CE/T Faculty Checklist

Review the CE/T Proposal: If the proposal meets your approval, sign the CE/T Proposal form. A student must have a signed proposal form on file with The MHC before they can register for HON 403 and HON 404. The student can deliver this form. Some departments allow students to count CE/T hours toward the major. If you would like to pursue this option, the student must obtain permission from their department.

Have regular appointments to meet with your CE/T students (every week or every two weeks)

Students must present their CE/T or a portion of their CE/T at an approved conference. Check with the CE/T Advisor for a list of possible conferences if you do not have a discipline-specific conference in mind.

Once the committee agrees the CE/T is ready to defend, the student must submit a Draft Approval Form to The MHC. The Draft Approval Form requires all CE/T committee signatures, a polished copy of the CE/T to each reader (including the third reader), and documentation of a conference presentation.

Before the defense, review the CE/T Evaluation Rubric

Day of the Defense:
- o   Fill out the Final Evaluation Form.
- o   A member of the CE/T committee (typically the third reader) should bring the Final Evaluation Form to The MHC (campus mail, hand delivery, or e-mailed with verified electronic signatures)

Once the Final Submission form, the TopSCHOLAR Copyright permission form, and an electronic **WORD** version of the CE/T have been submitted to cet.advisor@wku.edu by the student, first readers will be sent an email regarding their grant funds. The aforementioned forms are submitted by the student and no action is necessary for committee members.