

The Honors Program at UDM Handbook

including Course Scheduling, Advising, and Thesis Guidelines



University of Detroit Mercy

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CONTENTS

SECTION I: THE HONORS CURRICULUM AND ADVISING

The Honors Program Curriculum and Timetable	4
The Honors Advisors	5
Things Both Honors Students and Advisors Should Remember	5

SECTION II: THE HONORS THESIS

Introduction	7
The Thesis Experience	7
When to Start Your Honors Thesis	7
HON 4997: The Honors Thesis Proposal	7
The Primary Director and Thesis Committee	8
The Co-Director	8
The Thesis Proposal	9
The Creative Thesis	9
The Progress Report	9
HON 4998: The Honors Thesis Approval	9
The Abstract	9
The Outline	10
The Bibliography	10
The Progress Report	11
HON 4999: The Honors Thesis Defense	11
The Oral Defense	11
The Final Manuscript	12
Preparing the Manuscript	12
Submitting the Manuscript	13
Sample Thesis Check List	14
Tips and Important Reminders for Students	15
Tips and Important Reminders for Primary and Co-Directors	17

SECTION III: THE HONORS THESIS - SAMPLE MATERIAL

Sample Honors Thesis Proposal (HON 4997)	19
Sample Honors Thesis Approval (HON 4998)	21
Sample Honors Thesis Defense (HON 4999)	22
Sample Title Page	23
Sample Approval Page	24
Sample Table of Contents	25

SECTION I: The Honors Curriculum and Advising

THE HONORS PROGRAM CURRICULUM AND TIMETABLE

	COURSEWORK	THESIS*	SERVICE HOURS
Freshman Year	<u>Fall Term</u> <input type="checkbox"/> First Honors Course <u>Winter Term</u> <input type="checkbox"/> Second Honors Course	<input type="checkbox"/> Register for Honors Thesis Proposal (HON 4997) <input type="checkbox"/> Register for Honors Thesis Approval (HON 4998)	<input type="checkbox"/> Complete 100 hours of voluntary acts of compassionate service to society at large and individuals in need before the end of undergraduate program of study, which must be verified by the Leadership Development Institute
Sophomore Year	<u>Fall Term</u> <input type="checkbox"/> Third Honors Course <u>Winter Term</u> <input type="checkbox"/> Fourth Honors Course	<input type="checkbox"/> Register for Honors Thesis Defense (HON 4999)	
Junior Year	<u>Fall Term</u> <input type="checkbox"/> Fifth Honors Course <u>Winter Term</u> <input type="checkbox"/> Sixth Honors Course	<input type="checkbox"/> Defend Honors Thesis <input type="checkbox"/> Submit Honors Thesis to Honors Director	
Senior Year			

*For more a more detailed timetable for the Honors Thesis, see page 14 of this Handbook.

THE HONORS ADVISORS

When registering for classes, you should see the Honors advisor in your college *before* your major advisor, to make sure you are moving through The Program efficiently. The Honors advisors are:

College of Business Administration

Dr. Bruce Brorby, Associate Dean
CF112
313.993.1118
brorbybm@udmercy.edu

College of Engineering & Science

Dr. Ken Henold, Associate Dean
E130
313.993.1197
henoldkl@udmercy.edu

College of Liberal Arts & Education

Professor Kathy Bush, Associate Dean
B121
313.993.3254
bushkt@udmercy.edu

School of Architecture

Professor Stephen La Grassa, Architecture
LO118
313.993.1522
lagrassj@udmercy.edu
Professor Stephen Vogel, Dean
LO108
313.993.1149
vogelsp@udmercy.edu

Things Both Honors Students and Advisors Should Remember

1. All Honors classes are scheduled at 8:30 on Tuesday and Thursday mornings so they will not interfere with required courses in the student's major.
2. Honors students take one Honors course per term in this time slot, starting with the first term of their freshman year and ending with the second term of their junior year.
3. Honors students are not allowed to jump cohorts, and must take the Honors courses in the order listed above.
4. Honors students must take account of the curricular demands in their major and take care to register for their Honors Thesis credit units in a timely manner, if they hope to graduate from The Honors Program on time. Students should promptly consult the Honors advisor in their academic unit to determine when they should begin working on their thesis.

SECTION II: The Honors Thesis

INTRODUCTION

This section of the Handbook contains detailed explanations of the various steps in the thesis process. Format guidelines are also given in this section.

