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Senior Honors Project (SHP)
INTRODUCTION FOR STUDENTS

Your Senior Honors Project (SHP) has the potential to be one of the most satisfying experiences of your undergraduate career in ECU’s Honors College. In partnership with a faculty mentor, the SHP presents an opportunity for concentrated scholarly study in an area of your choice. Your SHP will represent an original contribution to a discipline by completing a thesis or creative portfolio.

You will do the following:

- Take the lead to identify a mentor and idea for your SHP.
- Submit a SHP proposal in HNRS 4000.
- Complete a two-semester (6 credit hour) experience—a thesis or creative portfolio—that represents your own scholarly or creative work contribution to a discipline.

There are many personal and professional benefits to completing your SHP. The skills you refine while designing and then completing your SHP will often separate you from other outstanding candidates for graduate school or future employment opportunities. Many graduate and professional schools now require evidence of proficiency in research or creative activity. In addition, the relationship you build with your faculty mentor can be deeply rewarding professionally and personally. Your faculty mentor will be an important professional reference as you continue your education or search for employment.

Senior Honors Project Requirements

The Honors College at East Carolina University supports two SHP options: a thesis or a creative portfolio. For the thesis option, students research a topic of interest in their major(s), in their minor(s) or in an area outside their studies and develop an independent research study and paper about that topic. For the creative portfolio option, students develop a compilation of their craft that may culminate in several ways. Some examples include directing a play or writing and performing original music.

The main qualification of your SHP is that it represents original scholarly or creative work. Your faculty mentor will evaluate your final project and give you a letter grade as the instructor of record for your
experience. Completion of a SHP is required for graduation from the Honors College at East Carolina University. Students must earn a final grade of “B minus” or higher to receive credit for his/her SHP.

**Senior Honors Project Options**

**Thesis**

- **Research/Scholarly paper**. This could be a paper that includes first-hand data from experiments including laboratory data, fieldwork data, previously collected survey data, etc. This research project could be a paper that uses original and/or secondary sources to make a contribution to the field. The paper should include a review and synthesis of the literature pertaining to the research study. Note: Some students have published their research in journals or other venues.

**Creative Portfolio**

- **Portfolio**. A formal compilation of a student’s artistry that goes above and beyond class requirements. The creative portfolio includes a 3-5 page paper that provides the artist’s statement, background about the work and context for the audience. Note: Some students have showcased their creative work in special venues or juried competitions.

**Senior Honors Project Components**

The format for your SHP will vary by department, school or college. However, all senior honors projects include a formal written component and a formal public presentation.

Most Senior Honors Projects have a few components in common.

- Honors College Title Page (required, please use template provided)
- Abstract (required)
- Table of Contents (required)
- Text (required)
- Bibliography/References (required)
- Appendices (if appropriate)
- IRB or other approvals (if appropriate)

Examples of previous Senior Honors Projects can be found in the ScholarShip: [www.ecu.edu/scholarship](http://www.ecu.edu/scholarship)
Senior Honors Project  (SHP)

STUDENT AND FACULTY MENTOR ROLES AND RESPONSIBILITIES

The student is responsible for the following:

When taking HNRS 4000:
- Complete and submit the required SHP contract to your HNRS 4000 instructor.
- **Note**: Your SHP proposal is embedded in the SHP contract.
- SHP contracts can be found at: http://www.ecu.edu/cs-acad/honors/academics_senior-honors.cfm

When taking HNRS 4500 and HNRS 4550 (or approved course substitutions):
- Organize and schedule an initial SHP meeting with your faculty mentor before the second week of classes.
- Attend and be prepared for regular meetings with your faculty mentor. If you need to cancel a meeting, communicate with your faculty mentor and reschedule promptly. We recommend weekly or bi-weekly meetings.
- Secure, with your faculty mentor’s assistance, any necessary special approvals for your project.
- Inform Mr. Jim Ellis, Honors College Advisor, if there are indications that the SHP is not on track for completion.
- Plan for and present your work in a public forum—Honors College spring graduates are required to present twice, one presentation is required to be the Honors College Research Reception scheduled every spring in March or April and one other time.
- Use the proper Honors College PPT and Poster templates found at: http://www.ecu.edu/cs-acad/honors/academics_senior-honors.cfm
- Follow these two steps upon completion of your Senior Honors Project:
  - First, the thesis option requires a research paper and the creative portfolio option requires a context paper that will accompany your portfolio. Be certain you have used the Honors College Title Page template as the first page of your thesis paper or portfolio context paper.
  - Second, submit your completed, approved thesis paper OR portfolio context paper and any related portfolio materials (i.e., PPT, video, website link) by following the detailed instructions provided in Appendix A.

Please note: The most important aspect of your SHP will be to communicate with your mentor regarding your commitment to your project and their commitment to your project. Ultimately, you have the responsibility for researching, writing, and compiling a timely and scholarly product. The independence required for a SHP is part of what separates this endeavor from all other undergraduate work.
The faculty mentor is responsible for the following:

- Work with the student to refine the student’s interests into a suitable and feasible SHP.
- Provide a clear expectation for the project, which addresses benchmarks, length, assessment, and other aspects of scholarship particular to the discipline.
- Meet with the student to work together to establish appropriate deadlines for written drafts, data collection, rehearsals, etc.
- Assist the student with any necessary special approvals for the project (i.e., IRB).
- Read and comment on drafts of the SHP as it develops. Writing is a process and it is more effective through drafting and revision.
- Be prepared to meet with the student regularly throughout the SHP process. Weekly or bi-weekly meetings are recommended.
- Inform Mr. Jim Ellis, Honors College Advisor, if there are indications that the SHP is not on track for completion.
- Assess the student’s work and post a grade for in HNRS 4500 and 4550 or the equivalent departmental course substitutions.
- Inform Mr. Jim Ellis, Honors College Advisor, if there are indications that the SHP is not on track for completion.
- Confirm the student’s completion of the Writing Intensive portfolio information upload.

