Research created through McNair, President’s Undergraduate Research Project (PURP), or for presentation at a conference can be adapted for the Honors College Senior Project with the approval of the Dean of the Honors College. However, the exact same project cannot be presented. Previously presented research must be updated, modified, or extended in order to satisfy the Honors College Senior Project requirement. As part of their PowerPoint presentation and manuscript, the student must verify how the Honors College project is different from the previous presentation(s).

This policy was established by the Honors College Council and approved by the Dean of the Honors College for implementation starting Fall 2015.

C. Engineering Senior Projects

Honors College students in engineering degree programs are allowed to use their engineering group Senior Project for their Honors College Senior Project with the following adjustments:

1. Approval is obtained by the Dean of the Honors College once the project has been determined by the engineering group.
2. One component of the group project has to be headed, and the majority of the work on that component performed only, by the Honors student.

3. That component is what the student presents to satisfy Honors College requirements.

Example: A group of engineering students designed and built a Pinewood Derby Race Track for the Boy Scouts. An Honors College student on that project was in charge of the timing system for the track. (Everyone on the project touched the timing, but the Honors College student was the lead/expert.) The student presented a brief overview of the whole group project and then gave the specifics of how a timing system is designed, bought and installed for what the group was trying to do.

Important Note: As of Fall 2015, Honors students cannot utilize contracts for their Honors College Senior Projects. The Honors College Council determined that would be “double dipping” if a student received credits toward the total number of Honors course credits and for work on their Senior Project. However, a research project idea can come from a contract, but must be advanced for the Senior Project outside of contract work.

Therefore, starting Fall 2015, engineering students cannot receive Honors course credit for Senior Design courses.

D. Project Proposals: Preparation and Submission

The research proposal is a description of the research which the student intends to undertake for their Honors College Senior Project. The nature of the problem to be examined, the status of current research relating to the subject under consideration (literature review), the research method and the importance of the projected work should be carefully and succinctly narrated in the proposal.

Honors College students are required to turn in a complete and signed project proposal by the deadline set for each semester.

Specifics pertaining to the proposal can be found in Appendix C. Please note that the signature page must be printed out on one page.

E. Human Subjects In Research

It is the concern of Texas A&M University-Kingsville that no research sponsored by, supported by, or conducted at TAMUK by its faculty or students exposes persons who participate as subjects to unreasonable risks to health, general well-being, or privacy.

Students' research projects which involve human subjects must be conducted in compliance with the University policy for protection of human subjects. The Institutional Research Board (IRB) is the approval authority for human subjects for Texas A&M University-Kingsville. Students planning such projects must consult their Faculty Advisors about
University human subjects’ regulations before they begin any research activities which involve human subjects. Further information about these regulations is available at 
http://www.tamuk.edu/osr/IRB.html

In planning research projects which involve human subjects, students should consult appropriate published codes regarding the protection of the rights of research participants.

F. Animal Subjects In Research

Texas A&M University-Kingsville takes responsibility for humane care and treatment of animals used in research projects. The university is committed to comply with the Principles for Use of Animals, the Guide for the Care and Use of Laboratory Animals, the Provisions of the Animal Welfare Acts, and other applicable laws and regulations.

In planning research projects which involve animal subjects, students should consult the appropriate published guides for the care and use of laboratory or experimental animals. The Institutional Animal Care and Use Committee (IACUC) is the approval authority for animal subjects for Texas A&M University-Kingsville. Further information about these regulations is available at http://www.tamuk.edu/osr/IACUC.html
DURING THE RESEARCH PROCESS

A. Required Honors College Workshop(s)

As part of the Honors College Senior Project process, students are required to attend a workshop on “How to Create an Abstract.” This workshop will provide students with the requirements and format, as well as tips on abstract creation. An abstract is part of the Senior Project manuscript and the abstract will be posted on the Honors College website upon completion and approval of the manuscript.

B. Honors College Senior Project Progress Report

Throughout the semester in which the student is working with their project Faculty Advisor, scheduled progress reports are due from the faculty member. The purpose of the progress report is to insure the students are meeting with the professor and making timely progress on their Honors College Senior Project. There is a specific form which the faculty member must sign and the student needs to turn into the Honors College office. The current form in printable format is in the forms section of the Honors College TAMUK website. (See Appendix D for an example of the Honors College Senior Project Progress Report form.)

