

# Honors Thesis Handbook Part 2 - Thesis Mechanics: When, Where, and How

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This document is a guide for students undertaking an Honors thesis.

### When to take the Honors Thesis Classes (HON 391, HON 498 and HON 499)

Here are five common examples of thesis class schedules for May graduates:

Year		3rd Year			4th Year	
Semester		Fall	Spring	Summer	Fall	Spring
Most Common	Plan 1	<i>HON 391</i>			<b>HON 498</b>	<u>HON 499</u>
	Plan 2		<i>HON 391</i>		<b>HON 498</b>	<u>HON 499</u>
	Plan 3	<i>HON 391</i>	<b>HON 498</b>		<u>HON 499</u>	
	Plan 4		<i>HON 391</i>	<b>HON 498</b>	<u>HON 499</u>	
Alternative Plan	Plan 5	<i>HON 391</i>		<b>HON 498</b>	<u>HON 499</u>	

If your academic plan would conflict with these sample timelines, **or you intend on graduating in August or December**, see the Honors staff to create a plan that will fit your schedule.

#### Thesis Classes Meeting Times:

HON 391 - Once a week for 1.5 hours with the Honors Dean and Honors Associates

HON 498 - NO REGULAR MEETINGS. YOU arrange to meet with your thesis advisor.

HON 499 - NO REGULAR MEETINGS. YOU arrange to meet with your thesis advisor.

#### Thesis Forms

Use the Honors College website link for all form downloads:

<https://honors.umaine.edu/current-students/academics/thesis/forms/#forms>

**Submitting Thesis Forms:** Paper copies can be dropped off at the [Honors College Administrative Office, 146 Estabrooke](#), or you may email digital copies **ONLY IF** cc'ed to the [Dean, Associate Dean, and Honors Associates](#).

Thesis Form 1 - Due week 13 of the semester prior to taking HON 498

Thesis proposal submission: Identifies thesis advisor and describes project

Thesis Form 2 - Due in week 8 of the HON 498 semester.

Committee meeting: review of detailed thesis proposal; approval of thesis

- project by committee
- Thesis Form 3 - Due in week 4 of the HON 499 semester  
Reading List attached to form 3
- Thesis Form 4 - Due in week 8 of the HON 499 Semester.  
Defense date scheduling
- Thesis Form 5 - Due the day of your defense.  
Level of honors
- Thesis Form 6 - Due by May 31st for May grads, Aug. 31st for August grads, and Jan. 7th for December grads. This form is required for certification for graduation from the Honors College. Final acceptance of the thesis accompanied by a properly formatted copy in Word and a pdf version.
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## **HON 391**

HON 391 is a 1-credit introduction to the Honors thesis process, taught by the Dean and Honors Associates. It gives you a full semester to understand the thesis process and to develop a thesis topic. At the end of HON 391 students submit a thesis prospectus which is the basis for thesis form 1 (which includes both a thesis description and a confirmed thesis advisor) as the final assignment, and formally begin work on the thesis and reading list. This course is graded Pass/Low Pass/Fail.

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## **Finding a Thesis Advisor**

Finding an advisor is one of the most important steps in the thesis process. For students working on a project in a lab, it is common to ask the professor in charge to be your advisor. Students with an independently developed thesis idea should research UMaine department faculty and their respective academic interests/specialties to identify potential advisors. Start by exploring your college/department websites:

<https://umaine.edu/colleges/>

Please note that some departments require the student to have an advisor from that department. Check with your academic advisor or your college's associate dean if this is true of your department before seeking out potential thesis advisors.

Having trouble locating contact info for a specific faculty member? Use the faculty directory search to find office locations, email, and office phone numbers:

<https://peoplesearch.maine.edu/>

If you would like to work with an advisor that is not a UMaine faculty member, please see the Honors Dean for approval.

**Asking Someone to be my Advisor:** The sample email in Appendix A may give you some ideas on how to approach a possible thesis advisor, especially if you have not met before, or have not had a class with this person recently. Whether or not you use the sample email, be

sure to provide the following link on Honors advisor resources. The documents will provide more detailed information about the commitment of becoming a thesis advisor:

<https://honors.umaine.edu/faculty-resources/>

The email does not explicitly ask the faculty member to be the advisor, as it would be most effective for both parties to discuss the project first. Finding a match for your interests AND your work style are critical in successfully completing the Honors thesis, so meeting in person with a potential advisor allows for you to ask more questions and determine if they are willing and/or able to take on the project.

