

UNIVERSITY HONORS THESIS COMMITTEE
HON494 Information for Fall 2024

Dear HON494 Student,

Congratulations on embarking on your Honors Thesis Prospectus this semester! The Honors Thesis is a special opportunity to work independently, with the support of a faculty member, to design and carry out a research project over a period of two semesters. We feel confident that you will find this experience both challenging and rewarding.

The Honors Thesis requires you to complete two courses:

- HON494– Complete an honors thesis prospectus that has been approved by your Thesis Advisor, Department Chairperson, and University Reader. *[Note: the Second Reader does not approve the prospectus, but certainly may be included at this stage of the process.]*
- HON495– Complete the honors thesis research, produce a thesis document, and successfully defend the thesis in a meeting with all thesis committee members (Thesis Advisor, University Reader, and Second Reader). *[Note: The Second Reader is included at this stage of the process.]*

Visit the Honors College webpage to find necessary information and forms needed to complete your Honors Thesis (<https://inside.southernct.edu/honors-thesis-information>).

In order to complete an Honors Thesis and graduate with Departmental Honors, please follow the deadlines set by the University Honors Thesis Committee.

Early Fall 2024 semester	Attend an orientation meeting with the UHTC Chair
Friday, October 18th (or earlier)	Submit an <u>electronic copy</u> of your completed Thesis Committee Form to UHTC Chair Dr. Bessenoff (bessenoffg1@southernct.edu)
Friday, November 22nd (or earlier)	University Reader & Department Chair send approval (or request for revisions) to Thesis Candidate and Thesis Advisor
Late November/early December	Submit <u>electronic copies</u> of your completed Thesis Prospectus document and your Prospectus Signature Page to UHTC Chair
Last day of classes (Dec 8)	Final date to receive approval of your Thesis Prospectus & submit prospectus and signature page to UHTC Chair

See a more detailed calendar on the last page of this document.

Thesis Committee

You are responsible for selecting your committee members in consultation with your Thesis Advisor. It is highly recommended that you identify your full committee at the earliest possible date and keep them informed throughout your thesis process so that you do not encounter any unanticipated problems.

- Your committee must have a minimum of 3 members.
- At least 2 of these committee members must be from the department that is awarding “Departmental Honors”
- Honors College students must include a member of the Honors College faculty on their committee. This member can have a dual role (Department and Honors). A current listing of Honors College faculty can be found at <https://www.southernct.edu/academics/honors-college/faculty>

You must submit your completed [Thesis Committee Form](#) electronically through email to Dr. Bessenoff bessenoffq1@southernct.edu (due: Friday, October 18).

Committee Member Roles and Responsibilities

Please make sure your committee members understand their roles and responsibilities. See <https://inside.southernct.edu/honors-thesis-information/committee>

1. Thesis Advisor

The Thesis Advisor is the primary advisor selected by the student. The Thesis Advisor receives 0.5 credits for advising the student during HON494 and 0.5 credits for advising the student during HON 495. During HON494, the Thesis Advisor supervises the student’s development of the thesis prospectus and approves the final prospectus document before the student submits it to the Chair of the University Honors Committee. In cases where the student’s University Reader does not approve the prospectus, the Thesis Advisor plays an active role in facilitating communication between the student and University Reader as the student engages to have the prospectus approved by the University Reader prior to the end of the semester. During HON495, the Thesis Advisor supervises all activities involved in the completion of the thesis research and write-up, assists the student with planning and scheduling a thesis defense, and votes on whether the student has their thesis accepted at the thesis defense meeting. The Thesis Advisor approves the final thesis document, signs the thesis signature sheet, and is responsible for assigning and submitting the student’s grade for HON494 and HON495.

2. University Reader:

The University Reader (UR) is a committee member selected by the student in consultation with the Thesis Advisor. During HON494, the UR’s primary responsibility is to review and approve the Thesis Prospectus. In cases where the UR does not approve the student’s prospectus, the UR is responsible for documenting their concerns,

engaging in additional communication with the student and Thesis Advisor if necessary, and reviewing revisions of the Thesis Prospectus during that semester. During HON495, the student communicates with the UR to schedule the UR's attendance at the thesis defense, obtain the UR's feedback on the final thesis document, and obtain the UR's signature on the thesis signature sheet. The UR votes, at the thesis defense meeting, on whether the student's thesis is accepted.

3. Second Reader:

The Second Reader (SR) is a committee member selected by the student in consultation with the Thesis Advisor. The SR has no official responsibilities during the semester the student is enrolled in HON494 but the student is encouraged to keep SR informed throughout the thesis process and forward to the SR a final copy of the Thesis Prospectus once it has been approved. During HON495, the student communicates with the SR to schedule the SR's attendance at the thesis defense, obtain the SR's feedback on the final thesis document, and obtain the SR's signature on the thesis signature sheet. The SR votes, at the thesis defense meeting, on whether the student's thesis is accepted.

