**CHECKLIST**

**Before starting project**
- IRB Training and Approval
- Funding Approval
- Sign Confirmation Statement
- Attend Orientation
- Send a Current Photo to engagedlearning@smu.edu
- Register with SMU Abroad and Risk management if traveling abroad
  [https://abroad.smu.edu](https://abroad.smu.edu)

**Before graduation**

- **Three Reflections**
  - [Reflection Exercise 1](#) - due August 31
  - [Reflection Exercise 2](#) - due November 15
  - [Reflection Exercise 3](#) - due with final report (April 15 of graduation year)

- **Three Mid-Point Meetings**
  - Early/Regular Decision ELFs - October 1-15
  - Senior Cycle/Regular Decision ELFs - December 1-10
  - Senior/Early/Regular Decision ELFs - February 1-15

- **Present your work:**
  - Fall Symposium (December graduates)
  - Spring Poster Session (May/Summer graduates)
  - Self-organized event

- **Upload Final Report**
  - [Link to Final Product Upload portal](#)

- **Optional/encouraged:** Submit to the Undergraduate Research Journal
  - [https://scholar.smu.edu/jour/](https://scholar.smu.edu/jour/)

- Attend exclusive Engaged Learning events like the graduation luncheon

**Be involved!**

- Read and respond to all correspondence sent to your SMU email account.
- Attend Office of Engaged Learning Workshops (Minimum of Three)
  [https://www.smu.edu/Provost/EngagedLearning/Undergraduate-Research](https://www.smu.edu/Provost/EngagedLearning/Undergraduate-Research)
- Follow SMU Engaged Learning on Facebook, Instagram, or Twitter
- Post photos on your social media sites, tagging Engaged Learning. Or email them to engagedlearning@smu.edu
- Attend events of other ELFs