If the potential advisor takes you on as an advisee, work together to create a more detailed thesis proposal. This description will be attached to thesis form 1, with the advisor's signature and the signature of your departmental chair or college's associate dean. The Honors Dean will review form 1 and sign off on the project if everything is in order.

**IRB (Institutional Review Board) Application:** If your thesis involves human or animal subjects research (surveys, interviews, testing, etc.), you must complete the IRB application BEFORE any research, surveys, interviews, tests, etc. take place. Work with your advisor to complete an IRB application and the required trainings before or very early in the HON 498 semester. Review of applications can take up to a month, so it is critical to complete this step as early as possible. Information and faculty contacts for the IRB can be found online at <https://umaine.edu/research-compliance/human-subjects/>, and if you have any questions, please see the Honors Dean.

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## HON 498

When registering for HON 498 in MaineStreet, there will be roughly 100 different sections. Select the next available open section, as each thesis student is in their own section. Once you have submitted thesis form 1, which is due at the end of the semester before you enroll in HON 498, your advisor will be assigned to your section as the instructor for purposes of grading. As there are no regular meeting times for this "independent study," arranging to meet with your thesis advisor weekly is your responsibility.

**Goals for HON 498:** This is typically considered the "research" semester of the thesis process. Use this semester to review background literature, conduct experiments, gather data, or to begin the creative process. Writing can also begin now. Review the thesis rubrics from the Honors College with your advisor. Thesis Rubrics can be found here:

<https://honors.umaine.edu/current-students/academics/thesis/forms/#rubrics>

**Goals for the Honors Reading List:** Create a list of possible texts to review with the Honors member of your committee. Draft the reading list for review and editing.

### Obligations for HON 498:

- Submitted thesis form 1 by week 13 of the semester prior to taking HON 498

- Form a thesis committee
- Hold a committee meeting and submit thesis form 2 by the 8th week of the semester (see deadlines for each form in thesis calendar, available at <https://honors.umaine.edu/current-students/academics/thesis/forms/#calendar>)
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- Note thesis form 2 is **to be signed at the committee meeting**. It is NOT designed for you to gather signatures individually.

**Grading for HON 498:** Your thesis advisor grades HON 498 based on your progress in the course. Guidelines for grading are shared with advisors and available on the HC website. Read more about Thesis Course Grading here: <https://honors.umaine.edu/resource/thesis-course-grading-guidelines/>

**Forming a Thesis Committee:** Begin by discussing with your thesis advisor faculty who may be helpful in serving on the committee. DO NOT ask potential members to serve without consulting your advisor. The sample email in Appendix A may give you some ideas on how to approach a possible committee member.

Your thesis committee is composed of **5 faculty members**: your advisor (or co-advisors), who chair(s) the committee, and four (three, if using co-advisors) additional members, including one member outside of your discipline and one member in Honors). For a list of current or recent Honors faculty, see: [honors.umaine.edu/home/people/honors-preceptors/](https://honors.umaine.edu/home/people/honors-preceptors/). Individuals may fill more than one of these roles (the Honors representative is often outside the thesis field, and therefore can act as Honors representative AND outside representative).

These members suggest research sources, provide guidance, may help with specific research or analytical tasks, offer different perspectives, or serve as additional readers for your thesis. Clarify roles and expectations of your committee members at your first committee meeting. The committee determines the level of honors you will receive at the defense.

**Holding a Committee Meeting:** A committee meeting is **required by week 8** in your HON 498 semester. Allot one hour for this meeting and keep in mind the following objectives:

- Bring committee members up to speed on project goals and developments by giving a short presentation on **your thesis proposal** (see Honors Thesis Proposal for Committee Meeting guidelines – pg. 15)
- **BE PREPARED!** This is your committee's first impression of your project and you as a thesis scholar.
- Collect feedback on your project from the committee as a whole and debrief with your advisor.
- Set expectations for yourself and your committee members. Some committee members bring specific skills to the project and you will want to discuss how best to work with them, while other members will only want to read the finished product before the defense.

- Discuss a timeline for the project, including anticipated date of defense.
- Have committee members sign thesis form 2.

**You are responsible for arranging the committee meeting and the meeting space.** Honors classrooms are available to use for your meeting, but you must reserve them through the Honors College staff (Administrative Specialist, 146 Estabrooke Hall, or Honors Associates, 145.1 Estabrooke). If you would rather use a classroom space or conference room in your departmental building, see the administrative assistant for the department or building to reserve the space.