The Thesis Experience

An Honors thesis is a substantial, independent, intellectual and creative endeavor initiated by the student. In undertaking an Honors thesis, the student will spend over a year researching literature, working on an experiment, or designing and producing creative work. But writing and defending an Honors thesis is so much more than the final hurdle in graduating with Honors. In taking up this ambitious project, the author is shifting from being a student to becoming a scholar or artist, from being a consumer of knowledge to becoming a producer of knowledge, from performing assignments and exercises to developing and completing an individually-determined project guided by a primary thesis director. These transformations will bring a living part of the author's emerging self out into the world in tangible form, bringing him or her significantly closer to intellectual and creative maturity and imbuing them with a deeper appreciation of both an aspect of the world and his or her own abilities. In summary, an Honors thesis should be considered an inspiring, exciting and unique opportunity to explore a topic of passionate interest to the student.

When to Start Your Thesis

In order to accommodate the various curricular demands of the several different majors The Program serves, a great deal of flexibility is allowed as to when students may begin work on their theses. Generally speaking, students can start their theses whenever they have determined their topic and are ready to start. Typically a thesis is not started before a student's sophomore year, and no later than the second term of a student's junior year. As a general rule, theses take at least a year to complete, and it is imperative that students finish and defend their thesis before they finish their coursework and/or any co-op or internship experiences connected with their undergraduate program of study. Students should consult the Honors advisor in their academic unit as to when they should begin working on their thesis.

The Program has created three (3) one-credit Honors Thesis units to help students stay focused on their projects and successfully complete and defend their thesis. The forms for these units are downloadable from the Honors website (www.udmercy.edu/honors), and samples can be found in Section III of this Handbook.

HON 4997: THE HONORS THESIS PROPOSAL

The Honors Thesis Proposal lays out a rigorous description of the student's proposal and lists the members of his or her thesis committee, their primary director, and/or their co-director (if required). The student should register for this one-credit Honors Thesis unit once the proposal is complete, no later than the date listed as the last day to add a class according to the University's academic calendar. *This means that the student must complete the proposal **before** he or she registers for this Thesis unit.* See the Sample Thesis Timetable on page 14 for a summary of what is involved in completing a thesis proposal. *The student's proposal must receive a minimum passing grade of C.*

The Primary Director and Thesis Committee

All theses must be formally directed by a full-time member of University of Detroit Mercy faculty in an appropriate discipline and defended before a thesis committee of at least three (3) faculty, including the director.

In general, the student chooses a single primary director and, with the help of that director, judiciously chooses the remaining members of the oral defense committee, to be made up of at least three (3) faculty, including the director or co-director (if any). The primary director should be not only a person quite knowledgeable about the primary area the student wishes to explore, but also one with whom the student has a reasonably good working relationship. In some cases, a student may know the general topic he or she wishes to explore and will search for a primary director, whatever the topic, and will ask that person for guidance in selection a specific topic. Many faculty members, understandably, will not take on the direction of an Honors thesis for a student whom they have not had in class or have not directed in previous independent study. Some primary directors will allow the student wide choice of topic; others may prefer that the student join their own ongoing research project.

Students must stay in close contact with their primary director during the research and writing process. No more than two weeks should pass without contact between a student and their director – in person, by phone or email – regarding progress on the thesis. Even if students have nothing to “show” the director as far as written work is concerned, they should at least tell the director what they are reading, what kinds of problems (if any) they are encountering, etc.

Though writing an Honors thesis is an exercise in independent inquiry, students should always keep in mind that writing an Honors thesis should be understood to as *guided* independent inquiry. The primary director is not (and *should* not be) someone who comments only occasionally and signs off on a finished project, but someone who, through his or her area of scholarly experience and expertise, actively guides the student’s independent work. The director can provide the student with valuable resources, can sometimes lend books, can serve as a sounding board for ideas, can challenge the student in numerous ways, and can comment on subject matter, research methods, writing style, organization, and any other aspect of the thesis.

Students should also remember that their primary director is responsible for evaluating the finished thesis and must sign off on the completed work by assigning a letter grade and by actually signing the oral defense report and the approval page in the thesis itself. Students who have not stayed in touch with the director throughout the various stages of the thesis process should not be surprised if the director is reluctant to approve the resulting product.

The Co-Director

Co-directors are recommended if 40% or more of the thesis is based on another discipline. A student with a history major, for instance, might wish to do a thesis that deals with the literary trends of a particular historical period (e.g., the Renaissance, the 20th Century, etc.). In such a case, the student could have a primary director from history and a co-director from English. In another case, a student might have a double major – e.g., digital media studies and communication studies – and might wish to do the thesis in such a way that both areas are covered, thereby requiring a co-director. An architecture student might want to draw on philosophy to analyze a building's design. A civil engineering student might wish to do an economic feasibility study on a project. A biology major might want to address the ethical implications of stem cell research. In all such cases, co-directors would be essential, and should be regularly consulted along with the primary director.

The Thesis Proposal

The thesis proposal is a formal document which sets forth the parameters of the intended work. Some care, therefore, should be given both to its content and its appearance. The proposal should be literate (i.e., no sentence faults or misspelled words), it should have substance, and it should be typed neatly. It should reflect a carefully, thought-out approach to the subject with sufficient elaboration to enable the Program Director and the Honors Advisory Committee to know just what it is the student intends to do and how s/he intends to do it. The thesis proposal must also include the names of the primary director and co-director (if any), as well as the names of the other committee members.

Proposals that do not meet these minimal criteria will not be approved.

The Creative Thesis

Students majoring in the more creative arts may opt for a non-traditional, creative thesis. For example, creative writers may work on a manuscript, digital media students may document the making of their senior project, theater students may document their performance, etc. Due to the nature of these types of theses, each one will need special approval from the Honors Advisory Committee.

The Progress Report

A progress report is due at the end of each semester or summer term prior to the semester in which the thesis is finally completed and defended. The report, for which the Program has no set form, need not be long. However, it should be typed and double-spaced, and summarize in as much detail as necessary what has been accomplished in relation to the original thesis proposal. Any ambitious independent inquiry like an Honors thesis is likely to change as the student works on it. Any shifts in purpose, claim, method, argument, etc. should be explained and justified in reference to the original proposal. Each progress report must be signed by the student and the primary director, and submitted to the Honors Program Director before the start of final exam week.

HON 4998: THE HONORS THESIS APPROVAL

The Honors Thesis Approval occurs after the student has begun substantial work on his or her thesis, and is comprised of an abstract presenting a concise overview of the student's project, a detailed outline of the project, and a comprehensive bibliography or literature review of the material that will be used in the project. The student should register for this one-credit Honors Thesis unit once this material has been approved by their primary director, no later than the date listed as the last day to add a class according to the University's academic calendar. *This means that the student must produce and collate the materials for approval **before** he or she registers for this Thesis unit.* See the Sample Thesis Timetable on page 14 for a summary of what is involved in completing a thesis approval. *The student's approval must receive a minimum passing grade of C.*

The Abstract

The abstract is a more refined, focused and polished version of the description of the project provided in the student's thesis proposal. The abstract is what will be read first, to give an indication of the parameters of the student's project, its depth and breadth, its context and the scholarly contribution it makes. It is important that it is written in a concise and focused manner so that it identifies the salient features of the research, the problem or research question, the

approach adopted, and its expected findings. In general the abstract is between 300 and 500 words in length, depending on the discipline.

The abstract demonstrates the student's ability to appreciate and communicate an overview of the project. Since this is the first impression that the reader will get, it is important to spend time ensuring that this summary of the student's work is well written and provides only the important information in an informative, interesting and succinct manner.

The student should assume that their readers are experts in the discipline, making definitions of terminology or background explanations unnecessary. The abstract should begin by identifying in a sentence the main purpose of the thesis, followed by answers to the following questions: (a) What is the problem or question that the work addresses? (b) Why is it important? (c) How was the investigation undertaken? (d) What was found and what does it mean? Abstracts do not normally contain citations.

It is understood that the approved abstract will likely undergo revision while the student is working on his or her thesis. In fact, the student should expect to write a final version of the abstract *after* he or she has completed the thesis, so that they have a good understanding of the findings and can clearly explain their contribution to the field.

The Outline

Creating a thesis outline is an entirely separate task from writing the thesis proper. The outline should be a complete and thorough representation of how the student will undertake their thesis project. The outline should be thought of as a road map for how the student will write the thesis, and will allow the thesis to be completed in an organized and timely fashion.