BOTH the faculty mentor and student are responsible for the following:

- Comply with the NEW Writing Intensive (WI) Course Information Process: Senior Honors Project courses are writing intensive courses. Please note the new university policy relative to WI courses: Beginning in fall 2014, instructors of courses that are designated as WI should incorporate this requirement into their syllabi. The university is currently using iWebfolio, which students can access through OneStop, for the purpose of collecting writing samples from WI courses. Thus, all faculty teaching a WI course should hold students accountable for uploading the following items to their University Writing Portfolio (housed in iWebfolio). Details about these components, along with written and video instructions can be found on the QEP website (www.ecu.edu/qep).

- (For students) Upload three items in your University Writing Portfolio at the end of each semester: A final draft of a major writing project from the course (upload a clean copy with no instructor feedback). A description of the assignment for which the project was written, and a writing self-analysis reflection using these 4 questions:
  1. What aspects of your writing in the project are effective and why do you think they are effective?
  2. What do you think could be improved in your written project and how could it be improved?
  3. Briefly describe the process you used to write the project. Do you think the process you used was effective? Why or why not?
  4. Have you applied anything that you learned in previous WI courses, including English 1100 and 2201, to the writing that you have done in this course? What have you applied and how have you applied it?
Getting Started

1. When do I need to start thinking about my Senior Honors Project?

Classes, research, and interests that arise throughout your undergraduate career inspire SHP work. As a general rule, many students begin thinking and asking questions about the SHP during their sophomore year. The earlier you begin to think about your SHP, the more time you will have to explore various research or creative activity topics.

2. I heard I would write my Senior Honors Project Proposal in HNRS 4000. What is this class?

HNRS 4000 is the Honors Capstone Colloquium that is taken during the fall of a student’s junior year. During this class, students make a final faculty mentor selection for their SHP and develop their SHP proposal narrative and timeline. The SHP contracts can be found at this link: http://www.ecu.edu/cs-acad/honors/academics_senior-honors.cfm.

3. I have already completed a lot of research. Can I skip HNRS 4000?

No. While one primary goal of HNRS 4000 is the development of your SHP proposal, the other course components such as professional etiquette, graduate fellowship opportunities, workforce and/or graduate school resume development and philanthropy are equally important.

4. Can I use my Senior Honors Project to complete requirements in my major?

Well, it depends on your major—not every major has approved course substitutions. The Honors College has started a list of approved course substitutions. Please check with your HNRS 4000 instructor or your Honors College advisor about approved course substitutions.

5. Does my Senior Honors Project have to be something in my major?

No. Students can choose a thesis or creative activity in their major, minor or an area of interest.

Choosing a Mentor and Topic

1. Do I choose my faculty mentor first or my Senior Honors Project topic first?

To be honest, this can be done either way. Many students have already developed an informal mentoring relationship with a faculty member. This is someone they turn to for career advice, questions about their studies, and even to discuss research ideas. Other students have a really clear idea of what they would like to work on for their senior honors project but have not connected with any particular faculty member yet at ECU. You can be successful using either approach.
2. I know what I would love to work on for my Senior Honors Project. How do I choose a mentor?

There are a few good starting points to identify a faculty mentor who will support and guide your SHP. If you have identified your area of interest (i.e. genetics) you will want to begin by looking at faculty research interests in that area. You can approach this many ways. To begin, you should examine the faculty profiles available on departmental websites at ECU. From these webpages you will be able to identify a range of possible mentors and also immediately determine faculty members who have scholarly interests that are a good fit with your interests. Searching for their peer-reviewed publications or other noteworthy awards that they may have obtained could also assist you in finding out about a faculty mentor’s scholarly and/or creative passions.

3. I have identified a few possible faculty mentors, what are my next steps?

When you identified a few promising faculty members, you can begin by drafting a friendly but professional email to each person to request a 15-20 minute meeting to learn more about their research. Be sure to share a few things about yourself and give that faculty member some brief information on any research or scholarly or creative experiences you are enjoying. Hearing firsthand about what the faculty member is doing and sharing your own ideas is the surest way to find an effective mentor.

4. I have tried the aforementioned strategies, but I am still struggling to find a faculty mentor. What should I do now?

Another approach is to talk with your academic advisor in your major. When you sit down with the advisor, share your passions and plans for your senior honors project. An academic advisor is a resource person for the department and may be able to help you connect with faculty member in your area of interest. Finally, the Honors College staff and faculty at ECU are working hard to make finding a mentor as stress-free as possible for you. During your colloquium coursework in HNRS 3000 and HNRS 4000 you will be invited to meet with faculty members around campus and hear about scholarly and creative work in a wide range of departments. Take these opportunities to explore your interests and ask faculty and administrators to help match you with scholars in your interest area. Do know that while it will take effort and time from you, the process of finding a faculty mentor for the SHP will be rewarding. Through these efforts you will be able to refine your own ideas for your SHP and learn about the breadth of creative and scholarly activity that happens on our campus.

5. I know who I would like my faculty mentor to be, but how do I select a topic?

When you have identified your faculty mentor, your first step in selecting a successful SHP topic is talking with your mentor! Presumably you are working with this mentor because you have connected with this professor on academic or creative topics. For example, you may have connected with the material he or she presented in a course or were really excited by the opportunities their lab or creative workshop presented for you. These past experiences together can provide the springboard for selecting your SHP topic. For example, if you are already working with a faculty mentor as a research assistant or working with a faculty member in a creative field, and you are familiar with their scholarly work, simply initiate a conversation about the original contribution you hope to make to the lab, project, craft, performance, or piece as part of your Senior Honors Project. Many students, however, are not yet working with a faculty member outside of class. In this case, you should do some preliminary “homework” prior to meeting with the faculty member to discuss your SHP requirements. First, it is a good idea to find copies of recent peer reviewed publications or samples of artistic work your potential mentor has recently created. You can review this material and their curriculum vitae (resume) online to
confirm your interest in working with this faculty mentor. Second, you should examine your own motivations for partnering with this faculty member. Was there a specific paper you wrote in a course that sparked your interest for further scholarship? Did a course reading or project lead you to wonder “what if”? If so, these are good conversation starters with faculty members to help you narrow down your interests for a SHP.