4. Department Chairperson:

The Department Chairperson (DC) approves the student for enrollment in HON494. During HON494, the DC approves (and signs) the Thesis Prospectus after it has been approved by the Thesis Advisor and prior to submission to the UHTC Chair. The student communicates with the DC during the semester the student is enrolled in HON495 to schedule the DC's attendance at the thesis defense (if possible) and obtain the DC's signature on the final thesis signature sheet. The student should communicate with the DC in advance to determine the amount of time he/she requires to review the thesis prospectus and final thesis document prior to providing a signature.

The Thesis Prospectus Document

The format for the Thesis Prospectus is determined by the Thesis Advisor since requirements for each academic department and type of research project differ. In every case, the Thesis Prospectus must provide a detailed blueprint for how the study/project will be carried out.

The following is a generic outline for content that should be included in the Thesis Prospectus for a traditional research study. Other types of projects will require different content/outlines.

1. Title page (required - see example on the Honors College website)
2. Introduction providing background and justification for the proposed study
3. Purpose statement, research questions and/or hypotheses
4. Review of relevant literature
5. Research Methods
6. References
7. Appendices (if appropriate)

The Honors College Library (Engleman Hall, B225) has a collection of Honors Thesis Prospectus documents and final Honors Thesis documents that have been written by Honors College students from a variety of disciplines. These can be used as examples of the standards required for achieving honors in your department. In every case, your Thesis Advisor should be consulted as they have primary responsibility for guiding and approving your work.

Submission of the Thesis Prospectus and Thesis Signature Sheet

Final Due Date: Last Day of Classes (Dec 8, 2024)

For sample pages and signature sheet see <https://inside.southernct.edu/honors-thesis-information/forms-and-samples>.

If your Thesis Prospectus is approved by the end of the semester

Submit an electronic copy of your **approved** Thesis Prospectus and Prospectus Signature Page to the UHTC Chairperson, Dr. Gayle Bessenoff (bessenoffg1@southernct.edu). Signatures (i.e., approval) are required by the Thesis Advisor, the University Reader, and the Chair of the department in which you are doing your thesis. A section of HON495 will then be created for the upcoming semester (unless you notify the UHTC Chairperson that you would like to delay enrollment in HON495 until a later semester).

If your Thesis Prospectus is NOT approved by the end of the semester

You will not be permitted to register for HON495 until your Thesis Prospectus is approved by all committee members and have signed your Prospectus Signature Page.

In this case, the following options are available:

- a) If you would like to continue with your Honors Thesis:
Discuss options with your thesis advisor which may include an “incomplete” grade, late withdrawal, or “F” grade. ***Your Thesis Advisor may not submit a passing grade for HON494 until your thesis prospectus has been approved by your University Reader.*** You may elect to apply with the registrar for a grade replacement if you re-take the HON494 course. Incomplete grades should only be given in cases where the student is very close to completion.
- b) If you are not interested in continuing with your Honors Thesis:
Discuss options with your thesis advisor which may include a late withdrawal or “F” grade. ***Your Thesis Advisor may not submit a passing grade for HON494 unless your thesis prospectus has been approved by your University Reader.***

FALL 2024 HON494 CALENDAR OF DEADLINES

Tasks	Due Dates
HON494 application completed and signed by Thesis Advisor, Department Chair, & UHTC Chair	Ideally during previous semester. Deadline: End of Add/Drop period (Sept 3, 2024)
Registrar creates HON494 section in Thesis Advisor's name and student registers for course	Upon receipt of approved HON494 application or by end of add/drop period
Letter sent to Honors Thesis Candidate and Advisor with instructions and due dates	After add/drop period ends
UHTC Chair holds orientation sessions with Honors Thesis Candidates and Advisors	Mid-September (email will go out with exact dates)
Names of all Thesis Committee members (Advisor, University Reader, Second Reader) due to UHTC Chair	Oct 18, 2024
Thesis prospectus sent to University Reader, Dept Chair, and UHTC Chair	Ideally at the beginning of November
Letter of approval (or request for revisions) sent to Thesis Candidate and Advisor	Ideally by mid-November
Thesis Candidate revises Prospectus (if needed)	Ideally before the last week of classes
Completed Thesis Prospectus and signed Signature Sheet sent to UHTC Chair	Upon approval of Prospectus . Deadline: End of last week of classes (Dec 8, 2024)
UHTC Chair creates HON495 section in Thesis Advisor's name and student registers for course	Upon approval of Prospectus. Deadline: End of add/drop period Spring 2025 semester