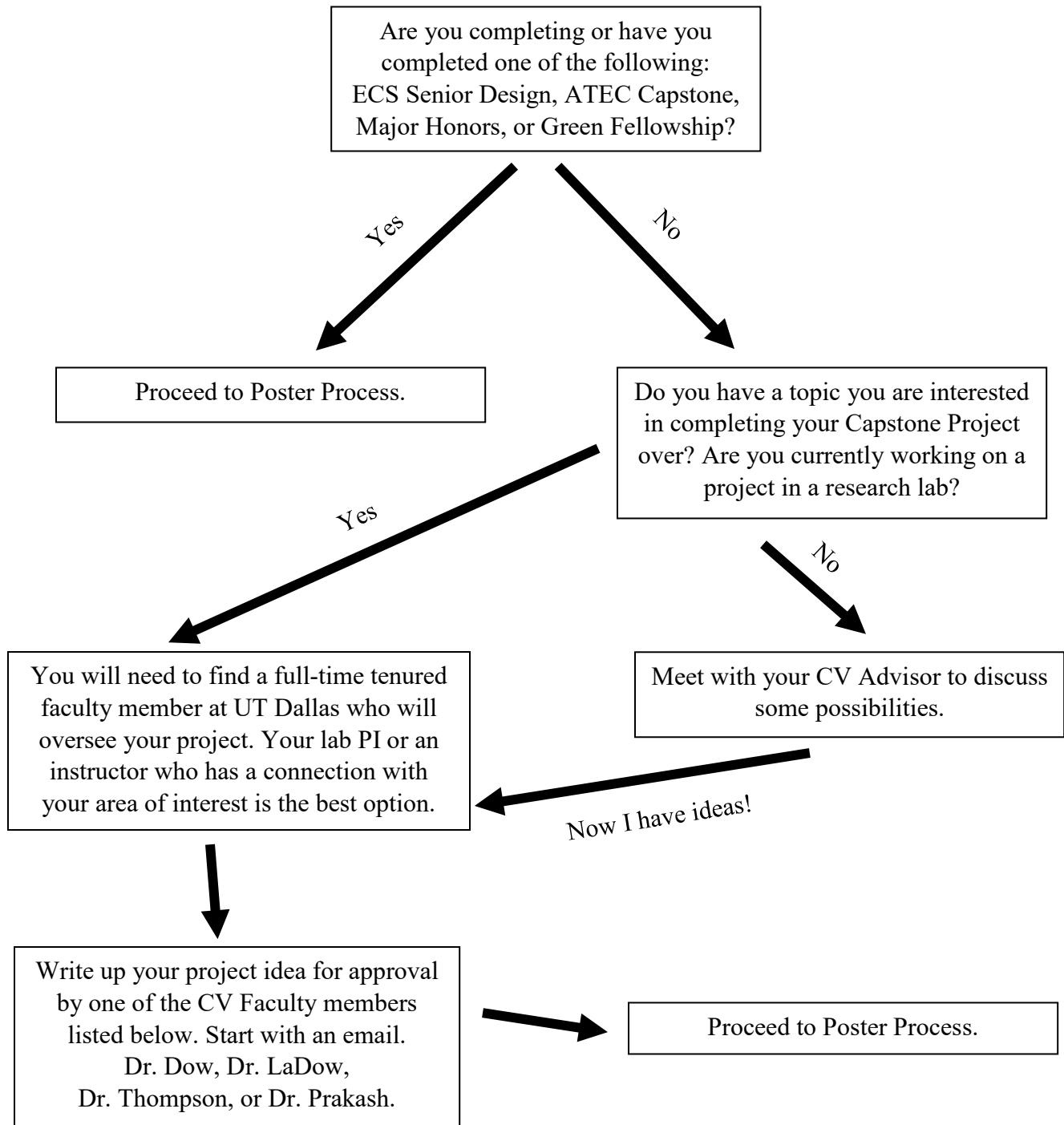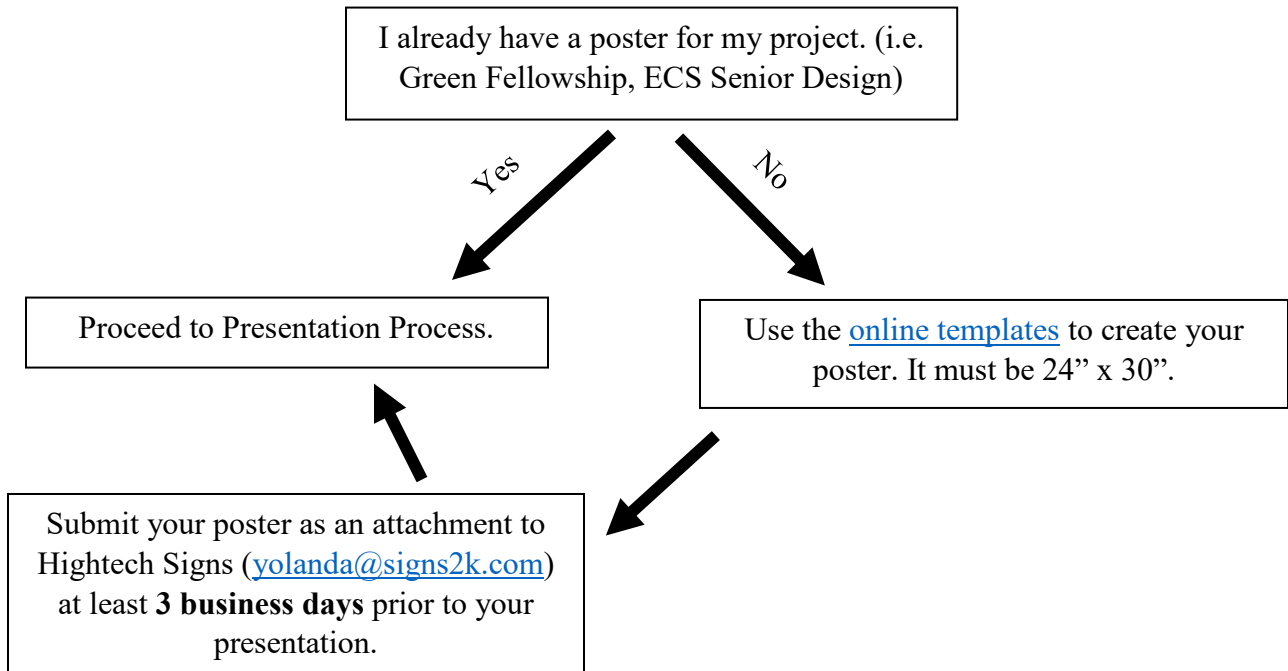# Collegium V Capstone Checklist

The Collegium V Honors capstone project requirement is designed to be flexible in order to maximize its relevance to the individual student. Students are encouraged to explore academic topics of personal interest, even if unrelated to a student's major or professional career. If you need to present prior to your graduating semester you must let Katy Jordan know before the start of the semester you will present.
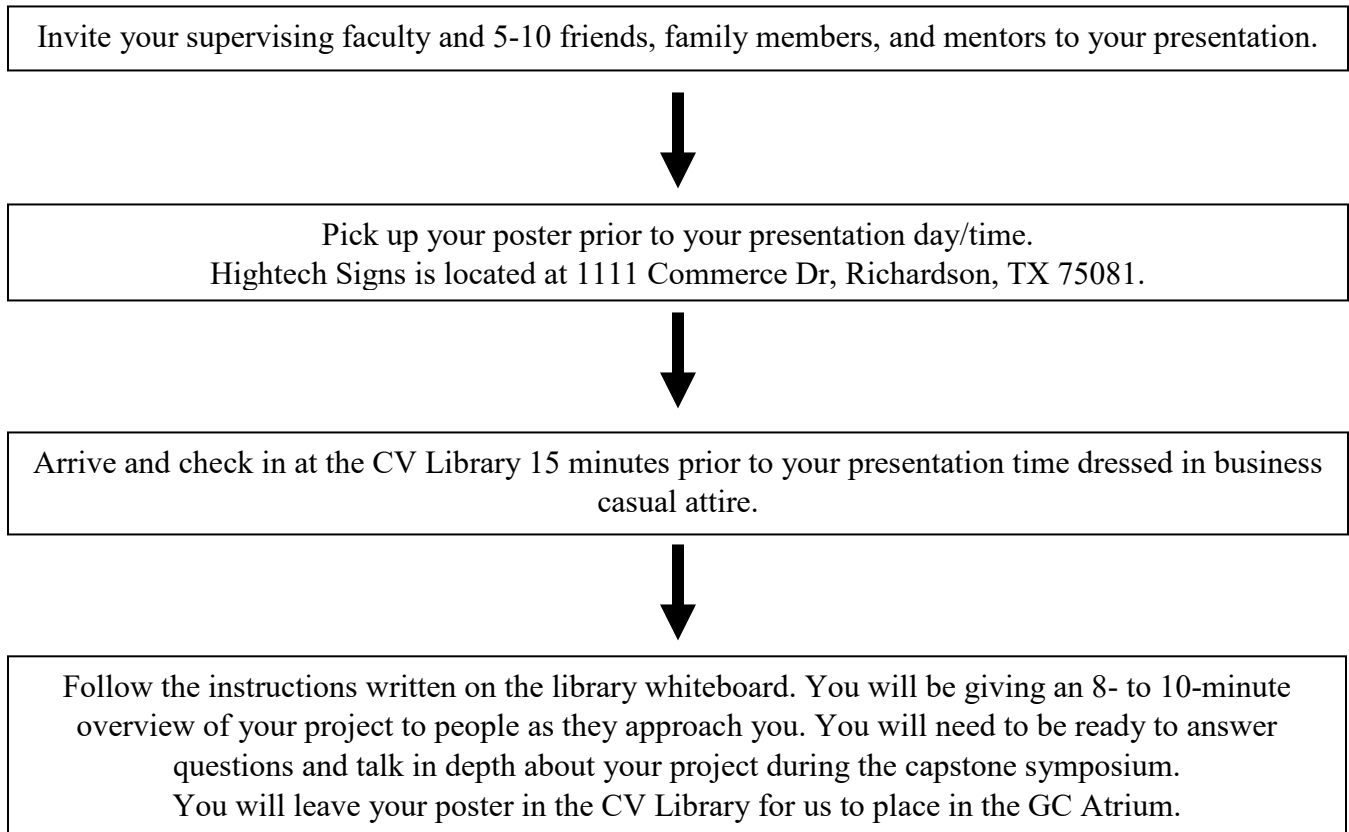
Are you completing or have you completed one of the following:
ECS Senior Design, ATEC Capstone, Major Honors, or Green Fellowship?

