

UNIVERSITY *of*
NORTHERN COLORADO



Honors Thesis Handbook

University Honors Program

2005

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Introduction

The Honors Thesis is the capstone of your academic experience at the University of Northern Colorado. The thesis is an in-depth study on a topic of your choice that will give you the opportunity to work one-on-one with a faculty mentor and that will strengthen your research and writing skills. The following are additional benefits of the thesis experience:

- Integration of knowledge from one or more fields in a project of your own design.
- Heightened self-awareness as you engage in an independent project that will help to clarify your academic interests and career goals.
- A published research document which will be bound and placed in the permanent collection of UNC's James A. Michener Library.
- Recognition of your Honors accomplishments on your official transcript, on your university diploma, and at commencement.
- Evidence of independent intellectual pursuit which typically enhances graduate and employment opportunities after graduation.

General Thesis Requirements

A completed Honors thesis must have the following attributes:

- Originality of thought.
- Clarity in the conceptualization of the central problem.
- Seriousness of intellectual inquiry.
- Familiarity with the literature relevant to the topic.
- Logical organization and grammatically correct writing.
- Conclusions supported by the evidence.

An Honors thesis may be completed in any discipline. Projects may include field research, experimentation, or creative composition, such as in the humanities or fine arts.

All theses require a written component.

Testimonials & Encouragement from Honors Alumni

Kristin O'Connor Barkus, Biology, 1994

"I am convinced that the main reason I was accepted to this program [Kansas University Ph.D. in Genetics] and funded [free tuition & \$4,500 per semester] is because of my undergraduate Honors Program work. Send encouragement to all the current Honors students. Tell them to keep going; the work all pays off in the end."

Melissa Schmid, Business Administration, 2004

"The Honors Program for me has been both intellectually stimulating and inspiring. It has pushed me to shoot higher than my limits and be open to becoming a greater person."

Jen Bezek, Communications, 2002

"My experience in the Honor's Program not only taught me that I was capable of doing graduate level work, but it showed the #1 school in my field [Purdue] that I was willing and able to go beyond what was required for success. Interestingly, when I arrived at graduate school, I found out that almost all of us accepted as Master's students had completed an honor's thesis from various schools, thus confirming its invaluable worth as an addition to my previous experience."

Brian Dyk, History, 1995

"I've always dreamed of studying history in Oxford, but when I applied to Oxford Polytechnic, I was turned down. Then I sent them a copy of my thesis. They reversed their decision and accepted me because of the thesis."

Chris Jones, Meteorology, 1995

"Don't listen to anyone who thinks you should drop out of Honors without writing your thesis. That's terrible advice. If you follow it, you'll be sorry for the rest of your life! It's the best thing I did in college."

Morgan Curtis, Psychology, 2003

"The thesis experience was truly one of the academic highlights of my undergraduate career. Not only did it give me an opportunity to delve into a topic that was of interest to me, but it also allowed me to work side-by-side with [a] young, brilliant professor who had knowledge of cutting edge issues and methods in the field. That level of contact and mentoring is invaluable, especially as it relates to future academic endeavors."



HON 351 & 451: Overview for Thesis Courses

The HON 351 & 451 independent study thesis courses are taken by Honors students in their junior and senior years. The courses give students the opportunity to focus more intently on an area of study by undertaking a research project that closely examines an issue of personal academic interest. Students undertake the planning for their thesis in Hon 351, and they complete their thesis project in Hon 451.

Students will work with a Thesis Advisor, a faculty member personally chosen to advise them on their thesis project. Additionally, they will have an Honors Advisor, a designated faculty member whose role it is to help them find a thesis advisor and then to later review the theses written by students in their major area.

The thesis may be completed in any discipline, and your topic need not be one from your major field. All completed theses are bound and placed in the permanent collection of the university's Michener Library, and students are able to note the publication of their theses on future resumes, employment documents, and applications for graduate school.

Registration

- You must obtain the consent of your Honors Advisor to register in HON 351 or 451. Please see the “Current Students” page at www.unco.edu/honors for a list of Honors Advisors and their contact information.
- You must complete all 6 thesis course credits to graduate in Honors, but you may take the credits in any combination. For example:
 - During your Junior year, you can take HON 351 as:
 - 1 credit one semester and 2 credits the other semester.
 - 3 credits in one semester and 0 credits the other semester.
 - During your senior year, you can take HON 451 as:
 - 1 credit one semester and 2 credits the other semester.
 - 3 credits in one semester and 0 credits the other semester.
- Follow UNC Web Registration directions for variable credit registration to enroll in HON 351 and HON 451. If you experience difficulty, both your Honors Advisor and the Honors office staff are available to assist you.
- It is possible to register for HON 451 before your senior year. In fact, we encourage you to begin work on your thesis over the summer between your junior and senior years. If you want to enroll in HON 451 before the beginning of your senior year, make the arrangements with your Thesis Advisor and Honors Advisor.

IRB Approval

If you are planning a research experiment or project in which you will utilize human subjects, you must submit a proposal to the university's Institutional Review Board (IRB) for approval. **As stated in university policy, all research involving human subjects is prohibited until the IRB has approved the research protocol.** Contact information to obtain IRB procedures, guidelines, and an application packet to request approval of research with human subjects is provided on page 25.

Grading Policies

HON 351 & 451 are graded in accordance with the university's standard grading scale as published in UNC's *Undergraduate and Graduate Catalog*.

If you stagger your credits in either course over two or more semesters, you will receive an NR (No Record) on your transcript in place of a grade until all credits have been taken. When all coursework is complete, grades for outstanding credits will be posted in place of the existing NR's.

Deadlines

The deadlines below and on the next two pages reflect the specific thesis-related due dates to use as you progress in Hon 351 & 451 towards your planned semester of graduation. **For a summary of Thesis-Related Timelines, please also refer to pages 16 and 17 of this handbook.**

HON 351: Junior Honors Seminar

- Early in your HON 351 experience, preferably within the first month, the Thesis Advisor Agreement, the Letter of Support from your Thesis Advisor and a List of Objectives for the course is due to the Honors office.
- Your formal Thesis Proposal is due in the Honors office before finals week of the last semester in which you are enrolled in HON 351.

HON 451: Senior Honors Research Thesis

Theses are due to the Honors Program office typically by the end of the 9th week of the semester that a student plans to graduate. **The drafting and editing of the thesis should be the main focus for students in their final semester at UNC.** Students should plan to have the main portion of their thesis-related research and a first draft of their thesis completed prior to the beginning of this semester.

December Graduation Deadlines

- Prior to the start of the Fall Semester, complete the first draft of your thesis and plan to submit it to your Thesis Advisor as classes begin.
- September - Early October: Work closely with your Thesis Advisor to make updates to the first draft. You may need to submit additional drafts for revision before the thesis is approved.
- October: Schedule a thesis presentation and clear it through the Honors Program office. Students may fulfill the requirement at the Works in Progress Symposium this semester.
- October 15: Submit the final draft of the thesis, as approved by your Thesis Advisor, to your Honors Advisor for approval and comments. If necessary, make revisions and resubmit the thesis to your Honors Advisor.
- November 1: Submit a thesis copy, signed and approved by your Thesis Advisor and your Honors Advisor, to the Honors office for final review and approval.
- December 1: Receive the thesis from the Honors Program Director. If necessary, make revisions and resubmit the thesis to the Honors office.
- Mid-December: Submit at least 2 final copies to the Honors office for binding, each with the signatures of your Thesis Advisor, Honors Advisor, and the Honors Director.

May Graduation Deadlines

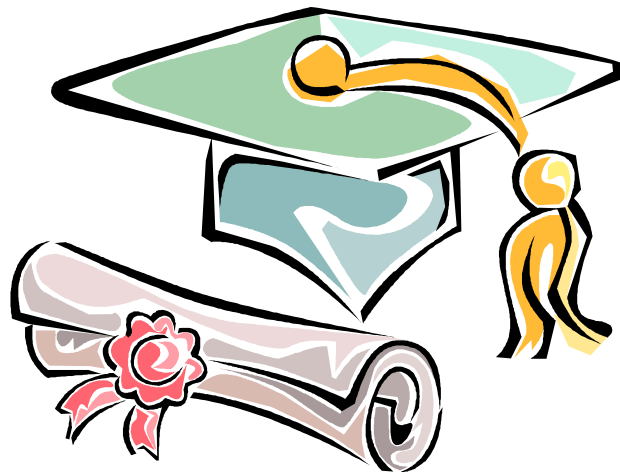
- Prior to the start of the Spring Semester, complete the first draft of your thesis and plan to submit it to your Thesis Advisor as classes begin.
- January - Early March: Work closely with your Thesis Advisor to make updates to the first draft. You may need to submit additional drafts for revision before the thesis is approved.
- March: Schedule a thesis presentation and clear it through the Honors Program office. Students may fulfill the requirement at Research Day this semester.
- March 15: Submit the final draft of the thesis, as approved by your Thesis Advisor, to your Honors Advisor for approval and comments. If necessary, make revisions and resubmit the thesis to your Honors Advisor.
- April 1: Submit a thesis copy, signed and approved by your Thesis Advisor and your Honors Advisor, to the Honors office for final review and approval.
- May 1: Receive the thesis from the Honors Program Director. If necessary, make revisions and resubmit the thesis to the Honors office.
- Mid-May: Submit at least 2 final copies to the Honors office for binding, each with the signatures of your Thesis Advisor, Honors Advisor, and the Honors Director.

August Graduation Deadlines

- Prior to the start of Summer Session, complete the first draft of your thesis and plan to submit it to your Thesis Advisor as classes begin.
- May – early June: Work closely with your Thesis Advisor to make updates to the first draft. You may need to submit additional drafts for revision before the thesis is approved.
- June: Schedule a thesis presentation and clear it through the Honors Program office.
- June 15: Submit the final draft of the thesis, as approved by your Thesis Advisor, to your Honors Advisor for approval and comments. If necessary, make revisions and resubmit the thesis to your Honors Advisor.
- July 1: Submit a thesis copy, signed and approved by your Thesis Advisor and your Honors Advisor, to the Honors office for final review and approval.
- August 1: Receive the thesis from the Honors Program Director. If necessary, make revisions and resubmit the thesis to the Honors office.
- Mid-August: Submit at least 2 final copies to the Honors office for binding, each with the signatures of your Thesis Advisor, Honors Advisor, and the Honors Director.

Note Concerning August Graduation:

Due to the non-traditional nature of Summer Session, August Graduation-related Deadlines may be adjusted. Students should keep in mind that faculty may not be on campus on a regular basis, so if you are planning an August graduation, please confirm all dates and deadlines with the Honors office and coordinate accordingly with your Thesis Advisor and Honors Advisor before the start of Summer Session.



Choosing a Topic & Finding a Thesis Advisor

Tips for Choosing a Topic

You will be working with your thesis topic for two years, so you want to ensure it is intellectually stimulating and interesting to you. It should also be focused but flexible so that you have the opportunity to adjust your research direction as you encounter unexpected information or findings.

When working to define a thesis topic:

- Develop an ongoing list of research items of interest. Review the list to find common themes that may point to a thesis topic.
- Mentally review past courses that have excited you. What about them was interesting? Which ideas would you have liked to spend more time investigating? Is there an idea worth pursuing as a thesis topic?
- Use class research paper assignments to explore potential topics.
- Chat with others in your field, students and professors, whose work you admire. Many times these discussions will spark ideas and can help you refine your thoughts and focus on a topic.
- Don't be too ambitious. Maturity in scholarly research shows the ability to use topics to address specific questions that add to the knowledge of broad issues.

Finding a Thesis Advisor

The Honors Program Director, Honors Assistant Director, and Honors Advisors are all available to assist you in finding a Thesis Advisor. They are knowledgeable about the faculty on campus and may suggest potential advisors you are not aware of.

Keep in mind the following:

- Your Thesis Advisor should be someone who is familiar with your abilities, ideally either a faculty member whose class you have taken or whose advising you have already sought out.
- Your Thesis Advisor should be knowledgeable in your chosen topic area.
- The faculty member and you should generally be compatible in terms of personality since you will spend significant portions of time together.
- Your Thesis Advisor need not be a faculty member in your major but needs to meet the above criteria.

Thesis Advisor Agreement

Once you have chosen a faculty member with whom you would like to work, you need to fill out a Thesis Advisor Agreement in coordination with that faculty member. The completed agreement must be submitted to the Honors office.

The purpose of the Thesis Advisor Agreement is to confirm your Thesis Advisor with the Honors office, to broadly define your thesis topic, and to clarify the general direction of your research. The agreement should be submitted early in your HON 351 experience, preferably within the first month.

Document Organization

The Thesis Advisor Agreement package must contain:

- the completed Thesis Advisor Agreement
- an Advisor Letter of Support
- a List of Objectives for HON 351

Formatting Information

A sample Thesis Advisor Agreement can be downloaded from the “Forms and Documents” page at www.unco.edu/honors. Sample copies of all three pages can also be found in the appendices of this handbook. Your Thesis Advisor Agreement package should be formatted as per these document samples.

- Please see page 19 for a copy of the Thesis Advisor Agreement.
- Please see page 20 for a sample Advisor Letter of Support.
- Please see page 21 for a sample List of Objectives.

Thesis Proposal

Review & Approval Process

A thesis proposal is required of all students at the end of their HON 351 course experience. The proposal must be approved by your Thesis Advisor and Honors Advisor before it is submitted to the Honors Program Director. When your proposal has been approved by the Honors Program Director, you may begin work on your thesis research or project. The approved proposal will be placed in your student file in the Honors Program office.

Document Organization

Proposals must adhere to a strict layout, as follows:

Title Page: Modeled after the sample Title Page found on page 22.

Signature Page: Modeled after the sample Signature Page found on page 23. When you submit your proposal, you must have obtained all signatures except that of the Honors Director.

Body of the Proposal: The body of your proposal should address, at a minimum, the following three areas. For most students, the body of the proposal will be 5-7 pages.

- Statement of the Problem: Define the topic you are covering and your working hypothesis.
- Review of Related Literature/Resources: Summarize the body of knowledge or range of perspectives that inform your particular research topic. Include individual researchers, methodologies, critics, etc.
- Methodology and Research Design: Be specific about how you will approach the topic in terms of research design, statistical procedures, analysis of primary and secondary sources, etc.

References: Include a systematic list of all of the works you have consulted to this point in the course of your research. Follow the preferred documenting style in your field – e.g. MLA, APA, Chicago, etc.

Cost Estimate: Include any major cost items you believe you will need to undertake this thesis project: equipment, supplies, travel, etc. (Know that you may be able to secure funding assistance from a variety of campus resources. Please see the Honors office staff for more information.)

Request for IRB Approval: If you plan to utilize human subjects for your thesis research, you must complete a request for IRB Approval in Research with Human Subjects. A copy of the request should also be attached to your thesis proposal.

- Please see page 25 for information about the Institutional Review Board for the Protection of Human Participants in Research and Research-Related Activity.

Formatting Information

Use standard 12 point font, generally Times New Roman, and 1 inch margins throughout the proposal.

Thesis Submission & Publication

Review and Approval Process

To be approved and published, your thesis must be meticulously edited several times. Plan to have your first draft completed before the beginning of your last semester at UNC. This will give you time to make necessary changes, find additional information, and revise your work as requested by your Thesis Advisor and the others who will be reading your thesis.

You should expect your Thesis Advisor to require revisions on at least two drafts before the thesis is approved. The Honors Advisor will also probably make comments and request revisions before approving the thesis. The Honors Program Director may even make stipulations before signing off on your work. **Final deadlines are firm and cannot be altered, so be prepared to follow the deadlines outlined on pages 4-6 in this handbook to stay on track.**

Document Organization

In drafting and organizing your thesis, follow the style manual guidelines for your discipline – e.g. APA, MLA, Chicago, etc. Theses need to adhere to the following basic outline:

Title page: Modeled after the sample Title Page found on page 22.

Signature page: Modeled after the sample Signature Page found on page 23.

Abstract: An abstract is a summary of the thesis in 150-300 words. In writing your abstract, you should include a statement of the topic and an explanation of its significance. You should give a summary of the research and briefly state your conclusion(s).

Acknowledgements: This page gives you the opportunity to thank or acknowledge all those who helped you complete the thesis or contributed to your Honors success. Be sure to thank your Thesis Advisor and the friends and family members who supported you through your work.

Table of Contents: The Table of Contents should include the title page, signature page, abstract, and the acknowledgements with page numbers. List the chapters for the body of your thesis with the titles of the chapters and the page number on which they begin. List the appendices and the IRB approval before the references, again including page numbers.

Lists of Tables: If you have tables or charts, you need to provide a list of these. Give each table a title or number and indicate the page number on which it can be found.

List of Figures or Illustrations: If you include visual items (pictures, illustrations, graphs) that you refer to in the text of your thesis, give each figure a title or number and indicate the page on which it can be found.

Thesis Body: The body of your thesis should be divided into chapters, with chapter divisions in appropriate places in your text.

Appendices: Appendices should contain information that is not a part of the thesis but is useful in understanding it. If you include appendices, assign each a number or letter, a title, and a page number.

IRB Approval: If IRB Approval was required for your thesis you must include a copy of the authorization letter from UNC's Institutional Review Board as verification that your research process was approved. The IRB Approval should be incorporated into the appendices, preferably as the final appendix in your document.