There are many ways in which a student can create an outline. Typically, the student will first do some preliminary research on his or her topic and compile notes, which will then suggest a structure for the outline that will dictate the flow and format of the thesis proper. However the student goes about this task, they should allow ample time to produce a suitable outline and work closely with his or her primary director and/or co-director to ensure that the finished outline both approximates the manner in which the thesis will be written and maximizes its use as a guide for the student in authoring the thesis.

It is understood that the approved outline will likely undergo revision while the student is working on his or her thesis.

The Bibliography

Preparing a good bibliography is an important part of writing a thesis. An accurate and thorough bibliography begins with the student's preliminary research into their topic and reflects the depth of this research—the foundation on which the student's argument or analysis rests. It is an important aid to readers who wish to verify the student's facts or to pursue further some of the topics the student has discussed.

No matter how thorough, the student's bibliography will only be useful if it can be readily understood. This requires that all of the student's citation notes and bibliographic entries be presented in a uniform style. Different bibliographic styles have been developed by major scholarly societies and publishers. Which style the student chooses depends on the preference of his or her primary director, and should reflect the subject area of their thesis. Whatever the student's choice, it is essential that he or she follows one bibliographic style accurately and consistently throughout the entire thesis.

It is understood that the approved bibliography will likely undergo revision while the student is working on his or her thesis.

The Progress Report

The student is reminded that a progress report is due at the end of each semester or summer term prior to the semester in which the thesis is finally completed and defended, as per the instruction on page 9 of this Handbook.

HON 4999: THE HONORS THESIS DEFENSE

The student should register for their Honors Thesis Defense after he or she has completed their thesis and has secured their primary director's approval for a specific defense date, time and place of mutual convenience for their entire thesis committee. The student should register for this one-credit Honors Thesis unit no later than the date listed as the last day to add a class according to the University's academic calendar, ***in the term the defense is to take place***. *The student's defense must receive a minimum passing grade of C.*

The Oral Defense

All students who complete the thesis are required to defend it orally and in public before their thesis committee of at least three (3) faculty. The primary director serves as chairperson of the thesis committee and thus moderates the oral defense. The student should remember, however, that the defense cannot take place unless the committee members have received a copy of the thesis manuscript at least one month prior to the anticipated defense date; some committee members prefer an even longer review period, and every effort must be made to accommodate these members. In short, the student should not expect to give the manuscript to the committee a week before a scheduled oral defense.

Moreover, the student should not give the primary director and the thesis committee a copy of the thesis at the same time; the thesis committee members should receive their copies *only* after the primary director has indicated that the thesis is ready to be defended.

It should be emphasized that the copy of the thesis defended before the thesis committee is only the penultimate copy. The final copy will be prepared after the defense so that the committee members may make corrections, suggest changes, and generally point out areas that might need additional attention. The student should meet with the primary director (and co-director, if any) shortly after the defense to discuss suggested revisions.

The defense itself is generally held in the Gardella Honors House, though it may also be held in a suitable room of the student's choosing, so long as the student arranges for the use of this room through the appropriate channels. At the defense, the student normally opens with an overview statement of the purpose, claim, method, argument and/or result or conclusion of the thesis (8-10 minutes). Committee members then ask questions, usually in turn, in what turns out to be a relatively informal and lively exchange of ideas, lasting an average of an hour.

The student then withdraws so the committee can deliberate whether the thesis was successfully defended; the thesis is successfully defended so long as there is no more than one negative vote on the committee. After a successful defense, the student will produce a blank approval page (which can be downloaded from www.udmercy.edu/honors) and gather the signatures of every member of his or her committee, including that of any dissenting member.

The committee may suggest an appropriate letter grade for the student's work, and the opinion of the co-director (if any) should carry special weight. *The primary director, however, is ultimately responsible for determining and submitting the final letter grade to the Registrar, by completing a change of grade for all thesis units and assigning the appropriate letter grade to each unit.*

THE FINAL MANUSCRIPT

The student is reminded that the final manuscript must be submitted no later than three weeks after the defense. The manuscript must be submitted in order for the student to graduate with honors.

Preparing the Manuscript

Margins: 1½ inches at the left and top; 1 inch at right and bottom. Please check your margins carefully on the computer. You may have to adjust the settings.

Title and approval pages: The thesis must contain a title page and the original (*not copied*) approval page. The approval page must be signed by the appropriate persons--the primary director and co-director (if any), every member of the thesis committee, and the Honors Program Director--before the thesis will be accepted by the Honors Advisory Committee. The Honors Director signs last, and occasionally delays signing until corrections are made if he or she sees errors in the final draft of the manuscript.

Samples of both pages are included in Section III of this Handbook, and both are downloadable from www.udmercy.edu/honors.

Pagination: All pages must be in the right order. See below for order of pages, including front matter. Note the position of the page numbers. Front matter (except for the title page, which bears no number but is counted as page one) has the page number in lower-case Roman numbers centered at the bottom of the page about 5/8" from the bottom. Page numbers for chapter headings and the bibliography should be centered in Arabic numbers at the bottom of the page; all other pages of the text should carry the number at the top right margin about 5/8" from the top. This may require an adjustment on your computer settings. (See the additional note at the end of the "Order of Pages — Front Matter" heading below.)

Style Guide: Please use the style guide (MLA, APA, etc.) appropriate for your discipline regarding spacing, footnote form, bibliographical form, etc. The layout guidelines above, however, take priority over the style guides.

Figures: Illustrations, tables, charts, photographs, maps, etc. should be listed at the outset, referred to in the text before they appear, and captioned.

The Order of Pages – Front Matter

1. Blank page
2. Title page
3. Blank page
4. Approval page
5. Blank page
6. Table of Contents
7. List of Figures (if any)
8. List of Illustrations (if any)
9. List of Tables (if any)
10. Preface, including acknowledgements

Important Note: All front matter should be given small Roman numerals; Arabic numbers begin with the first page of the thesis itself, including the Introduction. The title page is considered to be page one of the front matter, but the numeral itself is not placed on the page. The approval page is given the number ii. The blank pages in the front matter are not assigned page numbers. Page numbers for front matter are normally centered at the bottom of the page; page numbers for the body of the text are normally placed 5/8" from the top and 1" from the right edge of the paper. The exception to this is that pages containing new chapter headings are numbered at the bottom and centered about 5/8" from the bottom edge of the paper.

Submitting the Manuscript

A. Honors Director's Copy

No later than three weeks after their defense, students must submit a clean, complete and final draft of their thesis to the Honors Director, including the front matter as listed on page 12. This final draft must be accompanied by the original (*not* a copy) approval page. This copy must not be stapled, nor should it have holes punched in the side.

B. Bound Personal Copy

The Honors student may have a personal copy of a thesis bound through the McNichols Campus Library, Circulation Department. This copy must not be stapled, nor should it have holes punched in the side. The unbound copy can be submitted in manila folders or large brown envelopes. A personal copy to be bound must include the entire thesis as submitted to the Honors Director, including the front matter as listed on page 12. Twenty (20) dollars, in the form of cash or a check made payable to the University of Detroit Mercy to cover binding costs, must be submitted at the same time. The cost of binding is subject to change should the commercial binder increase the price – this cost is merely a pass through for the library with no service charge added.

SAMPLE THESIS TIMETABLE

In order to accommodate the various curricular demands of the several different majors The Program serves, a great deal of flexibility is allowed as to when students may begin work on their theses. Generally speaking, students can start their theses whenever they have determined their topic and are ready to start. Typically a thesis is not started before a student's sophomore year, and no later than the first term of a student's junior year. Below is a sample check list for the completion of a thesis.