6. I heard that a student had co-mentors, why would this happen?
There are two key reasons that a student would have co-mentors: 1. If a mentor does not have a terminal degree and cannot be credentialed (or alternate credentialed) in the area of the project, then another mentor with a terminal degree in the project area may be necessary. 2. If a student chooses a senior honors project that includes the oversight of two faculty members equally, then a co-mentor model is acceptable.

**The Senior Honors Project Courses**

1. How do I enroll in my Senior Honors Project courses?
If you are taking HNRS 4500 or HNRS 4550, please email the Honors College Academic Advisor, Mr. Jim Ellis, and he will enroll you in the course(s). If you are taking an approved departmental substitution then you will register yourself when registration opens for Honors College students.

2. What is the time span of the Senior Honors Project?
The two courses (HNRS 4500 and HNRS 4550) for the Senior Honors Project span over two semesters, usually the final two semesters prior to graduation. Students should have a project that has specific goals that are obtainable within about six or seven months. This allows time for completion of the project and writing of the thesis or completion of the creative activity and the performance, etc.

3. When do my HNRS 4500 and HNRS 4550 classes meet?
No regular course meeting times (i.e., MWF 8:00am-8:50am) are scheduled for your Senior Honors Project in Banner. Please reach out to your mentor during the first week of each semester to set up your regular meeting times. Weekly or bi-weekly meetings are recommended.

4. How does the grading of this course work?
Your SHP faculty mentor assigns letter grades for your SHP courses. At the beginning of each semester the faculty mentor and student must sit down and discuss grading. A plan should be discussed for how to receive an above average grade and deadlines should be set at the beginning of each semester. According to the contract that each Honors College student signed, Honors College students must obtain a minimum of a B- for their Honors College coursework.

5. What length is required for my Senior Honors Project?
Length requirements and formats vary according to discipline. Your SHP mentor will be able to guide you in selecting the proper length and format for your field of study. The most important item to remember is that your thesis or creative activity represents a significant piece of independent research or scholarly activity. Your thesis or creative activity should be of the highest quality and should reflect the outcome of 6 credit hours of work.
6. Is there funding available to support my Senior Honors Project?

Yes, please visit the Office of Undergraduate Research Website (http://www.ecu.edu/cs-acad/rgs/ur/URCA.cfm). Undergraduate Research and Creative Activity (URCA) awards are available. The submission deadline is the last Friday in September and January. Note: Students can now reapply for URCA funding even if they have already received a financial award through the Undergraduate Research and Creative Activity (URCA) award program.

7. How much time should be allotted for the Internal Review Board (IRB) approval process?

It depends on the nature of your research project. Please visit the Office of Research Integrity and Compliance webpage for more information: http://www.ecu.edu/irb/.

8. Both Senior Honors Project courses are writing intensive. What does this mean for me?

All Senior Honors Project courses are Writing Intensive. You and your mentor will need to follow the NEW Writing Intensive (WI) course information process. Beginning in fall 2014, instructors of courses that are designated, as WI should incorporate this requirement into their syllabi. The university is currently using iWebfolio, which students can access through OneStop, for the purpose of collecting writing samples from WI courses. Thus, all faculty teaching a WI course should hold students accountable for uploading items to their University Writing Portfolio. Check with your mentor about what you should upload to your University Writing Portfolio each semester.

9. I am ready to start HNRS 4500. Can the subject of my Senior Honors Project deviate from what I originally wrote in the proposal? If so, to what extent?

Slight variations may be made to your original Senior Honors Project proposal submissions; however, your mentor should remain the same because that person was credentialed specifically for your Senior Honors Project. If your mentor has left the university, please contact your Honors College advisor, as you will have to find another mentor. Please note that if you change the title of your project, you need to tell your Honors College advisor about that change as well.

Public Presentation Queries

1. How many public presentations do I have to complete as an Honors College student?

Students must complete two public presentations. The Honors College Research and Creative Activity Week Poster Reception in March or April each spring counts as one public presentation and then you should arrange for one additional public presentation. Public presentations can occur at symposiums, conferences, workshops, senior shows at art galleries, senior performances in which the public is welcome, etc. If you are unsure if your public forum is acceptable, please email Mr. Jim Ellis (ellisja@ecu.edu) for approval.

2. What is the approval process for my public presentation materials?

Once final presentations (PowerPoints or posters) are submitted to faculty mentors for review and approval, they will determine whether each poster/presentation meets adequate requirements. Prior to submitting your presentation materials, please review the instructions for poster or PowerPoint presentations at the links below. Note: Be certain to include your mentors name and his/her department.

Poster Template: http://www.ecu.edu/cs-acad/honors/upload/HCPosterTemplateInst.pdf PPT
Template: http://www.ecu.edu/cs-acad/honors/upload/HCPowerPointTemplateInst2.pdf
3. Can my department be listed on my presentation poster or PPT?
This is the kind of interdisciplinary relationship the Honors College is trying to foster. It is encouraged to list all departments involved on any Honors College student’s presentation materials. Also, please remember to list your mentor’s name, title and department in the acknowledgments section too.

4. When should I start applying to present at a conference and how much material should be prepared at the time of the conference application?
This depends on the specific conference that is being attended. There are conferences in the fall that require an abstract or presentation proposal to be submitted. Other conferences are held during the spring semester and have later abstract deadlines. The amount of material that should be included also varies depending on the specific conference. Some conferences accept preliminary research and others only accept projects near completion. Check with your mentor for specifics relative to your discipline.

5. If my work is accepted at a post-graduation conference is that acceptable?
No, the Honors College required presentations must be completed before your graduation date. After your required presentations occur, you may continue to present or publish on the topic with guidance from your mentor.

