IF YOU PLAN TO PRESENT YOUR HONORS THESIS DURING SPRING SEMESTER 2016, YOU MUST LET THE HONORS COLLEGE KNOW BY JANUARY 29, 2016.

To do so, simply send an email to Prof. Andersen at kimander@wsu.edu stating that you intend to present your Honors thesis in Spring semester 2016. Your cooperation is most appreciated as we will have many thesis presentations this spring!

Contact your thesis advisor ASAP to plan and to schedule your thesis presentation!

Kindly, observe the following instructions:

<table>
<thead>
<tr>
<th>Spring semester 2016 weeks of thesis presentations</th>
<th>Schedule presentation date &amp; time no later than:¹</th>
<th>Submit completed thesis electronically no later than:²</th>
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</thead>
<tbody>
<tr>
<td>I: Week 7 February 22-26</td>
<td>Monday, February 1</td>
<td>Tuesday, February 16</td>
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<tr>
<td>II: Week 11 March 28- April 1</td>
<td>Monday, March 7</td>
<td>Monday, March 21</td>
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<tr>
<td>III: Week 12 April 4-8³</td>
<td>Monday, March 21</td>
<td>Monday, March 28</td>
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</tbody>
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Honors thesis presentation format:
A thesis presentation lasts one hour; 1st presentation begins at 9 a.m., last presentation begins at 4 p.m. 20 minute PowerPoint presentation followed by 10-15 min. Q/A. We begin on the hour. Following presentation and Q/A presenter (and audience) leave the room as thesis advisor, evaluator and Honors host discuss the thesis and presentation.

EVALUATION: Your Honors thesis will be evaluated by your advisor and one WSU faculty-evaluator chosen by you and your advisor.
Forward the names of your advisor and your evaluator, their email addresses, and their home department, and the exact (or a preliminary) title of your thesis to kimander@wsu.edu as soon as possible but no later than when you have scheduled your Honors thesis presentation.

¹ Contact Prof. Andersen kimander@wsu.edu to schedule your thesis presentation after you have determined a date and a time of day that you, your thesis advisor, and your thesis evaluator all can attend. Having an alternate day & time is useful if first choice is taken. FIRST COME, FIRST SERVED!
*YOU ARE WELCOME TO SCHEDULE YOU THESIS PRESENTATION BEFORE THE ABOVE DEADLINES. Please, contact Prof. Andersen to do so.

² Your completed thesis is due no later than the Monday of the week prior to the week of presentation. See dates in chart above. Submit your thesis as Word- or pdf-document + signed advisor form to kimander@wsu.edu

³ To qualify for a nomination for Pass with Distinction your Honors thesis must be presented by Friday, April 8, 2016.
NEW! Optional poster presentation of your Honors thesis! The Honors thesis must be submitted as a written document according to the traditional format for an Honors thesis (see deadlines) but you may choose to present your Honors thesis as a poster during the Honors Thesis Poster Presentation session, **Monday April 4, 2016 from 10 a.m. – 12 p.m.** See the following details:

**Guidelines for posters:**
The dimensions of the poster should be no smaller than 30” x 40” and no larger than 48” x 64” (sizes can vary within those ranges).

Posters can easily be designed in Microsoft PowerPoint. In PowerPoint, create one slide that is set to the dimensions you want for the final poster. There are many resources available online to help you layout and design your poster. Two WSU sites that offer helpful suggestions for designing an academic poster are lfp.mne.wsu.edu/tips.html and bcu.vetmed.wsu.edu/posters. BCU even provides a step-by-step guide for PowerPoint 2013: http://bcu.vetmed.wsu.edu/docs/librariesprovider14/docs-bcu/powerpoint2007posterguidelines.pdf?sfvrsn=0

You should have your poster printed through a professional printing service,* and there are several available on the Pullman campus: the Biomedical Communications Unit (BCU) in the College of Veterinary Medicine, the Large Format Print (LFP) Service Center in Material and Mechanical Engineering, and University Publishing/Cougar Copies. Be sure to plan ahead to allow adequate time for printing. Also, check with the service about time requirements for printing posters. Last-minute “rush” orders usually require an additional charge.

*The cost associated with the printing of the poster is the student’s responsibility. Consult the printing service for cost.

For useful guidance on presenting a poster e.g. consider the WSU SURCA poster presentation guidelines at https://surca.wsu.edu/participants/poster-presentations/

**Poster presentation session:** **Monday, April 4, 2016, 10 a.m. – 12 p.m.** Presenters must be present by the poster for minimum one hour during the session presenting the project and answering questions from evaluators.

**There are a limited number of spots for poster presentations.** You must have the support of your thesis advisor in order to plan a poster presentation. Schedule your poster presentation no later than **Monday, March 21, 2016** by emailing Prof. Andersen at kimander@wsu.edu with a brief description of why your thesis would fit a poster presentation. The Honors College will approve all poster-presentation proposals.

If you have any questions, please contact Prof. Andersen at kimander@wsu.edu.