HON 4997: Honors Thesis Proposal	<ul style="list-style-type: none"> <input type="checkbox"/> Attend Honors Thesis Forums <input type="checkbox"/> Research possible topics <input type="checkbox"/> Select primary director and co-director (if any) and decide on a topic <input type="checkbox"/> Consult with your primary director and co-director (if any) at least once every two weeks <input type="checkbox"/> Select committee <input type="checkbox"/> Write proposal <input type="checkbox"/> Submit Honors Thesis Proposal Form and secure written approvals of primary director, co-director (if any), and Program Director <input type="checkbox"/> Attach a copy of <u>all</u> Honors Thesis Proposal materials (including the Form) to a Directed Reading or Independent Study form from your college and register for HON 4997 no later than the date listed as the last day to add a class according to the University's academic calendar <input type="checkbox"/> Submit progress report signed by yourself and your primary director to Program Director before the start of final exam week
HON 4998: Honors Thesis Approval	<ul style="list-style-type: none"> <input type="checkbox"/> Attend Honors Thesis Forums <input type="checkbox"/> Consult with your primary director and co-director (if any) at least once every two weeks <input type="checkbox"/> Do background reading for thesis <input type="checkbox"/> Complete your abstract, outline and bibliography <input type="checkbox"/> Submit Honors Thesis Approval Form and secure written approvals of primary director, co-director (if any), and Program Director <input type="checkbox"/> Attach a copy of <u>all</u> Honors Thesis Approval materials (including the Form) to a Directed Reading or Independent Study form from your college and register for HON 4998 no later than the date listed as the last day to add a class according to the University's academic calendar <input type="checkbox"/> Submit progress report signed by yourself and your primary director to Program Director before the start of final exam week <input type="checkbox"/> Begin writing thesis
HON 4999: Honors Thesis Defense	<ul style="list-style-type: none"> <input type="checkbox"/> Attend Honors Thesis Forums <input type="checkbox"/> Consult with your primary director and co-director (if any) at least once every two weeks <input type="checkbox"/> Complete the thesis <input type="checkbox"/> After consulting with your primary director, co-director (if any) and your committee, set a defense date, time, and place <input type="checkbox"/> Submit Honors Thesis Defense Approval Form and secure written approvals of primary director, co-director (if any), and Program Director <input type="checkbox"/> Attach a copy of the Honors Thesis Defense Form to a Directed Reading or Independent Study form from your college and register for HON 4999 no later than the date listed as the last day to add a class according to the University's academic calendar, <i>in the term the defense is to take place</i> <input type="checkbox"/> Submit a copy of the thesis manuscript to your entire committee <i>no later than one month</i> prior to the defense <input type="checkbox"/> After successfully defending the thesis, gather the signatures of every member of your committee, including that of any dissenting member, on an approval page <input type="checkbox"/> Make final revisions to the thesis and submit it to the Honors Director <i>no later than three weeks</i> after the defense, following the guidelines on pages 13

TIPS AND IMPORTANT REMINDERS FOR STUDENTS

Tips for getting organized

- ∞ Start early: don't wait for the last moment and make sure to plan ahead
- ∞ Make time to research
- ∞ Develop a timeline for your project
- ∞ Always keep two or more copies of your thesis (electronic and hard copies) while you're working on it.

Approaching your director

- ∞ Look for an director with experience and expertise in your field of interest
- ∞ Find an director wanting to advise
- ∞ Look for a personality match
- ∞ Ask your peers and other faculty members
- ∞ Make sure to sell yourself and your research
- ∞ Make sure to provide your director with a copy this Handbook.

Working with your director

- ∞ Set expectations upfront: make sure to communicate with your director frequently
- ∞ Be proactive and straightforward
- ∞ Be honest
- ∞ Prepare for meetings
- ∞ Honor deadlines: give your director plenty of time to read your work
- ∞ Turn to your director for feedback and support
- ∞ Be appreciative

Writing your thesis

- ∞ Find a good workspace and develop a healthy writing routine
- ∞ Begin to write early
- ∞ Make each chapter stand on its own
- ∞ Don't write a chapter for a chapter's sake
- ∞ Seek outside opinions on your thesis
- ∞ Expect to write numerous drafts and be willing to rewrite
- ∞ Consider your audience
- ∞ Document your sources thoroughly
- ∞ Make your conclusion more than a summary
- ∞ Remember deadlines (see Sample Thesis Timetable above)

Important Reminders

1. Make sure to provide your director with a copy this Handbook.
2. Each fall term the Program sponsors a Honors Thesis Forum, in which students briefly present the progress of their theses to the Honors community. Take advantage of this opportunity to get ideas for your own project, and/or to eventually present and talk about your work in an informal setting.
3. Choose your topic carefully, as it is impossible to change to a completely new topic midstream and expect to graduate on time.
4. Please allow for adequate "turn-around" time in the preparation of your manuscript. For example, if you submit your rough draft to your primary director for his/her comments on the day that professor has received forty term papers from a class, you will probably have to wait a few days for comments on your work. Please be sensitive to your director's time and workload, and plan accordingly.