References: A list of your references should be given at the end of the thesis, typically following the appendices.



Printing Information

Margins: The left margin must be 1-1/2 inches to allow for binding. The top, bottom, and right margins must be 1 inch.

Typeface: Use standard 12 point font, generally Times New Roman. Boldface and italics may be used for emphasis. In general, the same font must be used throughout the thesis.

Hand-made Notations: Entries that must be made by hand should be done with permanent black ink. A black fine-tip felt pen is acceptable. Hand-made notations should be meticulously and consistently lettered.

Spacing: Double-spacing is required throughout the body of the text, except in long quotations, table titles, headings, figure captions, endnotes or footnotes, and references.

Pagination:

- **Preliminary Pages** - The title page, signature page, and abstract should be assigned lower case Roman numerals in the table of contents **but not on the pages themselves**. Thereafter, all preliminary pages must show a number. The acknowledgements page will typically be numbered iv, the table of contents will be v, and so on. All lower case Roman numerals should be centered between the margins 3/4 of an inch from the bottom of the page.
- **Remainder of the Thesis** - Arabic numerals (1, 2, 3, etc.) begin with the first page of the first chapter and continue throughout the thesis, appendices, and references. The first page of any major subdivision (Chapter 1, Chapter 2, Appendices, etc.) does not have the number written on it, but the page is included in the sequence of numbers. Arabic numerals should be placed 3/4 of an inch from the top of the page and 1 inch from the right hand side of the paper.

Paper: Final copies must be printed on 20-pound, 100% cotton fiber paper of 8-1/2 by 11 inches.

Binding: The thesis title will be printed on the spine of the thesis copies. Space limitations allow no more than 55 characters, including letters and spaces, in the spine printing. Provide your thesis title information for the spine when you submit your final thesis copies to the Honors Program office.

Number of Final Copies: Two final copies of the thesis must be submitted to the Honors Program office: one for Michener Library and one for Honors. If you would like additional copies, you may submit them along with your final copies for binding. As of summer 2004, the cost to bind additional thesis copies was \$10 per thesis, and students were required to submit payment for their additional copies when turning them in to the Honors Program office. Note: If you would like your thesis copies mailed to you, you will also be asked to include the cost of the shipment with your payment.

Thesis Presentation

Presentation Information

In order to graduate with Honors Distinction, you must present your thesis in a public forum. **This is not an oral defense.** Rather, it is your chance to speak to interested people about your work. The purpose of the presentation is to educate others on your topic and gain presentation experience.

You are allowed to present at any appropriate venue, but most students present at UNC's Research Day or Works in Progress Symposium. You are welcome and encouraged to invite whomever you would like to your presentation. Your Thesis Advisor, Honors Advisor, and the Honors Program Director should be present, if possible. Invite other faculty, family, and friends. The bigger the audience, the better!

Verification of Thesis Presentation

You must notify the Honors Program office of the date, time, and location of your thesis presentation. Even if you have already been working with the Honors office staff in preparation to present at the Works in Progress Symposium or Research Day, a formal confirmation of your planned presentation is required. Once your presentation has been scheduled, please submit a Verification of Thesis Presentation form to the Honors Program office.

- Please see page 24 for a copy of the Verification of Thesis Presentation form.

Research Day

Most Honors students make their thesis presentation at UNC Research Day during Academic Excellence Week in April. Research Day Honors presentations are scheduled in a 50 minute time slot. Most students speak for 20-25 minutes and leave 20-25 minutes for questions and discussion. If your project is a creative arts work, you should present as well as explain it.

Works in Progress Symposium

All Honors seniors are strongly encouraged to take part in the fall Works in Progress Symposium, and if your thesis is completed, your presentation requirement will be fulfilled at this time.

At the Works in Progress Symposium, typically two to five students will be chosen to represent UNC at the National Conference on Undergraduate Research (NCUR) in the coming spring. UNC sponsors these students to present their work to a national audience and usually provides financial support for the students to make the trip.

You need not have completed your thesis at the time of the Works in Progress Symposium to be eligible to compete to attend NCUR. However, in such an instance, your Works in Progress presentation will **NOT** count as satisfying your thesis presentation requirement. It will provide you with valuable faculty and student feedback on your work as well as give you presentation practice.

Helpful Tips & Resources

Suffering from pre-thesis or thesis anxiety? Here are some tips and resources which can help ease the pain and get you on track.

Tips for HON 351: Junior Honors Seminar

- Keep an annotated working list of your reference sources as you go. This will aid you in referencing sources at a later date, and with the annotated working list, you will be able to quickly draft your reference list for your proposal.
- Meet regularly with your Thesis Advisor to discuss your research progress and work to narrow your focus for your proposal.
- Draft a well-thought out proposal. It will make the rest of the project much easier by clearly directing your research and writing.



Tips for Hon 451: Senior Honors Research Thesis

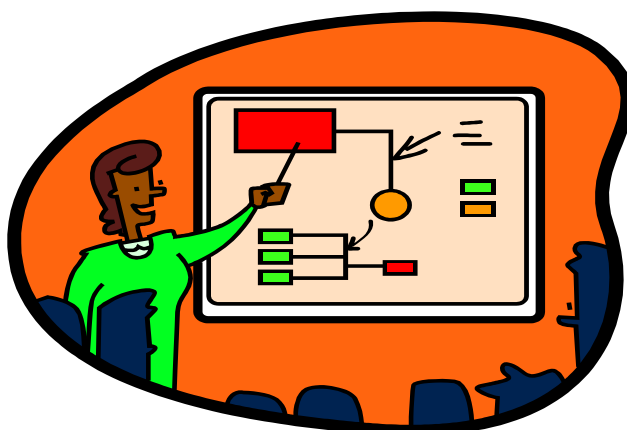
- Utilize the summer between your junior and senior years to work on your thesis. This will significantly cut down your stress level during your final year of studies.
- Continue to use your faculty advisors. They have agreed to assist you as you write your thesis and work on your thesis project.
- The UNC Michener Library staff can provide invaluable assistance with your research. Do not hesitate to utilize their services.

Tips for HON 351 & 451

- Take into account your academic major course loads when deciding how to stagger the credits for HON 351 & 451 so you are able to manage your coursework.
- Plan to complete your thesis before beginning student teaching if you are an education major.
- Attend the Honors Thesis Workshops. The Honors office typically offers three annual thesis workshops. Workshops are advertised via the Honors Listserv.
 1. Pre-Thesis Workshop: This workshop is held to prepare you to begin HON 351. It occurs during the spring semester prior to registration for fall classes.
 2. Library Workshop: This workshop is open to all interested Honors students and will teach you how to fully utilize the UNC James A. Michener Library resources for thesis research. It is typically held in the spring semester
 3. Thesis Workshop: This workshop is always held early in the fall semester for students in HON 451. It includes important thesis specifications, a review of deadlines, and pertinent information for successful completion of the thesis.

Note: If you have never subscribed to the Honors Listserv, send an email with the subject line "Honors Subscribe" to honors@unco.edu. This way, you can be sure to receive the news and announcements for the Honors Thesis Workshops.

- All students in HON 351 & 451 are eligible to have graduate library privileges while doing their research. Take advantage of this benefit and sign up with the Honors office each semester.
- Pay attention to all thesis-related due dates and deadlines so that you stay on track.
- Remember! This is your chance to explore a topic of interest you are passionate about. Have fun with your research.



Summary of Thesis-Related Timelines

The following thesis-related timelines are based on a four year plan for university graduation. Adjust your schedule according to the distribution of your thesis credits. Also, **please refer to the Deadlines section on pages 4-6 of this handbook for specific due dates as you progress in HON 351 & 451 based on your planned semester of graduation.**

Sophomore year – 2nd Semester

- Begin brainstorming potential thesis topics and thinking about potential Thesis Advisors.
- At the end of your sophomore year, register for 1-3 credit of HON 351 to be taken in the first semester of your junior year.
- Attend the Honors Pre-Thesis Workshop.

Junior year - 1st Semester

- Obtain graduate library borrowing privileges. Contact the Honors office within the first two weeks of the semester to request that your name be included on the list of eligible students.
- Complete the Thesis Advisor Agreement and turn it into the Honors office along with a Letter of Support from your Thesis Advisor and List of Objectives for HON 351.
- Depending on the number of credits you have already enrolled in for HON 351, plan to register for the remaining credit hours for next semester.

Junior year - 2nd Semester

- Within the first two weeks of the semester, contact the Honors office and request to retain graduate library borrowing privileges.
- Attend the Honors Library Workshop.
- Draft, revise, and submit your formal Thesis Proposal.
- Register for 1-3 credit hours of HON 451 to be taken in the first semester of your senior year.

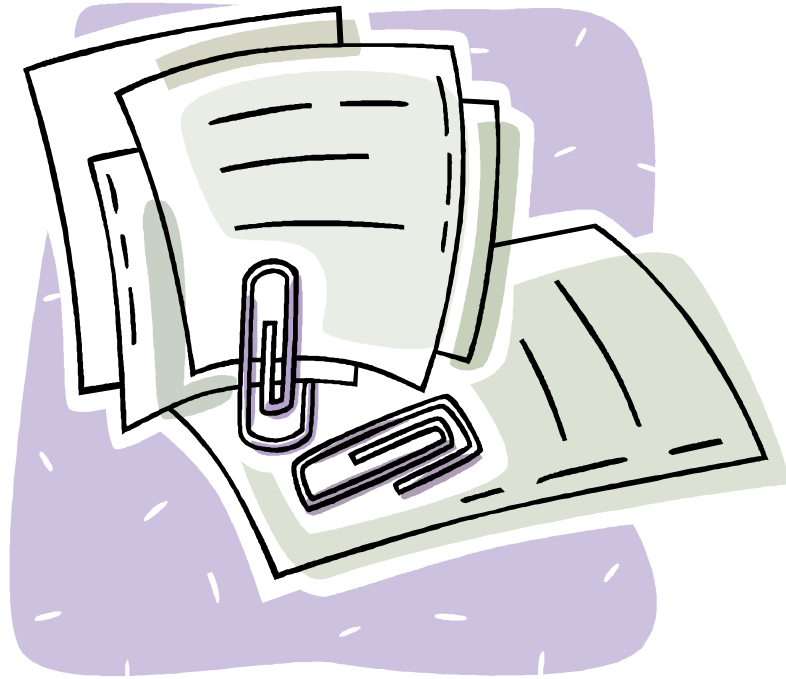
Senior year - 1st Semester

- Within the first two weeks of the semester, contact the Honors office and request to retain graduate library borrowing privileges.
- Attend the Honors Thesis Workshop.
- Complete your thesis research.
- Compose the first draft of your thesis and plan to give it to your advisor to read either over the break between semesters or immediately after classes begin next semester.
- Depending on the number of credits you have already enrolled in for HON 451, plan to register for the remaining credit hours for next semester.

Senior year - 2nd Semester

- Within the first two weeks of the semester, contact the Honors office and request to retain graduate library borrowing privileges.
- Plan the date, time, and location of your thesis presentation and submit a Verification of Thesis Presentation form to the Honors Program office.
- Edit your first thesis draft and turn in a second draft to your Thesis Advisor
- Edit the second thesis draft and turn in a final version to your Thesis Advisor for approval.
- Once you have obtained your Thesis Advisor's signature, submit the thesis copy to your Honors Advisor for review and approval.
- Once you have obtained the Honors Advisor's signature, submit the thesis to the Honors Program Director for final review and approval.
 - The deadline to submit your thesis to the Honors office for final review and approval by the Honors Program Director for December Graduation is November 1.
 - The deadline to submit your thesis to the Honors office for final review and approval by the Honors Program Director for May Graduation is April 1.
 - The deadline to submit your thesis to the Honors office for final review and approval by the Honors Program Director for August Graduation is July 1.

Appendices





University Honors Program Thesis Advisor Agreement

This form and the requested supporting documents serve as a working agreement between the Honors student and Thesis Advisor. The student should submit this completed form and the requested supporting documents to the Honors Program office upon enrolling in HON 351. The materials will be kept in the student's Honors Program file, with copies given to the student and the Thesis Advisor.

For a sample of a completed agreement, advisor support letter, and list of objectives, please contact the Honors Program office at (970) 351-2940 or honors@unco.edu.

Student Name: _____

Major: _____

UNC Bear Number: _____

Major Advisor: _____

Email Address: _____

Thesis Advisor: _____

Expected Date of Graduation: _____

1) Please explain why you have chosen this faculty member to be your thesis advisor.

2) Please attach a letter of support from your thesis advisor.

3) Please attach a list of objectives for HON 351 that you will complete this year. The list should be developed in consultation with your thesis advisor.

Sample Letter of Support

University of Northern Colorado
College of Humanities and Social Sciences
School of English Language and Literature
Greeley, Colorado 80639
(970) 351-1234 office (970) 351-1234 fax

To: Honors Program Director

From: *Dr. John Q Professor*

Re: *J. J. Honors Student*

Date: September 17, 2003

This letter is to inform you that I have agreed to work with *J. J. Honors Student* on his/her Honors Program research project to meet the Hon 351 and Hon 451 course requirements.

