



Distinction Project Defense Checklist (Jan. '17)

This checklist is designed to move you through all stages of Distinction Project Completion. You should begin this work during the final term of your Project, and submit this completed, signed form to the Honors Director by the end of final exam week during your final term at the College.

Name: [Click here to enter text.](#)

Declared major(s), minor(s), concentrations: [Click here to enter text.](#)

Project Title: [Click here to enter text.](#)

Abstract (from your Proposal, or amended): In no more than 300 words, describe your project. (This abstract will be used by the College and the Honors Program for promotional purposes, and should be written for educated readers who are non-specialists. Please e-mail your title and abstract in text (non-pdf) form to the Honors Director when you submit your Proposal. Also include a recent professional image of yourself - we can easily create one using the Honors camera if need be. Highlighting these projects can be beneficial both to you and to the College. If you have concerns about sharing your Project or image, however, please speak with the Honors Director.)

[Click here to enter text.](#)

1. Review Distinction Project Completion Requirements, below (from guidelines document).

The Distinction Project concludes with the following four elements. Where relevant (with text documents, for example), the final product must be submitted to all committee members in time for them to review the product prior to the oral defense.

1. Final Product. This may take a number of forms:
 - a. A text document including a thesis, original research and conclusion, along with a review of the relevant literature. Document length will typically range from 25-30 pages, (the rough standard for Honors in the Major), but may vary according to disciplinary norms.
 - b. A body of artistic/creative work, which might entail exhibition or performance as relevant to the field and determined by the Project Supervisor.
 - c. A methodical presentation of data/experiments with written explanation/conclusions as relevant to the field and determined by the Project Supervisor.
2. Oral Defense
 - a. A presentation of the student's Distinction Project to the Supervisor and Committee for approval.
 - b. Supervisor in consultation with the Committee assigns a grade and reports approval to HPAG to acknowledge final successful completion of the Project.
 - c. Passing Grades for Honors Distinction Project: B or higher (note this differs from current standards for Honors in the Major).
3. Public Presentation
 - a. Presentation of the work in a public venue either on or off campus. Possible venues include but are not limited to student or disciplinary conferences (including poster sessions); public or private galleries; theatres/recital halls; the

annual spring Virginia's Collegiate Honors Council conference; and the Showcase or RC Conference on Research and Creativity. It is permissible for the public presentation to take place prior to the oral defense.

b. Where appropriate and at Supervisor's discretion, students are encouraged to submit work for publication.

4. Reflection

Satisfactory completion of Distinction Project reflections as part of the Honors e-Portfolio including the culminating reflection essay.

The final stages of the Distinction Project require the active participation of the Project Supervisor with support from HnrsPAG and other Roanoke College constituents in bringing the student's work to a public venue.

2. Schedule Oral Defense. Communicate with all Project Committee members early to arrive at a suitable defense date/time. **Send this date/time to the Honors Director no later than two weeks prior to your defense.** (It will be advertised to all Honors students.)

3. Complete final product and oral defense. Send copy of final product to Honors Director. When you do, note whether the Honors Program does or does not have permission to share your work for purposes of assisting future Honors students and promoting the Honors Program.

4. During the defense, ask your Project Supervisor to send the Distinction Project Grade Form to the Honors Director (It is your responsibility to bring this form to your defense. The form is located on the Honors Inquire page).

5. Complete public presentation of your work. This may take place before or after your defense, but no later than the end of final exam week during your final term at the College. In a few sentences, summarize your completion of this requirement below.

Click here to enter text.

6. Finalize all expense reporting. Work with the Honors Program Secretary to ensure that all receipts are in and expenditures finalized. Your Distinction Project funding ceases upon submission of this checklist.

7. Complete the final Distinction Project Reflection essay. In 2-3 pages, reflect on what you learned during the process, how it ties to your experience as an Honors and RC student, and how you envision the Project influencing your life beyond RC. This must be posted under the Distinction Project tab of your Honors e-Portfolio.

8. Obtain signatures below and deliver completed checklist to the Honors Director by the end of final exam week during your final term at the College.

Signatures

I have worked with my Project Supervisor to complete my approved Honors Distinction Project in a manner mindful of my current and future goals, and have conducted the Project in accordance with all College policies and procedures. If my goals change or other situations make the plans above impossible