C. Plagiarism

Warning: Plagiarism is a serious violation of academic misconduct and students are subject to disciplinary action. For further information, refer to the Student Handbook. http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf

D. Selection of Manuscript Style

The style and format of project manuscripts vary widely according to academic discipline, yet there are standards common to all scholarship. The style of the manuscript should be the decision of the student's Honors College project Faculty Advisor and in line with any guidelines of his or her department. The project Faculty Advisor may also choose to utilize an appropriate style guide outside of their discipline such as the American Psychological Association (APA), Modern Language Association (MLA) or Chicago Manual of Style.

If the project faculty mentor decides to use the style of a single scholarly journal well known in the major field as model for the Honors College Senior Project, the completed project manuscript must conform as closely as possible to the general format and organization of a published article in the designated journal. If a journal employs a wide variety of styles, then one article from that journal should be selected and its style consistently followed.

The model chosen for style and format must be noted on the signature page of the proposal.
The only exceptions in style and format are those imposed by the Honors College for all preliminary pages.

Consistency of style and form should be the rule throughout the project manuscript.

E. Selection of Software for Presentation Slides and Manuscript

It is recommended to use Word and PowerPoint software. Other presentation formats (Google, Apple, Prezi, etc.) may not work during Symposium presentations.

F. Literature Review

A literature review requires determining the status of current research relating to the subject under consideration. Students need to search databases for reports of original research and related theoretical literature, analyze these particular types of literature, and then construct a cohesive narrative of the review. (This is beyond using encyclopedias, Wikipedia and mass/social medias.)

The literature review in the manuscript may simply be a summary of published information in a particular subject area or it may summarize pertinent information and then provide a new interpretation of results based on the compilation of resources.

The process of reading and evaluating the literature in a particular subject area provides the student with a greater understanding of the subject and a comprehensive knowledgebase that will be important when analyzing data, assessing outcomes and formulating a conclusion.

Honors College students working on Senior Projects need to coordinate the literature review process with their project Faculty Advisor. Like manuscript styles, literature review processes vary between academic disciplines.

For more information on what a Literature Review is and the process to write one, the following is a good tutorial: http://www.lib.ncsu.edu/tutorials/litreview/

G. Using Tables, Figures, Photographs

Quality reproduction and clear legibility must be emphasized. Broken type or faint print is not acceptable. Xerographic copies with dark or blurred lines or dark edges are not acceptable.

Reduction of tables, charts, figures, etc., must be large enough to be easily legible.
1. **Tables and Figures**

Presentation of tables and figures referred to in the text should follow their first mention as soon as feasible. A short table or small figure may be placed on the text page itself. A full-page table or figure should be placed on the page following the first reference to it. However, if the style chosen by the Faculty Advisor for the manuscript (or journal style) require tables and figures to be placed at the end of the text, that is allowed. In this case, each table and/or figure should be placed on a separate page.

Each table or figure in the main body of the project manuscript must have a separate number and a title. These must be entered in the List of Tables page or the List of Figures page. The numbering, wording, and pagination of titles and headings must be the same size, style, and font as in the manuscript. Tables and Figures are to be numbered consecutively throughout the manuscript. A List of Figures page or a List of Tables page is not necessary if the project manuscript contains only one figure or table.

Titles should be concise but should also clearly describe the content of the table or figure. No two titles should be identical in wording. Placement of titles should follow the style and format of the journal which is being used as a model for the manuscript.

If a student is using data from a published source, the data should be cited either under the table/figure or within its title. This allows the table/figure to “stand alone.” The citation format to be used is determined by the style guideline being used for the manuscript.

Color is acceptable in figures and tables.

2. **Photographs**

Photographs with dark backgrounds should be avoided. Digital pictures must be of the quality accepted by journals in the student’s discipline.
PRESENTATIONS

A. PowerPoint Slides/Practice

1. Slide Information

Once the Senior Project work is completed, the student must present their findings through a PowerPoint presentation. Time limits for presentations will vary based on the number of students/presentations that semester. Before creating their PowerPoint presentation slides, the student needs to get Honors College confirmation of the time limit restrictions for the semester in which they are presenting.

Students will submit their PowerPoint slides to the Honors College Dean via email for review according to the Senior Project deadlines listed for each semester. The appropriate semester deadlines are listed on the Honors College website under Senior Projects.

Each PowerPoint presentation is required to have the same information on the first slide. An example of the title slide can be found in Appendix E.

2. Practicing the Presentation

Honors students are required to attend at least one practice session prior to the Honors College Senior Project Symposium. At the PowerPoint practice session, the presentation will be timed and feedback will be given from Honors College staff and fellow students. The feedback is very important in the timing versus number of slides for the presentation. Students that go over the allotted time may be required to update their presentation and return for additional presentation practice(s). Also, any student can request additional practice sessions with Honors College staff prior to the symposium.

Please note: After this first practice, the title of the student’s presentation should not be changed. The project’s information will be printed in the symposium program according to the information listed on the first PowerPoint slide.

Feedback should be incorporated into the student’s PowerPoint slides/presentation. The finalized slides must be sent to the Honors College via email no less than two days prior to the date of the symposium. No changes are allowed after that submission.

B. Senior Project Symposium

The Honors College Senior Project Symposium will be held every semester several weeks prior to graduation. Each student completing the Honors College requirements will present their PowerPoint presentations at this symposium. Texas A&M University-Kingsville faculty and staff are invited to attend, as well as the student’s family and friends.
All students presenting their Senior Projects are required to stay through the entire Honors College Senior Project Symposium, even if it is a two-day event. A class picture will be taken after the last presentation.

It is also recommended that each student bring a digital copy of their slides to the symposium. Student should also be prepared to participate in discussion/question answer sessions after the presentation of each paper.
PROJECT MANUSCRIPT

The finished project manuscript must reflect a comprehensive understanding of the pertinent literature and express in clear and readable language the method, results and significance of the student's research. The length of the completed manuscript should be at least 15 pages, but not greater than is necessary to present all pertinent information. This length will, of course, vary according to research topic and academic discipline.

A. Format

1. Margins

All typing must be 1 inch on the left, 1 inch on the right, and a 1 inch on the top and bottom of each page, except for the page number, which is placed one-half inch from bottom center of the page.

All computer data, illustrations and tables in the manuscript, must conform to the margin requirements in every way.

2. Justification

Justified right-hand margins may be utilized in project manuscripts only with standard internal spacing (i.e. regular and consistent spacing between words in the text).

3. Spacing

The narrative text should be typed 1 ½ space or double space. Mixing these spacing types is not acceptable.

Single spacing is used only for such specific and appropriate purposes as long, blocked, and inset quotations; footnotes; endnotes; heading and texts for tables/figures; and itemized or tabular materials. Any quotations of four or fewer typed lines should use the same spacing as the narrative text.

4. Font (Typeface Specifications)

If a journal is used as the model for the manuscript, the student must not attempt to copy that journal's use of various sizes and styles of type. Uniformity and legibility of typeface are still the primary concerns with the 12 point size letter being standard. Script, italic, block or any other unusual typeface is not acceptable for the main body of the text. Times New Roman 12 is the recommended font for the Senior Project manuscript.
In most cases, the same type must be used throughout the manuscript; mixing of type is not acceptable. If available, however, italic type is acceptable for those words and/or short phrases which would be italicized in a published format. Underlining provides the same emphasis. Bold face type is acceptable for titles and captions but should be used sparingly and with discretion.

5. **Footnotes/Endnotes**

Footnotes should be placed at the bottom of the page where it is indicated. However, if the style chosen by the Faculty Advisor for the manuscript (or journal style) requires endnotes, that is allowed.

6. **Pagination**

Every page in the manuscript (except the Title/Approval page) must be numbered. The Title page is considered to be page i, but no pagination numeral is shown on this page.

Preliminary pages: Lower case Roman numerals (ii, iii, iv, v, vi, etc.) are used to number the preliminary pages. These pages are numbered at the bottom center of the page. The first numbered page is the Abstract page, which is numbered ii, and follows the unnumbered Title/Approval page.

Text and Supplementary pages: Arabic numerals are used in numbering all text and supplementary pages. The first page of the narrative text begins with the numeral 1, and the numbering runs consecutively to the end of the manuscript.

