

Class of 2019

Senior Papers

A written paper and oral presentation of the paper are a part of the requirements for graduation. Students are encouraged to develop topics that might be used for presentations given after graduation or result in a publication. The subject should be related to veterinary medicine and be of interest to veterinarians. References used should provide the most current knowledge on the subject.

WRITTEN PAPER

The paper will be written in electronic format, double-spaced. The reference section is to be single-spaced. Your title page should show the title and the author. The advisor's name should be in the lower right-hand corner. When the advisor gives her/his final approval to the paper, she/he should sign a hard copy of the title page with the signature above his/her name indicating acceptance of the paper. Failure to comply with these requirements will mean rejection of the paper, regardless of content. The written paper will be critiqued as to content, style, and format, by the student's senior paper advisor and the Dean's Office. Students should follow the instructions to authors of *JAVMA*. You can find the *JAVMA* instructions to authors for specific details at <http://www.avma.org/News/Journals/Pages/javma-ifa.aspx>

ORAL PRESENTATION

The oral presentation is scheduled for 15-20 minutes of presentation and 10 minutes of discussion, question and answer. The senior paper may be the main points and basic principles of a big subject or an in-depth research of a smaller subject. The oral presentation should be designed to best convey to the audience some of the material in the written paper. As much as possible the paper should not be read, as this is a poor way to present an oral paper.

The faculty attending the oral presentation will evaluate the content and the presentation, and give the presentation a PASS or NO PASS. Their comments will be informative and intended as constructive criticism. If a majority of the faculty give a grade of NO PASS, then the student will be required to either re-submit a satisfactory paper, or make another oral presentation of passing quality, or both.

CALENDAR

1. *Selection of date and topic for the presentation.* All dates should be selected by June 30, 2018. No more than two papers may be scheduled on any one day. Topics should be selected as soon as possible and each presentation topic must be different from all others. The Dean's Office will serve as the coordinator for this program and will maintain the master calendar.
2. *Selection of advisor.* The advisor is usually someone in the College of Veterinary Medicine. Any faculty member may be asked to serve as a faculty advisor. Occasionally, the best advisor is someone outside the College and this is acceptable if the individual is able to advise and review drafts of the paper. If you need help with finding a faculty member to

advise you on your topic of interest, contact the Associate Dean for assistance.

The advisor will:

- a. Help define an adequate subject and the scope of the paper. A proposed title and outline of the paper must be presented for approval to your advisor at least 60 days prior to the scheduled seminar presentation date. The student must complete the required form (including student name, topic, advisor's name, presentation date, paper draft due date, and final paper due date plus signatures of student and advisor) and submit to the Dean's office at least 60 days prior to the scheduled seminar presentation date. If this form is not submitted, the oral presentation will be delayed.
- b. Review the paper's rough drafts and give constructive comments on the content and format.
- c. Assist the student, as needed, regarding the oral presentation.
- d. Review and approve the final copy ***within 4 weeks of*** the oral presentation or prior to completion of program/graduation, whichever comes first. The advisor should be given a hard copy of the title page and sign this hard copy, indicating approval of the paper. The final paper must be presented to the advisor at least 14 days prior to this deadline.

Be sure that you and your advisor are clear on expectations and deadlines before you start researching your topic. If you can't agree on these, you should probably find a different advisor. Expectations of different advisors can vary quite a bit so this needs to be discussed at the outset.

3. *Submitting the final paper.*

The final copy of the paper which has been approved by the advisor must be submitted as an email attachment to the Dean's Office ***within 4 weeks of*** the oral presentation or prior to completion of program/graduation, whichever comes first. At the same time, a hard copy of the title page with the advisor's original signature must be given in to the Student Services coordinator. If the final paper and signed title page are not present in the Dean's Office before this date, it is important to note that this could result in a delay of graduation.

4. *Final approval of the paper*

The Dean's Office will notify the student once the paper has been approved and will send an electronic copy to the librarian. The student and faculty advisor will receive a compiled version of faculty comments on the presentation. If you do not receive notification of approval within a few weeks of completion, check with the Dean's office to find out the status of your paper.