

Firm Deadlines:

Jan. 30- Need to have:

- a. Completed a Faculty Request Document, give it to your intended faculty advisor for your HiM
- b. Obtained special permission from them or have them email Lynne Lanning to put in permission for ARTS: 4190
- c. Register for ARTS:4190
- d. Submit completed HiM Application to Lynne

Feb. 1

- a. Have met with your HiM faculty advisor to set up regular times to meet and discuss expectations.
- b. Keep notes in a notebook of your research steps

Feb-April

- a. Meet with your faculty advisor and begin an outline of your abstract.
- b. March 23 you should have a rough draft of your abstract.
- c. Meet with Lynne or the HiM oversight faculty to review your rough draft.
- d. Continue to refine your abstract with HiM team.
- e. April 24 submit your final abstract approved by HiM oversight team and your HiM faculty advisor for filing.
- f. Final abstract will also be printed and posted with your HiM project in the gallery show.

May 1:

- a. You have submitted the number and size of your show items to Lynne
- b. You have met with the gallery technicians about your needs for the show
- c. Prepare the six slides for the power point presentation on May 8.
- d. Honors show will be May 4-8 in VAB E 148, 540 and 450. Assignments of students to galleries will be made no later than May 1.
- e. Sign the gallery form in Lynne's office no later than May 1.

HiM Show:

This is required. There is a powerpoint presentation in E 125 VAB on May 8 with students and their Faculty advisors. Time TBD but usually between 12-2pm. Students will present the 6 slides of their project or 1:30 minutes and their faculty member will have 30 seconds- 1 minute to add their comments.