7. **Placement of Page Numbers**

All page numbers should be numbered at the bottom of the page, centered half an inch above the edge of the page.

B. **Preliminary Pages (First Part of the Manuscript)**

All preliminary page titles are centered at the top of the page, and are typed in all capital letters. This format overrules any differences in format or layout followed for a specific journal.

Preliminary Pages are to appear in the following order:
- Title/Approval page
- Abstract (the first numbered page, ii)
- Dedication page (optional)
- Acknowledgments
- Table of Contents
- List of Tables (if more than one table is used)
- List of Figures (if more than one figure is used)
1. **Title/Approval Page**

The signature page for the project manuscript must follow the style, spacing, and form of the example shown in Appendix F.

The title is typed in capital letters, double spaced (if the title is more than one line in length), and centered within margins.

There is no page number on the Title page (although it is considered to be page i).

The full legal name of the student typed in capital letters.

The appropriate month and year when the degree will be awarded must be shown at the bottom of the Title page.

The name of the faculty mentor and the Honors College Dean should be typed under the signature space.

2. **Abstract**

The Abstract Page must follow the style, spacing, and form of the example (Appendix G). The Abstract, which is placed immediately after the Title/Approval page, is the first numbered page, ii. The text of the Abstract must not exceed 250 words in length unless journal specific guidelines are followed. Abstracts generally do not have citations. Abstracts should succinctly summarize the content and scope of the project. The abstract will be added to the Honors College website to showcase what projects the Honors College students have participated in while attending TAMUK.

Numbering of pages starts with the Abstract page (ii).

The word ABSTRACT is centered at the top of the page within the margins and is typed in capital letters.

The title of the project is typed two spaces below the word ABSTRACT in upper and lower case letters and double-spaced (if more than one line in length). The title on the Abstract must be exactly the same as the title on the Title/Approval page.

The date of graduation (same date as shown on the Title/Approval page) must be shown on the Abstract page. It is placed in parentheses (double spaced) below the title.

The student's full legal name, as listed on the Title/Approval pages, is listed one double line space beneath the date of graduation.

The name of the faculty mentor is listed one double space beneath the student’s name.
An electronic copy (DVD, USB, email, etc.) of the abstract should be submitted with the signed project manuscript to the Honors College. Electronic abstracts are accepted in Word format only.

3. **Acknowledgement Page**

Students should acknowledge the assistance of people who helped them complete this Honors College Senior Project. Examples of people to acknowledge are their project Faculty Advisor, any graduate assistants involved, the Honors College, and other individual faculty, staff, and/or family members who helped the student get to this point in their academic career.

If previous version(s) of this research were presented elsewhere, that should be listed (previous title, conference/symposium name, date and location).

4. **Table of Contents**

The Table of Contents indicates the major divisions (i.e., chapters or sections) and principal subheadings of the project and the beginning page number of each section. See Appendix H for a style format.

Preliminary pages do not have to be listed in the Table of Contents; however, if they are listed, the listings must start with the Abstract (ii) and must include all preliminary pages. Inclusion of the Table of Contents page itself is optional.

All major divisions of the narrative text (i.e., chapters or sections) and principal subheadings (when appropriate) within each chapter or section must be listed in the Table of Contents. The subordination of the subheadings should be indicated by appropriate spacing and indentation.

All supplementary pages (reference section and appendices if any) must be listed in the Table of Contents.

The numbering, wording, and pagination of titles and headings must be exactly the same in the Table of Contents as they are on the pages of the project. NOTE: All page numbers are right-hand justified in the Table of Contents.

5. **List of Tables/List of Figures**

Table, figures, and photographs should be listed in a separate ‘List of Tables/ Figures.’ This is a separate page from the Table of Contents.

C. **Text (Second Part of the Manuscript)**

Note: The manuscript page requirement is 15-20 pages, starting at the first text or narrative page and includes the references. The front matter and appendices are not counted in the overall page total.
1. **Narrative Text**

The narrative text may be divided into chapters or sections. The conventional style of the student's academic discipline or a journal model can help determine which system is most appropriate.