Arranging a time for five committee members to meet can be a challenge. We recommend using an online meeting scheduler such as Doodle to determine availabilities. All 5 members need to be present at this meeting. If you have trouble finding a time, let us know and we can help.

In Appendix B, you will find a sample agenda for a committee meeting.

Your committee members will give feedback on your project, but it is up to you and your advisor to use those considerations in adapting the thesis. While the Honors thesis only **requires** one committee meeting, a second meeting in the HON 499 semester is recommended to discuss your progress. Semi-regular emails to the committee with information about the project progress can also be useful. However, commitments of the committee will vary greatly with each project, so it is important for the student work this out with the committee.

## **HON 499**

To be eligible to sign up for HON 499, **YOU MUST SUBMIT THESIS FORM 2.** You must also have a C or better in HON 498. When registering for HON 499 in MaineStreet, there will be roughly 100 different sections. Select the next available open section, as each thesis student enrolls in an individual section. As there are no regular meeting times for this “independent study,” arranging to meet with your thesis advisor weekly is your responsibility.

**Goals for the Honors Thesis:** This is typically considered the “writing” semester of the thesis process. Use this semester to finalize data analysis, write the thesis, and defend. You should expect to turn in **multiple** thesis drafts and revise them based on your advisor’s comments. It is helpful save each draft iteration as separate documents (Example: Last Name, First Name, thesis DRAFT #1).

For those pursuing a creative thesis: all creative theses include a written piece accompanying the creative work, known as the *disquisition*. The disquisition contextualizes one’s creative work, discusses related research, and describes its scholarly content. Further details may be found here: <https://honors.umaine.edu/current-students/academics/thesis/forms/#disquisition>

**Formatting the Thesis:** Thesis documents are typically done in Microsoft Word. ALL UMAINE STUDENTS ARE ABLE TO DOWNLOAD MICROSOFT OFFICE 2016 FOR FREE at <https://umaine.edu/it/software/office/>

**\*\*Manuscripts that do not fully comply with the guidelines will NOT be accepted.\*\***

Although many students will write in Google Docs, there are required formatting elements that **ARE NOT** supported in Google Docs, and we cannot accept a Google Doc as a final version. Use this opportunity to learn Microsoft Word if you are unfamiliar with the application, and please follow the **formatting table in Appendix C**. Videos outlining formatting steps will be provided by the Honors staff in workshop sessions, and a full formatting guide is available - see Appendix C for links.

Work with your advisor to make sure all of your sources are properly cited. Remember figures/graphs/tables/photos need their own citations/captions. Plagiarism is a serious academic offense: if sources are not present or improperly cited, disciplinary action may ensue.

**Goals for the Honors Reading List:** Working with your advisor and/ or the Honors member of your thesis committee, write the annotated or narrative version of the reading list. You will also write multiple drafts for revision. Thesis Form 3 (Reading List) must be submitted in the HON 499 semester for approval by the Honors Dean, **with the final version of the Reading List attached by the fourth week of your 499 semester.**

**Obligations for HON 499:** You must submit thesis forms 3, 4, 5, and 6 in the HON 499 semester (see deadlines in [thesis calendar](#) for each form). This includes turning in a final draft of your reading list (form 3), scheduling your thesis defense date, time, and location (form 4), participating in the defense (form 5), and the final submission of the post-defense edited thesis (form 6). The most significant obligation for HON 499 is to complete and successfully defend your thesis.

**Grading for HON 499:** Your thesis advisor grades HON 499 based on your progress in the course. You can be given an A through F for your work in HON 499. There is also an optional “TH” grade that can be assigned which means that your advisor will retroactively give you a grade in HON 499 once the thesis process is complete. However, **YOU CANNOT GRADUATE WITH A “TH” OR A BLANK GRADE ON YOUR TRANSCRIPT**; therefore, your advisor will need to submit a grade for HON 499 before you are certified to graduate. Read more about Thesis Course Grading here: <https://honors.umaine.edu/resource/thesis-course-grading-guidelines/>

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## Thesis Defense

For this part of the process, your most important task is to work with your advisor and provide a final, thoroughly edited version of your thesis (along with your reading list) to each member of

your committee at least two weeks prior to the scheduled defense. Do not share a copy of your **final** document with your committee without prior knowledge/approval of your thesis advisor. **If your thesis is submitted without proper editing or less than two weeks prior to the scheduled defense, you will need to reschedule your defense.**

The Honors College recommends that you defend your thesis and reading list in the month prior to your graduation if not earlier. Defending several weeks before graduation typically means that committee members have more time in their schedules, and if you need to push the defense date back in the case of a scheduling conflict or an emergency, there will still be time before the end of the semester. We also recommend that you determine your defense date as early as possible.

**Scheduling the Defense Date:** You must submit form 4--which confirms the date of your defense--to the Honors office no later than week 8 of the 499 semester. It is recommended that you determine the defense date at your committee meeting, or as soon as possible thereafter, using tools like [Doodle](#). Send out a reminder of the time and place to your committee a couple of days before your thesis defense.

**Location of the Defense:** You are responsible for arranging a defense space. Honors classrooms are available to use for your defense, but you must reserve them through the Honors College staff. If you would rather use a classroom space or conference room in your departmental building, see the administrative assistant for the department or building to reserve the space. The Honors Associates may also be available to assist you if you have reasonable technology requests such as: dongles, chargers, spare laptops. But resources are limited, and you'll want to email the Associates well in advance of your defense.

**Defending the Thesis and Reading List:** Thesis defenses last 2.5 hours, and must follow the three-part defense structure. **Refer to the sample thesis Defense Agenda in Appendix B.** The first hour is devoted to your thesis work. Usually you will be asked to present a summary of your thesis for about 20 to 30 minutes, after which the committee will engage you in a question and answer session. During this discussion, as well as after the defense, suggestions for revisions may be made. The specific format of this first hour is something you should talk over with your advisor.

Refreshments are not required as part of the thesis defense process but are a nice gesture.

A short break is optional between defense of the thesis and defense of the reading list. In the second hour, you will defend your reading list, where you discuss how these texts were significant in your intellectual development and undergraduate education. Since members of your committee may not be familiar with some of the texts included, you should be able to convey a sense of the importance of these works. Be prepared for this discussion to go far afield of the actual texts; your committee members will want to know how you make connections and how you push the envelope of your education. Bear in mind that all reading list defenses



are different. It's important for the student to engage in this discussion of their reading list in a way that demonstrates a deep engagement with the texts.

The last half hour is for the committee to determine a level of honors based on your written thesis, reading list and oral defense. You will be asked to leave the room while the discussion happens, and typically your advisor will invite you back into the room to be notified of the committee's decision, and any edits that need to be made before final submission.

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### **Evaluation of the Thesis, Reading List and Defense**

To receive any level of honors for the thesis, the committee should agree that the thesis, which is the major body of work here, deserves at least honors. The committee can award the following levels of honors based on your efforts:

- No Honors
- Honors
- High Honors
- Highest Honors

Further definitions of criteria for level of honors can be found [in these rubrics](#).

In addition to the written thesis, the oral presentation of the thesis, the performance in the Q&A, and the depth of discussion of the reading list will all play a part in the the committee's determination of the level of honors.

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### **Submitting the Final Thesis**

It is the **requirement** of the Honors College that your final thesis is submitted as both a Word document AND a pdf. If the submitted thesis is in another format or requires different software to edit (LaTeX or others), the Honors College staff **will not be able to do any editing**. If the submitted thesis contains formatting errors, it will be sent back to you for corrections. Only after corrections are made will Thesis Form #6 be approved, and certification for graduation initiated. **Please use the Formatting Checklist in Appendix C before emailing your documents to the Associates.**

The final Word document and pdf should be emailed to BOTH Honors Associates for submission.

**Graduating with Honors:** All thesis forms and the digital thesis (properly formatted) must be submitted by May 31st for May grads, by Aug. 31st for August grads, and by January 15th for December grads. These documents are required before the Honors College will certify you as an Honors College graduate (even if you have successfully defended your thesis)! It is your responsibility to be sure all of the documents are submitted by the deadline.

## Appendix A - Template Emails

### Email to potential Advisor

Hello Professor \_\_\_\_\_,

My name is \_\_\_\_\_, and I am currently a third year \_\_\_\_\_ major in the Honors College. I am looking to undertake the Honors thesis and would like to discuss my thesis idea with you at your earliest convenience. I am interested in \_\_\_\_\_(thesis topic description)\_\_\_\_\_, and feel that your specialty/research in \_\_\_\_\_ would help in refining my topic/research question. I am available (days and times) to meet. Attached, you will find a more detailed description of my thesis proposal for your review.