Yes

No

Proceed to Poster Process.

Do you have a topic you are interested in completing your Capstone Project over? Are you currently working on a project in a research lab?

Yes

No

You will need to find a full-time tenured faculty member at UT Dallas who will oversee your project. Your lab PI or an instructor who has a connection with your area of interest is the best option.

Meet with your CV Advisor to discuss some possibilities.

Now I have ideas!

Write up your project idea for approval by one of the CV Faculty members listed below. Start with an email.
Dr. Dow, Dr. LaDow,
Dr. Thompson, or Dr. Prakash.

Proceed to Poster Process.

Collegium V Capstone Checklist

<u>Poster Process</u>

I already have a poster for my project. (i.e. Green Fellowship, ECS Senior Design)

Yes

No

Proceed to Presentation Process.

Use the online templates to create your poster. It must be 24" x 30".

Submit your poster as an attachment to Hightech Signs (yolanda@signs2k.com) at least **3 business days** prior to your presentation.

<u>Presentation Process</u>

Invite your supervising faculty and 5-10 friends, family members, and mentors to your presentation.

Pick up your poster prior to your presentation day/time.
Hightech Signs is located at 1111 Commerce Dr, Richardson, TX 75081.

Arrive and check in at the CV Library 15 minutes prior to your presentation time dressed in business casual attire.

Follow the instructions written on the library whiteboard. You will be giving an 8- to 10-minute overview of your project to people as they approach you. You will need to be ready to answer questions and talk in depth about your project during the capstone symposium.
You will leave your poster in the CV Library for us to place in the GC Atrium.

Collegium V Capstone Checklist

Please read through and initial each item. You will be required to submit your completed checklist to Ms. Jordan during your presenting semester.

___ I will read all emails Ms. Jordan sends me and respond within 2 business days.

___ I have a project idea or I am using my ATEC Capstone, ECS Senior Design, Major Honors, or Green Fellowship project.

___ If I am not using ATEC Capstone, ECS Senior Design, Major Honors, or a Green Fellowship project, I understand that I must have a deliverable that backs my poster. This is typically a 15- to 20-page research paper. My deliverable must be submitted to and signed off on by CV Faculty by the last day of classes the semester I am presenting.

___ My project is being supervised by _____, who is full-time tenured faculty in _____ (department).

___ I have spoken with Dr. _____ (CV Faculty) and received approval for my project. If you are using ATEC Capstone, ECS Senior Design, Major Honors, or a Green Fellowship project please put N/A.

___ I have submitted all outstanding CV Advanced hours before the semester I plan to graduate. If I am completing advanced hours during my graduating semester, I have informed Ms. Jordan.

___ I have completed the online form with my full capstone project details.
Fall graduates must complete form by September 7. Spring graduates must complete form by January 21. https://eforms.utdallas.edu/honors-cv-definitive-capstone

___ I have signed up for my presentation time through the Sign-Up Genius link Ms. Jordan emailed me.

___ I will submit my poster to Hightech Signs (yolanda@signs2k.com) at least 3 business days prior to my presentation. It will be 24" x 30" and laminated. If I choose to print elsewhere, I understand that I will only be reimbursed up to $50.

_____   _____
Full Printed Name   Signature