Each chapter or section begins on a new page. The title of the chapter or section is typed in capital letters and is centered at the top of the page. This format overrules any differences in format or layout followed for a specific journal.

Text pages are to appear in the following order:
- Introduction
- Review of literature
- Main narrative body
- Conclusion and/or summary

2. **References**

References are also called bibliography or literature cited.

Each project manuscript must contain a formal reference section. The reference list should be accurate and the format should be consistent for each reference listed. The literature cited section should include only those sources included directly in the text of the manuscript.

If the student wishes to list general references consulted and used as background study, these may be listed in a separate subdivision of the References section. Background materials listed should follow the bibliographic style used if a specific journal is targeted.

D. **Supplementary Pages (Third and Final Part of the Manuscript)**

All supplementary page titles are centered at the top of the page, and are typed in all capital letters. This format overrules any differences in format or layout followed for a specific journal.

An appendix section can be added to the manuscript if supporting documents or examples of forms will enhance the understanding of the project. Surveys approved by IRB and utilized in the project should be presented in the appendix section. No new concepts should be in this section of the manuscript.

If you have more than one appendix, they should be labelled starting with Appendix A and so on utilizing letter designations. The order of the appendices is based on first citation of the information within the manuscript text.

Once that information is assigned an appendix letter, any subsequent mention of the information in the text should also include a mention of the appendix. For an example, the Honors College Student Manual’s section I.C mentions the Honors contract form and it is
assigned the designation Appendix A. Later in the manual’s section I.H.1 the steps to complete the Honors contract form are outlined. Section I.H.1 should include a reference to the already assigned appendix typed as (See Appendix A.)

E. Printing of the Manuscript

Xerography, offset, and clear originals produced by word processor printer are the only acceptable methods of reproducing copies of the project manuscript.

Quality reproduction and clear legibility must be emphasized. Broken type or faint print is not acceptable. Xerographic copies with dark or blurred lines or dark edges are not acceptable.

A final hard-copy must be submitted for final approval by the Honors College Dean on regular copy paper. It is the responsibility of the student to secure an original signature from the Faculty Advisor(s) before submitting to the Honors College for final approval.

F. General Checklist

- General neatness and readability. No interlineations, crossing out of letters or words, strike-overs, corrections made with liquid paper, or extensive erasures are acceptable on final manuscripts submitted to the Honors College.

- Consistency of style and format throughout the manuscript

- Title/Approval page and Abstract page, including:
  1. Style, spacing, and format
  2. Double-spacing of titles over one line in length
  3. Correct month (May, August, December) and year of graduation
  4. Full legal name of the student
  5. Original signature(s) of faculty mentor
  6. An electronic copy (USB/email) of abstract provided to the Honors College in Word only

- Exact correspondence of titles and page numbers of items in the Table of Contents, List of Tables, and List of Figures with the same titles and page numbers in the text.

- Style and spacing of appropriate sections within the manuscript, including:
  1. Major divisions: Each major division (e.g.: Abstract, Acknowledgments, Table of Contents, List of Tables, List of Figures, References, etc.) is typed in capital letters and centered at the top of a new page. Each chapter or section heading or title is also a major division which is typed in capital letters and centered at the top of a new page.
2. Subheadings: There must be consistent subordination of subheadings within each chapter or section. Subheadings are the further division within each chapter or section and do not start on new pages and are not typed in all capital letters. The standard placement of subheadings is either flush left or centered.

3. Table of Contents: Major division and principal (or first-order) subheadings must be listed on the Table of Contents page. The page number for the Table of Contents is centered at the bottom of the page.

- If a journal is used as a pattern or model for style and format, that journal is listed as a footnote at the bottom of page 1 only.

- Style and placement of figures and tables within the manuscript (following as closely as is practical the format of a journal).

- Consecutive numbering of tables and figures throughout the manuscript.

- Reference system (following as closely as is practical the system of the journal cited).

- No typing outside the margins.

- No liquid paper or visible corrections on copies submitted.

- Numbering of every page in the manuscript starting with Abstract page (ii).

- Proofread for correct spelling and grammar.
Note 1: Highlighted areas will be changed for each contract registration period. See forms section of the Honors College TAMUK website to print out the current version of this form.