5. The biggest problem students encounter in the completion of their work is not the level of difficulty, problems with obtaining materials, or miscommunication with directors (though all of these can pose occasional problems); it is, rather, time management. The time frame for completing work often goes askew, e.g., sometimes work planned for a fall term doesn't get done because of other pressing demands, and the winter term provides no catch-up time. This is why the Program encourages students to begin their thesis project as early as possible (and no later the first term of their junior year), and to stay focused until it is completed. Though the student can expect direction and advice from their director, the Honors thesis is still a product of the student's independent effort, and s/he is responsible for managing time efficiently. The best way to determine the length of time it takes to complete the thesis is to first calculate the longest possible time it might take, and then double it.
6. It is up to you to work with your primary director to host and publicize your defense.
7. Matters of courtesy: It is considered good form to say "thank you" to the persons who helped you along the way: family, friends, faculty, etc. — and especially to your primary director. Although it is not required, you should seriously consider providing your primary director (and co-director, if any) with a bound copy of your completed thesis. The binding done through the McNichols Campus Library's Circulation Department is inexpensive, and the product is attractive.

IMPORTANT NOTES:

- ∞ Do not plan to graduate and then complete your thesis afterwards. After your degree has been posted on your transcript, the graduation with Honors notation cannot be added to either your transcript or your diploma.
- ∞ No exceptions will be made to the rules and regulations governing the Honors thesis.

TIPS AND IMPORTANT REMINDERS FOR PRIMARY AND CO-DIRECTORS

1. Know what you are getting into before advising an Honors thesis. Read this Handbook carefully.
2. Be selective. Prefer students whom you have had in class and who you are convinced are capable and committed. Be wary of taking on a student as a favor if you are uncomfortable with your expertise in the students' area of interest.
3. Let the student know that you take the process very seriously, will be putting in a great deal of effort, and therefore expect a strong commitment of time and effort on the student's part. Help the student be realistic about the nature of the work.
4. Early on, discuss with the student what it means to be a scholar or creative artist. It may take considerable time just to determine the final topic or direction of the work and, in many cases, whether the work advances current knowledge of the subject or practice in the field. Yet this is just the initial stage, for the thesis itself still has to be written and polished.
5. In the first term of the student's thesis work, spend a great deal of time helping him or her develop an outline, the research design or plan for their creative or intellectual work. Much of this must be determined even before the thesis proposal is submitted, so that it can be explained there. Although this process is frustrating and time consuming, students must have a very clear idea of what they are going to do and how they are going to do it.
6. Meet or communicate with your student regularly—at least once every two weeks. Never let the student leave your office without setting a specific date for the next meeting and specific tasks to accomplish by that time. E-mail dialogue may help maintain contact.
7. Be flexible. The students do work hard, but they cannot always meet the deadlines they or you set.
8. Keep careful notes. It is easy to lose track of what is going on with a project. A log of conversations with the student is ideal for monitoring the progress and recollecting issues you have covered and deadlines and suggestions you have given.
9. Consider involving students in your own research. You may enjoy the project more, you'll do a better job of directing the project, and you may benefit in terms of developing your own research. Just be sure to give credit for any share the student has in your work.
10. Give the student a large measure of initiative, independence, and responsibility. At the same time, be constantly ready to offer suggestions, direction, and answers to questions.
11. Consider taking the student to a professional meeting and, in some cases, helping the student prepare for publication or offering co-authorship.
12. Enjoy. The students are wonderful, and you will develop a fruitful relationship with them.

IMPORTANT NOTES:

- ∞ All three (3) thesis credits *require* a minimum passing grade of C.
- ∞ Approving a thesis for oral defense denotes that it will receive a passing grade.

SECTION III: The Honors Thesis – Sample Material



Page 1 of 2
HON 4997
Honors Thesis
Proposal
(one credit)

Date:

Student Information:

Student Name:

Student Number:

Local Address:

Local Phone:

Email:

Degree-granting College(s):

Major(s):

Anticipated Date of Graduation:

Minor:

Thesis Proposal:

Working Title:

Description attached

Committee:

Please list all committee members below, including director and co-director. The committee must have no less than three (3) members, including director and co-director.

Name	Title	Department



Page 2 of 2
HON 4997
Honors Thesis
Proposal

Approval Signatures

Primary Director

I agree to direct the Honors Thesis described in this proposal.

Name	Title	Department
Signature		Date

Co-Director (if required by nature of thesis)

I agree to co-direct the Honors Thesis described in this proposal.