Submitting a Completed Senior Honors Project

1. What is the Senior Honors Project submission deadline to the Honors College?
Your mentor will assist you in determining a project timeline for the completion and presentation of the thesis or creative portfolio. The Honors College has to get information to the registrar before they finalize graduation degree materials. In order to do this, the deadline for submitting your final SHP copy (“final copy” means faculty mentor-approved and a clean copy with no comments) is Reading Day.

2. What do I need to submit to The Honors College at the end of the semester?
You need to follow these two steps upon completion of your Senior Honors Project:

   a) First, the thesis option requires a research paper and the creative portfolio option requires a context paper that will accompany your portfolio. Be certain you have used the Honors College Title Page template as the first page of your thesis paper or portfolio context paper.

   b) Second, submit your completed, approved thesis paper OR portfolio context paper and any related portfolio materials (i.e., PPT, video, website link) by following the detailed instructions provided in Appendix A.
**Senior Honors Project Contract to be completed in HNRS 4000**

**THESIS**

*This form must be filled out using the free adobe reader app which may be downloaded via [https://get.adobe.com/reader/](https://get.adobe.com/reader/)*

**PART 1: Student Information**

Name: (Please Print) ___________________________ Contact Phone: ___________________________

Intended Date for Graduation: (Semester and Year) ___________________________

Major(s): ___________________________ Minor(s): ___________________________

Overall GPA at ECU: ___________________________ Total Honors Hours Completed: ___________________________

**PART 2: Senior Honors Project Proposal Information and Narrative**

Senior Honors Project Title: ___________________________

*NOTE: The title of your senior honors project must fit tightly with the disciplines that you are studying.*

**Thesis Description:**

In a cohesive and well-written document, please describe your planned research project. To achieve consistency across a wide range of disciplines, please use the headings below as your first-level headings. You may choose to add a second level of headings to focus your narrative. This proposal should be written with care and in consultation with your faculty mentor. While the length of the proposal narrative may vary considerably from one student to the next, a proposal less than three pages is likely to lack detail and rigor.

**Please answer the following questions in the space that is provided.**

- **Introduction:** This section addresses the “why” of your research. This section should indicate why this study is valuable in the context of your field. In other words, what problem exists that you are investigating?
• **Background**: This section addresses the background for the reader. What is important to know about the study? Use literature to situate your study.

• **Purpose of the study**: This section addresses the “what” of your research. Summarize what your research will achieve.
• **Research question(s) or hypotheses**: Many empirical studies use research questions or hypotheses as a guide. *If this is appropriate for your research, please clearly state these after sharing your purpose. If this is not appropriate, then please state your guiding questions. What questions are guiding your research?*

• **Methodology**: This section will address the “how” of your research. What type of data will you use to achieve your study purpose? How will you access these data? What procedures will you follow?
Closure: This section concludes your proposal by stating how this research will add value to your field and your career path. As you may recall, an oral presentation is a required component of your Senior Honors Project. Mention your initial thoughts regarding where you might present your research next year.
Timeline: Please include your first and second semester timelines at the end of your proposal.

Note: This is a template for a research-based SHP using primary data collection. Please adapt this template for your project.

Please discuss with your faculty mentor the tasks that you will accomplish in the first course and list them below. The semester one timeline could include the following:

- Review of literature
- Significance of current study
- Refining your purpose
- IRB approval (if appropriate)
- Initial planning for your presentation

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<th>Semester One</th>
<th>Goal(s) for the week</th>
<th>Broad goal</th>
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<td>Sample Week 1</td>
<td>Read 5 articles, write abstracts for each</td>
<td>Working toward a review of literature</td>
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Please discuss with your faculty mentor the tasks that you will accomplish in the second course and list them below. The semester two timeline could include the following:

*Note: This is a template for a research-based SHP using primary data collection. Please adapt this template for your project.*

- Data collection techniques (training) and data management
- Analysis and Results
- Consideration of results/implications/recommendations
- Presentation preparation
- Submission of final document

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<th>Broad Goal</th>
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**PART 3: Course Registration**

1. First, check to see if your major or minor discipline (the area that coordinates with your project’s topic) has an honors thesis class already established. For example, Neuroscience has NEUR 4950 (3 credit hours) and NEUR 4951 (3 credit hours). If the area has an honors thesis class already established, then register yourself for those courses during the appropriate honors registration window. Remember your senior honors project experience must equal a 6 credit hour experience over two semesters.
2. If you do not have a major or minor discipline thesis class established in the area that you are proposing for your Senior Honors Project, then we will create a section of HNRS 4500 (first course) and HNRS 4550 (second course) for you after you receive approval for your Senior Honors Project.
3. Now, please list the courses you plan to take and when you plan to take them:

```
First Course: ___________________________ Semester hours: ___________ Semester: ___________ Year: ___________
Second Course: ___________________________ Semester hours: ___________ Semester: ___________ Year: ___________
Third Course*: ___________________________ Semester hours: ___________ Semester: ___________ Year: ___________
```

*Only students in biology will need to have three courses to complete SHP requirements.

**PART 4: Contractual Statements with Faculty Mentor Verification**

Please read each statement, check each box and sign below. The last statement in bold is to be checked by the faculty mentor, then the mentor should sign below verifying they have also read all of the statements below.

