

APPENDIX X: APEX Submission Checklist

Complete this before submitting your APEX Final Approval Form

The Process

- ☐ I submitted my APEX Progress Report on time (Friday of the 8th week) and addressed any concerns it raised.
- ☐ If my topic changed substantially since the proposal, I submitted an APEX Topic Revision Form with a revised proposal and timeline as needed.
- ☐ I have compared my final work against my original proposal timeline and can explain any significant changes to my mentor.
- ☐ My public presentation has been scheduled or completed.
- ☐ If my presentation is not the Honors Convocation poster session, the Dean of the Honors College (or a designee) has been invited.
- ☐ The file is clearly named (e.g., LastName_FirstName_APEXFinal) and matches any format requirements from the Honors College.

Final Paper: Content

- ☐ Abstract summarizes the project's scholarly background, purpose, methodology or work done, results, and concluding discussion/implications.
- ☐ The purpose of the APEX (question addressed, artistic goal, or purpose of the internship/experience) is clearly stated.
- ☐ A comprehensive scholarly review of prior work is included (prior literature, related artistic works/traditions, or industry-wide practices, as appropriate to my track).
- ☐ A detailed description of my process is included (methods section, or illustrations/visual materials for creative work).
- ☐ If this was a group project, I have clearly explained my individual contribution separately from the group's work.
- ☐ Results of the investigation, or a description of the outcome/product, are included.
- ☐ My discussion/conclusion goes beyond a summary of results by interpreting significance, limitations, and future directions, as well as connecting the findings to the literature.
- ☐ If my project involves policy recommendations, I included a detailed narrative connecting the recommendations to the literature review and/or results.
- ☐ I discussed the limitations of the project (e.g., methods, generalizability) and suggested directions for future work.
- ☐ I explained how the project represents a culmination of my skills and contributes to the field at large.
- ☐ I have read the rubric for my specific track (Traditional Research, Creative/Expression, or Service/Internship).

- ☐ My paper clearly hits every relevant criterion in the rubric (found in the APEX Handbook) row-by-row, not just in general terms.

Final Paper: Writing and Mechanics

- ☐ I have revised any future-tense language carried over from my proposal (e.g., “will examine” → “examined”).
- ☐ Writing style matches the professional/academic conventions of my discipline (e.g., APA or MLA, as appropriate).
- ☐ Citations and the bibliography are complete, accurate, and consistently formatted.
- ☐ The document is free of spelling and grammar errors (proofread by me and at least one other reader).
- ☐ Figures, tables, and images (if any) are labeled, captioned, and referenced in the text.
- ☐ Page numbers and consistent heading formatting are used throughout.
- ☐ Length and comprehensiveness are consistent with the examples for my track. It is not so brief that it is incomplete nor is it so long it seems “padded.”