Name	Title	Department
Signature		Date

Director of The Honors Program at UDM

Signature	Date
-----------	------

IMPORTANT NOTE TO THE HONORS STUDENT:

You must submit the original of this Form and a copy of all Honors Thesis Proposal materials to the Honors Director.

You must attach a copy of all Honors Thesis Proposal materials (including a copy of this Form) to a completed Directed Reading or Independent Study form from your college and register for HON 4997 no later than the date listed as the last day to add a class according to the University's academic calendar.



**HON 4998
Honors Thesis
Approval
(one credit)**

Date:

Student Information:

Student Name:

Student Number:

Local Address:

Local Phone:

Email:

Degree-granting College(s):

Major(s):

Anticipated Date of Graduation:

Minor:

Thesis Title:

The following materials have been submitted, approved and attached to this document:

- Abstract
- Outline
- Bibliography

Approval Signatures:

Name of Primary Director	Title	Department
--------------------------	-------	------------

Signature of Primary Director	Date
-------------------------------	------

Signature of the Director of The Honors Program at UDM	Date
--	------

IMPORTANT NOTE TO THE HONORS STUDENT:

You must submit the original of this Form and a copy of all Honors Thesis Approval materials to the Honors Director.

You must attach a copy of all Honors Thesis Approval materials (including a copy of this Form) to a completed Directed Reading or Independent Study form from your college and register for HON 4998 no later than the date listed as the last day to add a class according to the University's academic calendar.



HON 4999

Honors Thesis Defense

(one credit)

Date:

Student Information:

Student Name:

Student Number:

Local Phone:

Email:

Degree-granting College(s):

Major(s):

Anticipated Date of Graduation:

Minor:

Thesis Title:

Defense Date:

Time:

Room:

Approval - The Above Thesis Is Ready to be Orally Defended:

Name of Primary Director

Title

Department

Signature

Date

Signature of The Director of the Honors Program at UDM

Date

IMPORTANT NOTE TO THE HONORS STUDENT:

You must submit the original of this Form and a copy of all Honors Thesis Defense Approval materials to the Honors Director.

*You must attach a copy of all Honors Thesis Approval materials (including a copy of this Form) to a completed Directed Reading or Independent Study form from your college and register for HON 4999 no later than the date listed as the last day to add a class according to the University's academic calendar, **in the term the defense is to take place.***

SAMPLE TITLE PAGE

TITLE

(all caps)

(Single space if title is longer than one line)

**A thesis submitted to
The Honors Program at UDM
in partial fulfillment of the requirements
for Graduation with Honors**

by

Student's Name

May 2004

(i.e., month of student's graduation)

SAMPLE APPROVAL PAGE

Thesis written by

Student's Name

Approved by

Primary Thesis Director (Signature and Title)

Committee

(Signature and Title)

(Signature and Title)

(Signature and Title)

Accepted by

Director, The Honors Program at UDM

SAMPLE TABLE OF CONTENTS

TABLE OF CONTENTS

PREFACE and ACKNOWLEDGEMENTS	iii
LIST OF FIGURES	iv
LIST OF ILLUSTRATIONS	v
LIST OF TABLES	vi
I. TITLE OF CHAPTER (E.G., INTRODUCTION)	1
II. TITLE OF CHAPTER (E.G., REVIEW OF THE LITERATURE)	6
III. TITLE OF CHAPTER (E.G., METHODS)	18
IV. TITLE OF CHAPTER	23
V. TITLE OF CHAPTER	42
BIBLIOGRAPHY	67

The Honors Program at UDM Handbook was adapted from the Loyola Marymount University Honors Program Handbook, which in turn drew on material from Kent State University and *Conquering Your Undergraduate Thesis* (Natatvi Guides, 2002).

Other material was drawn from the following websites:

Learning support for higher degree research students. 24 Mar. 2009. <www.monash.edu.au/lls/hdr/write/5.11.html >.

Essay Town: Academic Writing Blog. 24 Mar. 2009. <www.essaytown.com/writing/thesis-outline >.

Creating a Bibliography. 24 Mar. 2009. <my.simmons.edu/library/bibliography/index.shtml >.

This Handbook is continually evolving to best serve The Honors Program at UDM. Any constructive feedback that may help improve and further develop this Handbook would be greatly appreciated.