- I understand that my Senior Honors Project must be an original project completed during my senior year.
- I understand that I must use MLA or APA format for my paper, and I need to discuss paper lengths, paper format, etc. with my faculty mentor.
- I understand that I need to discuss any IRB needs relative to my project with my faculty mentor. We will comply with all IRB requirements, if necessary.
- I understand that during the second course, I am required to present my project orally (i.e., State of North Carolina Undergraduate Research and Creativity Symposium-SNCURCS, a national conference, a state conference, Research and Creative Achievement Week-held each spring on campus, etc.).
- I understand that I must use the official Honors College poster template and Honors College PowerPoint template when delivering presentations on behalf of ECU’s Honors College and that I must submit the presentations to my faculty mentor at least two days prior to the presentation date for review.
- I understand that I must submit my final SHP electronically on Reading Day. I understand that I will upload my SHP using Appendix A from the SHP Manual. Additionally, I understand the first page of my SHP must follow the Honors College Senior Honors Project Title Page template.
- I understand that my final paper will be uploaded into ECU’s online repository, *The Scholarship*, database.
- I have read, understand and agree with Joyner Library’s Non-Exclusive Distribution License found in the license section of Vireo (Piratescholars.ecu.edu)
- **I have read and agree with the student’s responses to the proposed research narrative shown in Part 2.**

*to be checked by faculty mentor

Faculty Mentor Signature and Date (implying consent for the project and willingness to advise for both courses)

________________________________________
Student’s Signature and Date

________________________________________
HNRS 4000 Instructor Faculty Endorsement Signature and Date

Revised on 01.14.2015
PART 5: Faculty Mentor Information for the Credentialing Process
To be completed by the faculty mentor:

**Required Section:**
Faculty Mentor’s Full Name: ________________________________
Department: ________________________________
Phone: ________________________________
Email address: ________________________________
Faculty Mentor’s Department Chair: ________________________________
College: ________________________________
Do you hold a terminal degree in a discipline directly related to the content being explored in this project? (Faculty mentor, please circle one) ☐ YES ☐ NO*
*If you checked no, please attach a brief description to satisfy standard alternate credentialing.

Note: The faculty mentor is required to hold a terminal degree in a discipline directly related to the content being explored in this senior honors project. If this is not the case the faculty mentor may provide as an attachment a brief description of alternate qualifications that would permit standard alternate credentialing for this project.

**Optional Section:** Complete only if you have a co-mentor.
Co-mentor’s Full Name: ________________________________
Department: ________________________________
Phone: ________________________________
Email address: ________________________________
Faculty Mentor’s Department Chair: ________________________________
College: ________________________________

Signature of Dean Marianna Walker ________________________________ Date ________________

Credential Approval: Signature of Dean Marianna Walker required after completion of HNRS 4000. Your HNRS 4000 instructors will submit this section to Dean Marianna Walker.
Senior Honors Project Contract to be completed in HNRS 4000
PORTFOLIO/CREATIVE ENDEAVOR

*This form must be filled out using the free adobe reader app which may be downloaded via https://get.adobe.com/reader/

PART 1: Student Information
Name: (Please Print) ___________________________ Contact Phone: ___________________________
Banner ID: ___________________________ Intended Date for Graduation: (Semester and Year) ___________________________
Major(s): ___________________________ Minor(s): ___________________________
Overall GPA at ECU: ___________________________ Total Honors Hours Completed: ___________________________

PART 2: Senior Honors Project Information
Senior Honors Project Title: ___________________________

NOTE: The title of your senior honors project must fit tightly with the disciplines that you are studying.

Portfolio/Creative Endeavor Description:
In a cohesive and well-written document, please describe your planned scholarly project. To achieve consistency across a wide range of disciplines, please use the headings below as your first-level headings. You may choose to add a second level of headings to focus your narrative. This proposal should be written with care and in consultation with your faculty mentor. While the length of the proposal narrative may vary considerably from one student to the next, a proposal less than three pages is likely to lack detail and rigor.

Please answer the following questions in the space provided.

• Introduction: This section addresses the “why” of your project. Describe the context and expected contribution of your planned project. This section should indicate why this study is valuable in the context of your field. In what ways in this project significant or meaningful?
• **Background:** This section addresses the background for the reader. What is important to know about the study? Situate your work in practice. Portfolios and creative projects should use references related to theory in the field that situate the study.

• **Purpose and explanation of the project:** This section addresses the “what” of your project. What questions are guiding your project? Please summarize the contents or components of the project you have designed.
- **Approach:** This section will address the “how” of your project. What materials and support will you use in creating your proposed project? What techniques will you follow?
• **Closure:** This section concludes your proposal by stating how this project will add value to your career path. How does this project build on your craft? What are the next steps in your work? As you may recall, a public showing (a performance, exhibition, recital, presentation, etc.) is a required component of your Senior Honors Project. Mention your initial thoughts regarding where you might present your project next year.
• **Timeline:** Please include your first and second semester timelines at the end of your proposal.

**Note:** This is a template for a portfolio/creative endeavor. Please adapt this template for your project.

Please discuss with your faculty mentor the tasks that you will accomplish in the first course and list them below. The semester one timeline may include the following:

- Design portfolio/creative endeavor
- Refine problem statement
- Research historical background or theory
- Sketch, create, rehearse, practice, etc.

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Goal(s) for the weeks</th>
<th>Broad Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Weeks</td>
<td><strong>Sketch 2 pieces.</strong></td>
<td>Think about my project in terms of these 4 guiding areas: craft, technique, aesthetics and personal expression working toward 5-6 final pieces.</td>
</tr>
<tr>
<td></td>
<td><strong>Refine.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Discover.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Reflect on process.</strong></td>
<td></td>
</tr>
<tr>
<td>Weeks 1-3</td>
<td></td>
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</tr>
<tr>
<td>Weeks 4-6</td>
<td></td>
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<tr>
<td>Weeks 7-9</td>
<td></td>
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<tr>
<td>Weeks 10-12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weeks 13-16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please discuss with your faculty mentor the tasks that you will accomplish in the second course and list them below. The semester two timeline may include the following:

- Continued work on your craft. For example, create 3 additional weaving, complete 2 additional pots, etc.
- Finalize the public showing (performance, exhibition, recital, presentation, etc.). It is a required component of your Senior Honors Project.
- **Remember portfolios and creative endeavors must include a final paper between 3-5 pages. The paper will articulate the work in a formal way. Your paper should include an artist’s statement and prepare the viewer. For example, if you are submitting a reel or DVD, the paper should frame your body of work so the person viewing the reel or DVD has context.**
- Submission of final documents (This could include two items: a video link and the final paper.)