Note 2: This form should be printed one page front to back.
COURSE CONTRACT FOR HONORS CREDIT

To get Honors credit for a non-honors class, the student must first consult with the Honors College. The student then contacts the course instructor. The faculty member will determine the work to be completed for Honors credit. That work must be outlined on this form. The faculty member and the student sign this form. Honors credit will be extended by the Honors Dean upon approval of the completed form.

DEADLINE: 5:00pm, November 14, 2016 to Honors College, MVW, Suite 104. Please note: Incomplete and/or late forms will not be accepted by the Honors College.

Student’s Name: ___________________________ K-Number: __________________

This contract is proposed for:
Fall:______ Spring:______ Summer:______ Intersession:______

Complete as listed on the TAMUK Course Schedule:

Course Title (Lecture):_____________________________________________________

Course (Letters and Numbers):______________ Section (3 numbers):_________

CRN (5 numbers):______________ Credit Hours: _______________

Instructor’s Name: _______________________________________________________

Time: _______________ Days: _______________ Where: ________________

(To be completed by HC):
Lecture New CRN: __________ New Course Section: ________________

Link to Recitations ____________________________________________
Link to Laboratories ____________________________________________

Contract turned-in: ________________ Contract approved: ________________
Honors CRN created: ________________ Student permitted: ________________
Student emailed: ________________ Student moved ________________
Cross Reference: ________________ Total seats: ____________________
In order to receive Honors credit, the student is expected to complete an extra project(s). Faculty, please outline the project below. Check all boxes that apply.

**Option One – Research-based:**

- Write a research paper  
  Number of pages: _______________________
- PowerPoint presentation in class  
  Length of presentation: __________________

**Topic:** ____________________________________________

*(Be specific, please do not write “topic to be determined.”)*

Additional instructions:

**Option Two – Special Project (non-research-based):**

Project Instructions:

Is Blackboard used in this course?  Yes: __________  No:__________

*(If yes, a course merge will be made from the Honors section to the original section)*

**Faculty:** The Honors student signing this contract is required to meet one-on-one with you in your office concerning this project. We are asking faculty to submit signed Progress Reports to the Honors College. **The Contract Progress Report for Fall 2016 is due by 5:00pm on Friday, October 21, 2016.**

Student’s signature/date: __________________________________________

Instructor’s signature/date: __________________________________________

Honors Dean’s signature/date: __________________________________________

*By signing this agreement, the student acknowledges that this is a binding contract. The Honors project must be completed or they will fail the entire course.*
APPENDIX B

HONORS CONTRACT PROGRESS REPORT FORM

Note: Highlighted areas will change for each semester. See forms section of the Honors College TAMUK website to print out the current version of this form.
HONORS CONTRACT PROGRESS REPORT

Contract Progress Report deadlines for Fall 2015:

Monday, September 21  Monday, October 19  Monday, November 16

Student’s Name: __________________________ K-Number: __________________

Course Title/Number: ________________________________________________

Honors CRN/Section: ____________ Original CRN/Section: ____________

Instructor’s Name: ___________________________________________________

Project Topic: _______________________________________________________

Student’s Progress on this Project:

Instructor’s signature/date: ________________________________

Received by Honors College: ________________________________

Reminder to Faculty: Student knows the Honors College contract is a binding contract. The Honors project must be completed or the student fails the entire course.
APPENDIX C

SENIOR PROJECT PROPOSAL FORM

Note 1: This appendix includes two instruction pages, the signature page format and the headings for the text.

Note 2: The signature page must be printed on one page.
Format Instructions:

1. All Honors College students doing a Senior Project must complete a proposal, have it signed by the project Faculty Advisor and turn it in to the Honors College by the deadline listed for the semester the project will be presented.

2. The first page of the form must be typed exactly as shown on the sample form. And it needs to be one page only. Correct spacing is needed.

3. Graduating semester versus presenting semester: Some students can present their research a semester early if they are going through the teacher education program or if they are presenting an updated version of research already completed and presented elsewhere.

4. The title of the Honors College Senior Project will be listed in the symposium program. Title corrections can be made when the PowerPoint slides are submitted for review by the Honors College.

5. Make sure the official format style is listed. Two style examples are APA or Chicago Manual of Style. There are many more. The style used will be determined by the student’s project Faculty Advisor and discipline.

