The Honors College Thesis:

A Concise Guide 2019/2020

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Thesis Guidelines for 2019-2020

As one of the requirements for an Honors College diploma, every senior must undertake a year-long thesis project. The nature of your individual project, however, depends entirely on your discipline: students in the sciences typically write an extended lab report, detailing extensive lab research and including a general 10-12 page introduction that explains the significance of the project and includes a relevant bibliography; students in the social sciences and the humanities generally develop research and/or critical work, approximately 50 pages long, that presents an original argument situated with a comprehensive literature review and thorough bibliography; while graphic-design, performing- and studio-art, and creative-writing students will often develop a substantial new work in their field that will be accompanied by a 10-15 page critical introduction and supporting bibliography.

What is most important to understand as you begin to conceptualize and plan your thesis project is that, while the Honors College will insist on certain standards and various deadlines, the requirements and expectations of any project will ultimately be determined by you and your faculty advisor!

For this reason, one of the most important steps of the thesis process is finding a faculty advisor. Before you and a potential advisor agree to work together, you should sit down and discuss: the viability of the project you have in mind; the advisor’s expectations; a basic schedule for meetings and deadlines (beyond the minimal requirements included below); as well as your potential advisor’s willingness to attend: 1) a works-in-progress presentation during the spring semester; 2) your AU Research Conference presentation; and, 3) the final defense. The success of the thesis process will rely not only on your diligent work, but also the on-going support of and communication with your faculty advisor.

Below is a basic outline of the general requirements and deadlines for the Senior Thesis.

Spring Semester 2019

Ideally, you should begin to think about the thesis and to seek an advisor
during the spring of your junior year when you first register for the thesis. You must register for the Thesis in Liberal Studies (490-001) for both semesters that you are working on the thesis, typically fall and spring of your senior year. You can, but are not required to, take these “courses” for up to a combined total of 3 credits for the year. If you plan to do summer research, you should consult with your faculty advisor and discuss applying for a summer research grant (deadline April 22, 2019).

**Summer 2019 (recommended)**

We strongly recommend that, if at all possible, you begin your work on the thesis the summer before your senior year, ideally working with your thesis advisor on a summer research grant. If that is impossible, consider doing research on your own during the summer months so that you can hit the ground running on a specific, clearly defined project at the beginning of the fall semester.

**Fall Semester 2019**

1) There will be two thesis-orientation sessions (Monday, August 26th and Wednesday, August 28th, both days from 1:00 to 2:00pm); please make sure to attend one of them.

2) Submit the Thesis Advisor Form (included in this packet) to Ms. Gonzalez in the Honors College Office no later than Friday, Sept. 13th. Students who do not have an advisor by this date will not be allowed to submit a thesis in fulfillment of the Honors requirement.

3) Schedule a meeting with one of the Honors College faculty (Professors Rudolph, Rizopoulos, or Carson) to discuss: your tentative project; navigating communication with your advisor; timelines; and time-management strategies. Meetings are mandatory must take place no later than Friday, September 27th.

4) As soon as possible after your fall meeting with one of the Honors College faculty, produce a One-Page Description (form included in this packet) of your project. This may be submitted along with the Thesis Advisor Form, but no later than Monday, September 30th.
5) After consulting with your advisor (to make sure that s/he can attend), sign up for one of the Thesis Progress Reports that will be taking place in January and February (see #2 in Spring Semester 2020 for more information). Sign up no later than Friday, November 1st.

6) Submit the Fall Semester Thesis Report Form (included in this packet) to Ms. Gonzalez no later than Friday, December 6th. With this form, your advisor confirms that you have made satisfactory progress on the thesis during the fall. Many different things could constitute "satisfactory progress," such as:

i. A substantial bibliography and significant familiarity with major items in the bibliography.
ii. Design of a research experiment and initial runs/data collection.
iii. Draft of at least one chapter.
iv. Rough draft of a detailed outline of the thesis.

Students who have not made satisfactory progress will not be allowed to submit a thesis or to graduate with a diploma from the Honors College.

**Spring Semester 2020**

1) Schedule to meet with one of the Honors College faculty (Professors Rudolph, Rizopoulos, or Carson) for a mandatory spring-semester meeting to discuss your progress, deadlines, and planning. Meetings must take place no later than Friday, February 21st.

2) Thesis Progress Reports will take place in January and February. You will give a 15- to 20-minute presentation on the work you have done thus far, and then engage in a Q&A. This event will be open to all faculty and students. Final presentations will take place Tuesday, February 11th.

3) Submit a proposal for Research Day (deadline t.b.a, usually by mid-February)

4) Early in the spring semester, begin considering two additional faculty readers who will, along with the advisor, comprise your thesis committee; this committee will attend the defense and determine the final grade. At
least one reader must come from a department different from that of the advisor, and who possesses relevant experience. Submit the Thesis Defense Committee Form (included in this packet) with the names of the additional readers no later than February 14th.

Note: Deans Dinan and Carson and Academic Directors Rizopoulos and Rudolph typically do not serve as readers nor are they present at the defense.

5) After coordinating with your committee members, schedule a defense date and reserve a room with Ms. Gonzalez; the defense must take place by May 15th, 2019.

6) Submit a polished draft of the complete thesis for the provisional approval of your advisor no later than Wednesday, March 27, 2019.