Thank you for your time and consideration, and I look forward to hearing from you,

\_\_\_\_\_

<https://honors.umaine.edu/faculty-resources/>

### Email to Potential Committee Member

Hello Professor \_\_\_\_\_,

My name is \_\_\_\_\_, and I am currently a fourth year \_\_\_\_\_ major in the Honors College. I am beginning my Honors thesis this year, and would like to discuss my thesis idea with you at your earliest convenience. I am working with my advisor, \_\_\_\_\_ on \_\_\_\_\_(thesis topic description), and feel that your specialty/research in \_\_\_\_\_ would help in refining my topic/research question. I am most available (days and times), and would like to meet with you if possible!

Thank you for your time and consideration, and I look forward to hearing from you,

\_\_\_\_\_

Appendix B - Sample Agendas

**Sample Thesis Committee Meeting Agenda**

Date:

Time:

Location:

AGENDA

- I. Thesis & Research (15 minutes)
  - A. Current state of research
  - B. Review prospectus
    - 1. Topics
    - 2. Expectations
    - 3. Sources
  - C. Comments/Questions/Suggestions
- II. Discuss Defense Structure (15 minutes)
  - A. thesis
    - 1. Presentation
    - 2. Discussion/questions
  - B. Reading list discussion
  - C. Decision on level of honors
- III. Proposed Timetable (15 minutes)
  - A. Copies of thesis to committee date
  - B. Tentative defense date/time
- IV. Other Business

**Sample Thesis Defense Agenda**

Date:

Time:

Location:

AGENDA

- I. Honors thesis & Research (~1 Hour)
  - A. Presentation (~20 min)
  - B. Committee Questions (~40 min)
- II. Honors Reading List (~1 Hour)
  - A. Presentation/Reading List Description (~3 min)
  - B. Reading List Discussion (~55 min)
- III. Committee Deliberation (~30 min)
  - A. Level of honors discussion
  - B. Suggestions for edits/revision

## Appendix C - Formatting

Thesis Document Pages and Page Numbering Overview	
Preliminary Pages	
Title Page	Number not typed on page, counted
Copyright (Optional)	Number not typed on page, counted
Abstract	Number not typed on page, counted
Dedication (Optional)	Lower-Case Roman Numeral
Acknowledgements (Optional)	Lower-Case Roman Numeral
Preface/Forward (Optional)	Lower-Case Roman Numeral
Table of Contents	Lower-Case Roman Numeral
List of Figures, Tables (If Any)	Lower-Case Roman Numeral
Body Pages	
Text	Arabic Numerals (Must begin with 1)
Bibliography	Arabic Numerals
Appendix(ices) (If Any)	Arabic Numerals
Authors Biography	Arabic Numerals

### Formatting Videos

- General Overview -
- Title Page and Margin -
- Hidden Formatting, Page/Section Breaks -
- Page Numbers -
- Table of Contents -
- Table of Figures -

### Full thesis Formatting Guide

<https://honors.umaine.edu/current-students/academics/thesis/forms/#guide>

# FORMATTING GUIDE CHECKLIST

(last updated 6/2018)

## TITLE PAGE

Title: Capitalized, double spaced

Ensure that “by” is lowercase

Reference example title page

## MARGINS

Left: 1.5

Right, Top, Bottom: 1

## FONT

Times New Roman, 12 point

Exception: Size for captions & footnotes: 10 point

## SPACING

Double-spaced

Exceptions: Single Spaced: advisory committee (title page), thesis submitted lines (title page), footnotes, bibliography, captions, data within tables, quotations longer than 4 lines

## ORDER (**bold** is mandatory)

- 1. Title Page**
2. Copyright Page
- 3. Abstract**
4. Dedication/Preface
5. Acknowledgements
6. Preface or Foreword
- 7. Table of Contents**
8. List of Figures, Tables, Definitions
- 9. Text of Manuscript**
- 10. Bibliography**
- 11. Appendices**
- 12. Author’s Biography**

## PAGINATION

Nothing: title page, copyright page, abstract

Small Roman Numerals (ex: ii, iv): dedication/preface, acknowledgments, preface/foreword, table of contents, list of figures/tables/definitions

Starting Number: document page number

Arabic Numerals (ex: 1, 2): text of manuscript, bibliography, appendices, author’s biography

Starting Number: 1

## CHAPTER/SECTION

Starts on new page  
Capitalized  
Centered  
Three Spaces underneath

## SUBHEADING LEVELS

1<sup>st</sup>: Centered and underlined  
2<sup>nd</sup>: Side and underlined  
3<sup>rd</sup>: underlined beginning at the paragraph indentation, followed by a period and the text.

## TABLE OF CONTENTS

Contains (at least): all chapter/section and 1<sup>st</sup> level headings  
Contains Listings for: bibliography, appendices, author's bio

## CHARTS/GRAPHS/TABLES/FIGURES

If any, thesis must have a list after the Table of Contents  
Each one must...  
Fit on one page  
Have a caption on the same page

## BIBLIOGRAPHY/WORKS CITED/LIST OF REFERENCES

Entries: Single spaced  
Between Entries: double spaced

## APPENDICES

If multiple, appendices cover page before them

## FINAL CHECKING

Page numbers on table of content (and list of figures) are correct  
Everything fits within the margins  
Font and size is correct on page numbers

## **Guidelines for Honors Thesis Committee Meeting Student Proposal**

Honors students must hold a thesis committee meeting attended by their advisor and the other four members of their committee by the 8<sup>th</sup> week of their HON 498 semester. The central feature of the meeting is the presentation and discussion of their thesis proposal. A written proposal is recommended by the College, as outlined below. A PowerPoint or other presentation manager may be used to present the ideas to the committee. The committee members shall sign Form 2 at the end of the meeting.

### **The written proposal should include (typical length 3-5 pages, single-spaced):**

1. Summary or abstract of the thesis project (like thesis prospectus)
2. A clear statement of thesis question or claim.
3. Review of the literature on the topic that has informed the student's thinking to date.
4. Discussion of methodology, theoretical approach, or creative approach to the thesis project.
5. Working bibliography that includes works already read, ones the student plans on reading, and avenues for gathering further background materials.
6. Working timeline for the research, writing, and defense of the thesis, including a plan for the reading list.

### **Suggested Guidelines:**

1. The proposal should be prepared in conjunction with the advisor.
2. The proposal should be sent to the committee one week prior to the established first committee meeting date
3. The student should prepare to present and discuss the proposal at the first meeting
4. Advisor and committee members will ask questions and help the student refine the proposal by suggesting additional bodies of literature, potential critical or theoretical approaches, and weighing in on the scope and scale of the project. In some case, restricting the topic may be in order if it is too ambitious. The committee will also clarify the roles of different members with respect to the project.

## The Honors Thesis Checklist

### **Thesis Form 1 (Advisor and Proposal)\*....Due the semester BEFORE you take HON 498\*\***

- Submit with a 250-word description of your thesis topic and question
- Signed by your thesis advisor
- Signed by the Unit or College Chair/Director/Associate Dean if the thesis is to satisfy your capstone experience

### **Thesis Form 2 (The Committee Meeting).....Due 8 Weeks into the HON 498 Semester**

- Attain 5 committee members total (4 members plus your advisor)
  - 1 must be from Honors
  - 1 must be from outside your major (the Honors member can count for this spot, too)
- Hold a 1-hour meeting where you discuss your thesis with your committee.
  - This is the meeting where your committee members sign this form.

### **Thesis Form 3 (The Reading List).....Due 4 Weeks into the HON 499\*\*\* Semester**

- 12-15 “texts”\*\*\*\* that have shaped your thinking throughout your undergraduate career
- Approved by your thesis advisor

### **Thesis Form 4 (Scheduling your Defense).....Due 8 Weeks into the HON 499 Semester**

- Find a date and space that works with your advisor and committee to defend your thesis (2.5 hours).

### **Sending Out the Written Thesis and Reading List.....Due Two Weeks Before the Defense**

- Have your thesis approved by your thesis advisor before it is circulated.
- Send your thesis and reading list to your committee at least two weeks before the defense.
- Ask if they want it sent electronically, as a hard copy, or both.

### **Thesis Form 5 (Level of Honors) .....Due post-thesis defense**

- Your committee determines your level of honors and signs off after you have completed your defense.
- Bring a copy of this form to the defense.

### **Thesis Form 6 (Final Thesis)**

- Signed by your advisor
- Turned in an electronic copy of your final thesis in a word doc and pdf to the Honors Associates
- You cannot graduate from the Honors College without submitting Thesis Form 6 before the last day of your graduation month.**

#### Notes:

\*Drop off all forms in the Honors Office, 146 Estabrooke Hall.

\*\*HON 498 is typically taken two semesters before your expected graduation.

\*\*\*HON 499 is typically taken the semester of your expected graduation.

\*\*\*\*“Text” - mostly books, but, music, paintings, movies, podcasts, and experiences can be included on your reading list. Work with your advisor to make your list, though the Honors member of your committee can also be helpful.