<table>
<thead>
<tr>
<th>Semester Two</th>
<th>Goal(s) for the weeks</th>
<th>Broad Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 1-3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weeks 4-6</td>
<td></td>
<td></td>
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<tr>
<td>Weeks 7-9</td>
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<td></td>
</tr>
<tr>
<td>Weeks 10-12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weeks 13-16</td>
<td>Written document finalized and uploaded to Vireo and submitted to the Honors College for approval for graduation. Final projects and papers uploaded to Vireo will be submitted to the Institutional Repository, ScholarShip, at the end of the semester.</td>
<td></td>
</tr>
</tbody>
</table>
PART 3: Course Registration

1. First, check to see if your major or minor discipline (the area that coordinates with your project’s topic) has an honors thesis class already established. For example, Communication has COMM 4196 (3 credit hours) and COMM 4199 (3 credit hours). If the area has an honors thesis class already established, then register yourself for those courses during the appropriate honors registration window. Remember your senior honors project experience must equal a 6 credit hour experience over two semesters.

2. If you do not have a major or minor discipline thesis class established in the area that you are proposing for your Senior Honors Project, then we will create a section of HNRS 4500 (first course) and HNRS 4550 (second course) for you after you receive approval for your Senior Honors Project.

3. Now, please list the courses you plan to take and when you plan to take them:

First Course: ___________________ Semester hours: ________ Semester: ___________ Year: ___________

Second Course: ___________________ Semester hours: ________ Semester: ___________ Year: ___________

PART 4: Contractual Statements with Faculty Mentor Verification

Please read each statement, check each box and sign below. The last statement in bold is to be checked by the faculty mentor, then the mentor should sign below verifying they have also read all of the statements below.

☐ I understand that my Senior Honors Project must be an original project completed during my final two semesters.

☐ Portfolios and creative endeavors must include a final paper between 3-5 pages. The paper will articulate the work in a formal way. It should include an artist’s statement and prepares the viewer. For example, if you are submitting a reel or DVD, the paper should frame the body of work so the person viewing the reel or DVD has context. I understand that I must use MLA or APA format for my paper and I need to discuss paper lengths, paper format, etc. with my faculty mentor.

☐ I understand that I need to discuss any IRB needs relative to my project with my faculty mentor. We will comply with all IRB requirements, if necessary.

☐ I understand that during the second course, I am required to have a public showing of my work. This may include a performance, exhibition, recital, presentation, etc.

☐ I understand that I must use the official Honors College poster template and Honors College PowerPoint template when delivering presentations on behalf of ECU’s Honors College and that I must submit the presentations to my faculty mentor at least two days prior to the presentation date for review.

☐ I understand that I must submit my final SHP electronically on Reading Day. I understand that I will upload my SHP using Appendix A from the SHP Manual. Additionally, I understand the first page of my SHP must follow the Honors College Senior Honors Project Title Page template.

☐ I understand that my final paper and project will be uploaded into ECU’s online repository, The Scholarship, database.

☐ I have read, understand and agree with Joyner Library’s Non-Exclusive Distribution License found in the license section of Vireo (piratescholars.ecu.edu).

☐ I have read and agree with the student’s responses to the proposed research narrative shown in Part 2. *to be checked by faculty mentor

Faculty Mentor Signature and Date (implying consent for the project and willingness to advise for both courses)

________________________________________________________________________

Student’s Signature and Date

________________________________________________________________________

HNRS 4000 Instructor Faculty Endorsement Signature and Date
PART 5: Faculty Mentor Information for the Credentialing Process
To be completed by the faculty mentor:

**Required Section:**
Faculty Mentor’s Full Name: __________________________________________
Department: ___________________________________________________________
Phone: __________________________________________________________________
Email address: __________________________________________________________________
Faculty Mentor’s Department Chair: __________________________________________
College: ___________________________________________________________________

Do you hold a terminal degree in a discipline directly related to the content being explored in this project? (Faculty mentor, please circle one)  ☐ YES  ☐ NO*
*If no, please attach a brief description to satisfy standard alternate credentialing.

Note: The faculty mentor is required to hold a terminal degree in a discipline directly related to the content being explored in this senior honors project. If this is not the case the faculty mentor may provide as an attachment a brief description of alternate qualifications that would permit standard alternate credentialing for this project.

**Optional Section:** Complete only if you have a co-mentor.
Co-mentor’s Full Name: __________________________________________
Department: ___________________________________________________________
Phone: __________________________________________________________________
Email address: __________________________________________________________________
Faculty Mentor’s Department Chair: __________________________________________
College: ___________________________________________________________________

Signature of Dean Marianna Walker  Date

Credential Approval: Signature of Dean Marianna Walker required after completion of HNRS 4000. Your HNRS 4000 instructors will submit this section to Dean Marianna Walker.
Honors College Poster Template Instructions

WHEN AND HOW TO USE THE TEMPLATES

- The ECU Honors College poster templates are only to be used for presentations that represent the Honors College.
  - Do not use these templates to deliver course material, class presentations or other personal projects that do not represent findings affiliated with or on behalf of the Honors College at East Carolina University.
- Identify yourself appropriately using a title on your poster and PowerPoint that explains your position as a student, faculty member, administrator, etc. in the Honors College at ECU.
- To stay in compliance with ECU branding and marketing guidelines, please follow the instructions below. STUDENTS: See Review Process section at bottom of page.
- The poster templates can be found on the Honors College Senior Honors Project website.