7) Copies of an advisor-approved draft of the thesis should go to the two additional readers no later than Monday, April 6th. The readers must have time to make last-minute constructive criticism, if they so choose.

In all cases, a bound copy of the thesis in proper form—with final corrections and revisions—as well as the final grade, must be in the Honors College Office no later than Monday, May 18th, 2019. At the same time an electronic version must be submitted to Swirbul Library. (For the proper form of the thesis, see the section on form at the end of this document.)

Although in exceptional cases a thesis may be completed (and receive a grade) after May 18th, in no case will a thesis be accepted after this date in fulfillment of the requirement for graduation with an Honors College diploma in May 2019.

Note: You can have your thesis bound at Staples. An electronic version of your thesis must be sent to the Library Archive at uasc@adelphi.edu with Honors Senior Thesis as the subject line. We will not submit the final grade for the thesis until Swirbul Library confirms that an electronic copy has been submitted.
Honors Thesis Important Dates and Deadlines

Students are urged to plan completion of each stage of the thesis well ahead of the deadline so that unexpected problems will not prevent them from meeting the required timetable.

1. September 13th: Last day to submit the Thesis Advisor Form to Ms. Ada Gonzalez.

2. September 27th: Last day to hold a fall-semester meeting with a member of the Honors College staff.

3. September 30th: Last day to submit the One-Page Description of the thesis project.


5. December 6th: Last day to submit the Fall Semester Thesis Report Form to Ms. Ada Gonzalez.

   a. Presentations are scheduled for 1:00-2:15 on Mondays and Wednesdays and 5:00-6:30 on Tuesdays and Thursdays.
   b. Sign up for a time with Ms. Ada Gonzalez.

7. February 14th: Last day to submit the Thesis Defense Committee Form to Ms. Ada Gonzalez.

8. February 21th: Last day to hold a spring-semester meeting with a member of the Honors College staff.

9. March 15th: Last day to schedule a defense date and reserve a room, Ms. Ada Gonzalez can help you schedule a room in the Honors College.

10. March 27th: Deadline to submit a polished draft of the complete thesis to your advisor.

11. April 6th: Deadline to send advisor-approved draft of the thesis to the readers.


13. May 15th: Final day for conducting defense.

14. May 18th: Last day for submission of the thesis grade, the final, revised and bound copy of the thesis to Ms. Ada Gonzalez, and the emailed copy to uasc@adelphi.edu
Student Advisor Form

To: Deans Dinan and Carson  
Honors College, 100 Earle Hall

From: _________________________  
(print advisor’s name)

I have agreed to serve as the Honors College Thesis advisor for  
__________________________________ for the academic year  
(print student’s name)  

Title of Thesis: __________________________________________  
__________________________________________________________  
__________________________________________________________  
__________________________________________________________

__________________________________________________________

Advisor Signature

NB: This form must be submitted no later than Friday, September 13\textsuperscript{th} 2019.
Honors College Thesis Project
One-Page Description

To: Deans Dinan and Carson
   Honors College, 100 Earle Hall

From: (student) ________________________________

Attach a one-page outline of the project that addresses, among other things, the following questions:

1) What is the question that the thesis project will address?

2) What is the object of inquiry?

3) What is your proposed methodology?

4) What sources do you plan to engage?

NB: This form must be submitted no later than Monday, September 30th, 2019.
Fall Semester Thesis Report Form  
Honors College  
100 Earle Hall  

From (Advisor):  

(Student)_________________________________________ has made satisfactory progress on the thesis this semester.  

Attach a brief description, one-page description of the nature of the progress (this should include a substantive bibliography, a chapter draft, description of experiment(s) and initial data runs, a detailed outline for the thesis, etc.):  

Date:  
Signatures:  

_________________________________  
Student  

_________________________________  
Advisor  

Please complete this form and return it to the Honors College, 100 Earle Hall.  

Delivery of this form after Friday, December 6th, 2019 will disqualify the student from completing the thesis in fulfillment of the Honors College requirement.
Honors College Thesis Defense Committee Form

To: Deans Dinan and Carson
Honors College, 100 Earle Hall

From: ________________________ (advisor)

The Thesis Defense Committee has now been established for:

Student: _____________________________

Title of Thesis: _____________________________

The additional readers will be:

1. ____________________________

2. ____________________________

Signature (advisor)

NB: This form must be submitted no later than February 14th, 2020.
The Form of the Thesis

1. The thesis should have a proper title page (see the form attached), a table of contents, and a bibliography. The pages must be numbered.

2. With rare exceptions, a social science or humanities thesis should be a minimum of 50 double-spaced pages. Science research, and creative- and design- projects should have a 10-15-page introduction situating the research within the state of the field and that can be understood by non-specialists.

3. After you have completed the defense of your thesis and have made any necessary revisions, submit both a bound hard copy to the Honors College office and an electronic version to Swirbul Library. You can have your thesis bound at Staples. The address for the electronic version is uasc@adelphi.edu
(The title page should be in the following form)

Honors College Thesis
Submitted in partial fulfillment of the requirements for graduation from the Honors College

Title

Student's Name
Advisor's Name
Readers' Names

Date

Senior Thesis Evaluation
Student’s Name:

Defense Date:

Advisor:

Readers:

Grade:

Check one of the following:

Grade given for current thesis

Grade contingent on revisions

No grade can be determined until revisions

If revisions need to be made, briefly describe them below: