

Honors Thesis Checklist

Name _____ Graduation Date _____

Maintain a GPA of 3.2+ (overall) and 3.35+ (honors courses), which is required by graduation from the Honors College (HC)

Attend a Thesis Workshop seminar (required for 2nd year)

Date attended: _____

Take a look at past theses in Franklin House (1st fl) and on HC D2L

Choose area(s) of interest _____ (Use “Selecting a Thesis/Creative Project Topic” Worksheet)

Begin speaking to professors to discover who could be interested in serving as your thesis advisor

Meet with Honors College director to discuss possible thesis/creative project plan

Discuss area(s) of interest with the Thesis Advisor to develop a topic, plan, and timeline

Discuss with your Thesis Advisor who could serve as the two members of your thesis committee – NOTES: 1) the two members of your thesis committee are often faculty members either in or out of your department. 2) on occasion, there might be an “expert” outside the university who could serve on your thesis committee. 3) these two committee members might be identified early in this process OR might be identified a bit later in the process – work with your advisor)

Thesis Advisor Name _____

Thesis Committee #1 Name _____

Thesis Committee #2 Name _____

Consult with Thesis Committee Members about your plan

Choose preliminary questions/creative tasks/analytic problems

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- Choose one of your preliminary questions/creative tasks/analytic problems with your Thesis Advisor
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- Update the rest of your committee on your decision; some advisor and committee members will want you to write a proposal
- Once you have a Thesis Advisor and a plan for your project, complete 2 forms:
 - 1) “*Thesis Prospectus*” form, located on HC D2L (recommended to be submitted no later than end of the first semester of Junior year – or much earlier)
 - Have your Thesis Advisor sign this form
 - Submit it to the Honors College director for final approval
 - 2) “*Request for Special Study*” form to register for 489 credits (on HC D2L) before the end of the semester before you want to take these credits. Be registered for 489 credits during your 1st semester of your 4th year at the LATEST. It’s always better to start early and register for thesis credits in your 3rd year.
 - Have your Thesis Advisor and your Major Advisor sign this form
- Complete your proposal/plan for research/creative project to be approved by Thesis Advisor and Thesis Committee Members
 - Consult with your Thesis Advisor about the need for IRB approval or IACUC approval (if studying humans or animals) – start necessary applications and leave plenty of time
 - At beginning of the semester when you are enrolled in 489 credits, schedule meetings with your Thesis Advisor and possibly your committee (prioritize meetings with your advisor) and create specific deadlines and goals for this semester
 - Work on your thesis (begin by asking advisor and committee for suggested readings and other sources, and go from there)
 - Revise your preliminary questions/creative tasks/analytic problems based on your research (if needed): _____
 - Develop a written thesis proposal, including, introduction/statement of interest; statement of the problem/task/question; background/context/review of literature;

possibly an annotated bibliography, method/procedure/and(or) process - all based on consultations with your advisor

- O At the end of the semester you are enrolled in 489, register for 499 credits (same “*Request for Special Study*” form)
- O Again, at beginning of the 2nd semester of your independent study, schedule meetings with your Thesis Advisor and Committee Members, create a plan, and set deadlines
 - o You will need to schedule your thesis defense, and plan deadlines around that (complete the best version of your written thesis/creative project paper 1 month prior to the defense so your Thesis Advisor and Committee Members can thoroughly review your thesis)
Date/Time/ Location of Defense: _____
 - o Notify the Honors College Director of the Date/Time/Location of your defense and let them know if your defense can be advertised to honors students
- O You might receive feedback from your Thesis Advisor and/or Committee Member prior to the defense; make revisions and send your paper back to your Committee
- O Defend your thesis – you got this!! 😊
- O Revise thesis as required by your committee
- O Obtain signatures of your 3 committee members on your Signature Page
 - o Thesis Format: Pg 1 is Title Page; pg 2 is Signature Page; pg 3 is Abstract; pg 4 is Acknowledgements
- O Email a PDF of your final, approved thesis to the Honors College Director
- O You have now completed your Thesis / Creative Project! **Congratulations!!** Speak to your Thesis Advisor about other ways to present your project (conferences, publications, Made in Millersville)