BEFORE USING YOUR POSTER TEMPLATES, DO THE FOLLOWING:

- Save the Poster Templates as HCPosterVert and as HCPosterHorizontal in your files (save both as separate documents). To make sure that these templates remain intact, please rename and save each time you update the file.
  - NOTE: The PowerPoint Poster files are set to the dimensions 36 x 48 inches (vertical) and 48 x 36 inches (horizontal). To change this, you may go to Design > Page Setup.
  - 

TEMPLATE COMPONENTS

- LOGO GRAPHIC: At the top of the poster, “East Carolina University Honors College” appears at the top as an image. DO NOT TO REMOVE, MOVE OR ADJUST THIS GRAPHIC AT ANY TIME.
- BACKGROUND: The poster templates come with a neutral background. DO NOT REMOVE OR CHANGE THIS BACKGROUND.
- FONT: Use only Gotham bold or Centaur bold fonts on your poster and use them consistently. For example, you may choose to have titles in Gotham bold and bullet points in Centaur bold.
  - You may italicize or underline text as you see fit.
- COLORS: You may ONLY use either or both black and purple font colors on posters. For purple, use RGB: 89, 42, 138 by going to Font Colors > More Colors > Custom Tab > Color Model: RGB. Red: 89, Green: 42 and Blue: 138. This is the only shade of purple approved by the university—do not use other shades of purple.
- IMAGES: Feel free to add images, illustrations, photos, etc. into your presentation.

REVIEW PROCESS:

All student posters that represent the ECU Honors College must receive prior approval. Email your poster file to your faculty mentor with “Poster Review” in the subject line two days before you plan on making the presentation. In this review, your poster will be assessed only for its compliance with the items listed above.
Honors College PowerPoint Presentation Template  Instructions

WHEN AND HOW TO USE THE TEMPLATES

➢ The ECU Honors College PowerPoint template is only to be used for presentations that represent the Honors College.
  o Do not use the templates to deliver course material, class presentations or other personal projects that do not represent findings affiliated with or on behalf of the Honors College at East Carolina University.
➢ Identify yourself appropriately using a title on your PowerPoint that explains your position as a student, faculty member, administrator, etc. in the Honors College at ECU.
➢ To stay in compliance with ECU branding and marketing guidelines, please follow the instructions below. STUDENTS: See Review Process section at bottom of page.
➢ The PowerPoint template can be found on the Honors College Senior Honors Project website.

BEFORE USING YOUR POWERPOINT TEMPLATE, DO THE FOLLOWING:

➢ Save the PowerPoint presentation as HCPresentationTemplate in your files. To make sure that this master template remains intact, please rename and save each time you update the file.

Title Slide

➢ LOGO GRAPHIC: At the top of the title slide, “East Carolina University Honors College” appears at the top as an image. DO NOT REMOVE, MOVE OR ADJUST THIS GRAPHIC AT ANY TIME.
➢ PHOTO: The template comes with a photo of Mamie Jenkins Building on the title slide. You do not have to use this photo if you’d prefer to have another photo or no photo on this slide.
➢ FONT: You may add on your title slide using black font only in Gotham bold or Centaur bold at an appropriate point size for your presentation.
  o You may italicize or underline text as you see fit.
  o If you want to add a title overlapping the Mamie Jenkins or another photo, consider its readability.

Content Slides

➢ SLIDE OPTIONS: The template comes with two content slide options: one with a purple background and one with a white background.
  o You may use one or both color schemes throughout your presentation.
➢ LOGO GRAPHIC: Do NOT remove, move or adjust “East Carolina University Honors College” at the bottom of the slides.
➢ FONT: You may only use the font color associated with each content slide: White font on purple background or black font on the white background.
  o Use only Gotham bold or Centaur bold fonts throughout your presentation and use them consistently. For example, you may choose to have titles in Gotham bold and bullet points in Centaur bold.
  o You may adjust font size and italicize or underline text as you see fit.
➢ IMAGES: Feel free to add images, illustrations, photos, etc. into your presentation.

REVIEW PROCESS:

All student presentations that represent the ECU Honors College must receive prior approval. E-mail your PowerPoint file to your faculty mentor with “Presentation Review” in the subject line two days before you plan on making the presentation. In this review, your PowerPoint will be assessed only for its compliance with the items listed above.
Senior Honors Project

OPTIONAL MENTORING AGREEMENT
(Sample/Please Edit as Needed)

Faculty mentor:
Email address:
Phone number:
Office address:

Student:
Email address:
Phone number:

Please read the sample agreement together. Feel free to delete, add or revise language below. Signing this agreement represents a commitment between the faculty mentor and student. This optional mentoring agreement can be used at the beginning of HNRS 4500 or HNRS 4550 (or with the approved SHP course substitutions).

The faculty mentor [insert name] and student [insert name] agree to work together in the following manner:

1) The student and faculty mentor agree to develop and maintain a trusting and supportive relationship.
2) The student and faculty mentor agree to adhere to the SHP timeline to the best of their abilities.
3) The student agrees to provide the original document (edited by faculty mentor) and a newly revised document (edited by student) when submitting revisions to the faculty mentor.
4) The student agrees to be committed to excellence and integrity in all of his/her work.
5) The student agrees to maintain a professional respect for all faculty mentor feedback.
6) The faculty mentor agrees to provide feedback in a manner that supports learning and student development.
7) The student agrees to check in once a week (email, phone or face-to-face meeting) and to follow up to a faculty mentor communication within 48 hours.
8) The student takes responsibility for contacting the faculty mentor when questions arise.