6. If this research will be presented elsewhere, such as the Texas A&M University System Pathways or a conference, or if it will be submitted for publication, list event name, date, and location or the journal name.

   If the project has been previously presented, list where it has already been presented (event name, date and location).

7. Signature block. Please type out the requested names and obtain their signature on the first page.

8. After the signature page, please type the proposed project details for your Honors College Senior Project using the shown headings. The total length of the text should be two to three pages (not counting the signature page).

9. The proposal introduction provides background information relevant to your project. It should support your research question or hypothesis or creative activity.
10. The proposed activity is the general research questions and hypotheses. Or if this is a creative project such as art, list the creative activity.

11. The methodology used will depend on the student’s field. Consult with the project Faculty Advisor on this. Examples of different methods are creative work, literature research, scientific research in lab or in field, or research with humans such as surveys and/or questionnaires which require TAMUK’s Institutional Research Board (IRB) approval. For work with animals, approval is needed from the TAMUK Institutional Animal Care and Use Committee (IACUC). More than one methodology may be required depending on the project.

   A section on data analysis should also be included.

12. For expected results and/or conclusions, this is what the student thinks will happen when the project is finished. List as of the proposal date what is believed to be the answers to the research questions and hypotheses. (The actual research will prove or disprove the answers listed in the proposal.)

13. Were current studies, literature, or websites on your topic used to create the proposal? List these references under the literature cited section.

14. Add an appendix section to this proposal if the student is using a human or animal subject project. A copy of the IRB (human subject) or IACUC (animal subjects) approval letter or a copy of the IRB/IACUC proposal should be included here.
Name:
K-Number:

Semester Graduating:
Semester Presenting Honors College Senior Project:

Title of Honors College Senior Project:

Semester project work was begun:
Semester project work will be completed:
If using a previous project, semester work was updated:

For this Honors College Senior Project
Name of Faculty Advisor:
Advisor’s Department:
Advisor’s Email:
Advisor’s Telephone:

Format style guideline to be used for manuscript:

Are there plans to present this project elsewhere?

For an updated previous project, was this already presented/published somewhere?

Student Name: Date:

Faculty Advisor Name: Date:

Honors College Approval: Date:
I. INTRODUCTION

II. PROPOSED ACTIVITY

III. METHODOLOGY

IV. EXPECTED RESULTS AND/OR POTENTIAL CONCLUSIONS

V. LITERATURE CITED

VI. APPENDIX
APPENDIX D

SENIOR PROJECT PROGRESS REPORT FORM

Note: Highlighted areas will change for each semester. See forms section of the Honors College TAMUK website to print out the current version of this form.
HONORS COLLEGE SENIOR PROJECT PROGRESS REPORT

Honors College Senior Project Progress Report deadlines for Spring 2016:

- Friday, February 5
- Friday, February 26
- Tuesday, March 22
- Tuesday, April 5

Student’s Name: ____________________________ K-Number: __________________________

Senior Project Faculty Advisor: ____________________________________________________

Project Topic: _____________________________________________________________________

Student’s Progress on this Project (Written by Student):

Faculty Comment (circle one): On-Track Need Work
(List additional comments here)

Instructor’s signature/date: _______________________________________________________

Received by Honors College: ______________________________________________________

Honors College Senior Research Symposium: April 29 and 30

Senior Project Paper Deadlines (15-20 pages):
Completed research paper to Project Faculty Advisor for review: Monday, May 2 by 5:00pm
Research paper signed by Faculty Advisor to Honors College: Monday, May 9 by 5:00pm
APPENDIX E

SENIOR PROJECT POWERPOINT
TITLE SLIDE FORMAT

Note: This appendix includes one instruction page and a one-page example of the required format for the title (first) slide of the Senior Project PowerPoint presentation.
Format Instructions:

1. All Honors College Senior Project PowerPoint presentations must have a formatted title slide (first slide).

2. The slide is set up in landscape orientation with line spacing of 1.15 or 1.5 throughout.

3. The background selected for all the slides should also be used on this title slide.

4. The presentation title should be in capitals, double spaced, centered in a 30 or 32 size font (based on page space).
   It is highly recommended that presentation title should not be more than 10 words.
   If the title includes foreign or Latin research words, those words need to be in italics.