________________________________________  ______________________________________
Faculty Mentor Signature and Date                  Student Signature and Date
Senior Honors Project
References

A “Student Faculty Honors Thesis Agreement” provided by Dr. Jacquie Scott of Barrett Honors College, Arizona State University

Colorado State University
http://www.honors.colostate.edu/senior-honors-thesis

East Carolina University’s Writing Portfolio
http://www.ecu.edu/qep/

Kent State University

The Honors College at Oklahoma State University

The Leadership Mentoring Network Sample Partnership Agreement
http://wwwACHE.org/newclub/career/mentoringnetwork/mentoring_partnership.pdf

The Longwood University Senior Honors Research Program
http://www.longwood.edu/seniorhonors/
Appendix A

Uploading your FINAL Senior Honors Project (SHP) for the Honors College Thesis/Creative Portfolio

Questions? Email: Mr. Jim Ellis ellisja@ecu.edu

Upload Due Date: Reading Day

BEFORE YOU BEGIN:

1. Have a copy of your thesis/creative portfolio readily available (on your desktop, Pirate Drive, or USB)
2. You will be asked for an abstract of the thesis/creative portfolio. This is a brief paragraph-length summary of the work. If you do not already have one you can often use a paragraph from your Introduction.
3. You will be asked for 1-3 keywords to describe your work. Think of one to three keywords that represent your thesis/creative portfolio. For example, if your thesis/creative portfolio title is “The Ever-changing Social Perception of Autism Spectrum Disorder in the United States” keywords might be autism spectrum disorders, social perception, and stigmatization.
4. You will be asked to choose any embargos and paper access restrictions. An embargo delays access to your paper in the Institutional Repository. Separately, you will be asked about campus-only access to your paper. It is important to talk with your advisor about these options.

READY TO UPLOAD?

5. Go to the Honors College Vireo site at http://piratescholars.ecu.edu and log in with your Pirate Id and password. Vireo is an online paper submission process. At the end of the semester, all honors papers and projects will be added to ScholarShip, ECU’s Institutional Repository.

Welcome to the Student Paper & Project Submission System

This submission process is fully electronic and is made through an online application developed and maintained by the Texas Digital Library, in conjunction with the Texas A&M, UT, and UIC.

To get started with your submission, click the link below. You will be asked to authenticate using your PirateID:

Your help can make things better

You feedback is very important to us. It allows us to continue to improve the system. Please feel free to notify us directly at scholarlycomm@ecu.edu if you have any suggestions to increase the usability or effectiveness of this application. You can talk to the Honors College regarding any issues that may arise during the submission process.
6. Once you’re logged into Vireo, please click on the “Start your Submission” button in the center of the page.

Welcome to the Student Paper & Project Submission System

This submission process is fully electronic, and is made through an online application developed and maintained by the Texas Digital Library, in conjunction with the Texas A&M, MIT, and UIC.

To get started with your submission, click the link below. You will be asked to authenticate using your PirateID:

![Start your submission button]

Your help can make things better

Feedback is very important to us! It allows us to continue to improve the system. Please feel free to notify us directly at scholarlycomm@ecu.edu if you have any suggestions to increase the usability or effectiveness of this application. You can talk to the Honors College regarding any issues that may arise during the submission process.

7. The first page of the submission process asks you to verify your information. The yellow sticky notes will assist you with different parts of the submission. Please include a permanent, long-term email address. This will help the library contact you about requests to view your paper after you graduate.

Currently accepting submissions for the December 2015 semester.

Verify Your Information

Instructions:
Please verify all of your personal information. Some of the information has been provided by your school; if this information is in error, you will need to correct it through the appropriate office at your school.

Required fields are indicated with an asterisk.

Personal Information

* First Name: [ ]

* Last Name: [ ]

* Email: [ ]

Affiliation

School: East Carolina University

Submission tips can be found on the yellow sticky notes.

- Your name should appear as it does on your title page.
- You can use Unicode characters, if your computer supports them.
- Select the degree and major that are listed on your title page.
- You must enter a permanent, long-term address. If your present address is different, use the Current Address field.
8. The License Agreement allows ECU to display and archive your paper in the Institutional Repository, ScholarShip. Please check the box to agree to the license terms before continuing.

9. The next section, Document Information, describes details of your paper or project. Please include your project or paper title, document type (i.e. Honors paper), abstract, and keywords. The keywords should be separated by semi-colons.

10. You will be asked to list your mentor and any co-mentors under the Document Information section. Please be sure to enter your mentor’s correct ECU email. Your mentor will receive a copy of your paper submission which will include embargo and access selections.

11. You will be given a list of embargo and access options under the Document Information section. You must consult with your mentor before making a selection.

An embargo is a voluntary delay in the release of your project/paper following deposit. In general, knowledge is advanced when research is shared, so embargoes are relatively rare. Examples of when they might be selected might be if you have submitted a collection of poems you hope to then publish commercially, or your project is based on the work of a lab group in which one or more members of the lab expects to publish related findings in a journal that discourages prior publication, or you intend to seek a patent based on your work. Consult with your advisor about whether an embargo is necessary for your thesis/creative portfolio.

Select your Embargo and Access options:

(1). Embargo options are none, 6 months, 1 year, and 2 years. “None” is the most commonly used option. If you set an embargo it will be released automatically to the Access option you select below.

(2) Open Access or Campus-Restricted access. If you choose a Campus access restriction the paper will be visible to ECU affiliates who sign in with their Pirate ID’s, but no one else.

12. At this point, you are ready to upload your files. Please upload a pdf version of your paper under the Primary Document section. Any additional files such as supplemental files, like data sets.

13. Please review your submission before selecting Confirm and Submit. For a successful submission, you should see the screen below. The paper will be sent to the Honors College for review.

Submittal Complete

Instructions:
The Honors College has received your electronic submittal. You will also receive an email confirmation.
Your manuscript will be placed in the queue and will be processed along with all other submissions for the semester in the order in which your completed file (mscript) was received.
If you have any questions about your submittal, feel free to contact Jim Ellis at ellisj@ecu.edu.
Thank you,
Honors College
View submission status
14. You can log into Vireo at any time to check the status of your paper (http://piratescholars.ecu.edu). Additionally, you may receive automatic emails from the Honors College through the Vireo system. Questions about your submission should be directed to Jim Ellis (ellisja@ecu.edu).

Submission Status

Currently accepting submissions for the December 2015 semester.

<table>
<thead>
<tr>
<th>Title</th>
<th>Manuscript</th>
<th>Status</th>
<th>Date Submitted</th>
<th>Assigned To</th>
<th>Actions</th>
</tr>
</thead>
</table>

Start a new submission