5. Two lines down under the title, centered, in upper and lower case (approx. 18 font size, single-spaced) is the name of the university and the Honors College in two lines.
   Note: there is no spacing around the hyphen between University and Kingsville. Ex: Texas A&M University-Kingsville

6. Two lines down, approx. 18 size font, left justified, list Author: (type the student’s full name). On the same line right justified list Project Faculty Advisor: (type the professor’s rank and name).

7. Two lines down, centered in 14 size font, type in three lines, single-spaced:
   In partial fulfillment of
   The requirements for the
   Honors College

8. Two lines down, approx. 14 size font, left justified, list the student’s degree program. On the same line right justified list the date of the Honors College Senior Project Symposium.
   The degree program should be the degree the student is working on.
   The date should be typed in the following format: Month (spelled out), date, and year (four digits)
A TIMING SYSTEM FOR
A ROLLER COASTER
PINEWOOD DERBY TRACK

Texas A&M University-Kingsville
Honors College

In Partial fulfillment of
The requirements for the
Honors College

Mechanical Engineering

Author: Paul Durham
Project Faculty Advisor: Dr. Larry Peel

April 19, 2016
APPENDIX F

SENIOR PROJECT MANUSCRIPT TITLE PAGE FORMAT

Note: This must be printed on one page.
A TIMING SYSTEM FOR A ROLLER COASTER

PINEWOOD DERBY TRACK

A Senior Project Manuscript

by

PAUL DURHAM

Submitted to the Honors College
Texas A&M University-Kingsville
in partial fulfillment of the requirements to graduate from the Honors College

Major Subject: Mechanical Engineering

May 2016

Approved as to style and content by:

_______________________________
Larry Peel, Ph.D.
(Project Faculty Advisor)

_______________________________
Kim McCuistion, Ph.D.
(Interim Dean, Honors College)
APPENDIX G

SENIOR PROJECT SAMPLE ABSTRACT FORMAT

Note: This example includes one page of instructions and a one page style format. The actual abstract page must be printed on one page.
Policy: Beginning Fall 2014, all Honors College Senior Projects are required to include an abstract. The abstracts will be posted online for others to access. This will serve as a way to showcase what has been done and may provide future Honors College graduates with examples of what they can do as their Senior Project.

What is an Abstract?

The abstract is important because a large number of people will read it. Often readers will decide if they want to read the entire paper based on what the abstract reports.

The abstract should:
- Describe the problem and summarize the major points of the research in a brief and understandable form
- Be specific and concise; there is often a word limit
- The abstract should stand alone
- Be written in past tense (unless the journal prefers present tense)
- Include key words
- Title: typically 7 to 10 words

Do not include:
- Citations/References
- Tables
- Figures
- Avoid abbreviations unless defined in your abstract or accepted by the journal

Abstract structure should include clear statements of:
- Introductory statement/why the work is important (1-2 sentences)
- Objective statement (1 sentence)
- Materials, methods, and general approach to the research (2-4 sentences)
- Main results (2-4 sentences)
- Emphasize important conclusions (1-2 sentences)

Word limit for Honors College is 250 words unless written to a specific style and form for a journal. If so, please indicate the journal and provide the abstract guidelines.

Based on deadlines set for each presentation semester, the abstract is turned in electronically to the Dean on the same day as the signed manuscript is submitted to the Honors College.
ABSTRACT

A Timing System for a Roller Coaster

Pinewood Derby Track

(May 2016)

Paul Durham

Larry Peel, Ph.D.; Project Faculty Mentor

The text of the Abstract starts on this line with a paragraph indentation. The Body is typed doubled spaced, and is consistent with the spacing style followed in the narrative text. The text of the Abstract must not exceed 250 words in length. This is the first page to have a lower-case numeral ii at the bottom, center of the page.

Abstracts generally do not have citations. Abstracts should succinctly summarize the content and scope of the Senior Project.
Note 1: This page format should also be used if making a Table of Tables/Figures.

Note 2: Subheadings are shown on the following Table of Content example page. Not all narrative texts have subheadings. Show subheadings on the Table of Context page only if utilized in narrative text.
# TABLE OF CONTENTS

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