J. J. Honors Student is planning to do a project that will involve human subjects, so I have explained the IRB requirements to him/her and will assist with filing the related paperwork.

We anticipate completion of the research project and thesis will coincide with a May 2005 graduation.

Sample List of Objectives

Hon 351 Course Objectives

Dr. John Q Professor and I discussed an outline which he will use to grade my progress in the course. We will meet weekly to assess my progress and decide what I need to have completed for the next week.

Our basic timeline is:

Semester 1:

- a) Work on defining the area for research.
- b) Begin to prepare an IRB for review since I will be working with human subjects.

Semester 2:

- a) Compile a comprehensive list of references.
- b) Complete my formal thesis proposal, including a literature review.
- c) Submit the IRB for consideration.

Additional timeline information for Semester 2:

January-February:

Begin to compile a comprehensive list of references and decide if there is enough information about the chosen topic. If information is lacking, decide on another topic, and find new sources.

February-March:

Begin writing thesis proposal and literature review.

April:

Complete thesis proposal and submit to *Dr. John Q Professor* and my Honors Advisor for review and approval.

May:

Before finals week, submit an approved, signed copy of my thesis proposal to the Honors Program office for final approval.

Note: My senior year is when I will actually write my thesis. I plan to write a separate outline to manage my research obligations for that year at the beginning of the Fall Semester of Hon 451.

Sample Title Page

University of Northern Colorado
Greeley, Colorado

TITLE OF THESIS IN INVERTED PYRAMID FORM
IF TWO OR MORE LINES

A Thesis (or Written Explanation of the Creative Project) Submitted in Partial
Fulfillment for Graduation with Honors Distinction and
the Degree of Bachelor of Arts / Science

Student's Name

School or College of _____

_____ 20____

(For Thesis Proposal: Month and year proposal is submitted)
(For Thesis: Month and year of proposed graduation)

Sample Signature Page

PREPARED BY: _____
Student Name Typed

APPROVED BY: _____
Thesis Advisor Name Typed

HONORS
ADVISOR: _____
Honors Advisor Name Typed

HONORS DIRECTOR: _____
Honors Director Name Typed

*RECEIVED BY THE UNIVERSITY HONORS
COORDINATING COMMITTEE ON:*

_____ / ____ / 20__
(For Thesis Proposal: Date proposal is submitted)
(For Thesis: Date of proposed graduation)



University Honors Program Verification of Thesis Presentation

In partial fulfillment of Hon 451: Senior Honors Research Thesis, all students are required to present their thesis in a public forum. **The thesis presentation is not an oral defense.** Rather, it is a chance for students to gain presentation experience and share their research findings with people interested in their work.

Students are allowed to present in any appropriate venue, but most students present at UNC's Research Day or Works in Progress Symposium. Students may invite faculty, family, and friends to attend their presentation. Invitations to the presentation should be extended to the Thesis Advisor, Honors Advisor, and Honors Program Director well in advance of the date of the presentation.

To verify the date, time, and location for your thesis presentation, please fill out the information below and submit it to the Honors Program office at least 1 week prior to the date of the presentation.

Student Name: _____

UNC Bear Number: _____

Thesis Presentation Information:

Date: _____ **Time:** _____

Location: _____

Would you like the Honors Program office to announce the date, time, and location of your thesis presentation via the Honors Program Listserv? Yes No

If yes, is there any additional information about the presentation that should be included in the announcement?

Requesting IRB Approval of Research with Human Subjects

University of Northern Colorado

**Institutional Review Board for the Protection of Human Participants in
Research and Research-Related Activity**

Procedures, Guidelines, and Application Packet available from

**Sponsored Programs and Academic Research Center (SPARC)
University of Northern Colorado, Greeley, Colorado, 80639**

Phone: 970-351-1907

Fax: 970-351-1934

Or in Printable Format Online at:

<http://www.unco.edu/sparc/compliance/irb/hsguide.htm>

The use of human participants in research at the University of Northern Colorado is regulated by University policy 3-8-104, enacted by the Board of Trustees to ensure that all research carried out under the auspices of UNC conforms to ethical standards.

3-8-104 Human Subjects. It is the policy of the University that all research and research-related activities, in which humans are used as subjects, shall be subject to review under current Public Health Service regulations by an Institutional Review Board (IRB). The involvement of human subjects in research covered by this policy shall be prohibited until the IRB has reviewed and approved the research protocol.

UNC faculty members, staff, and students who wish to conduct research using human subjects must receive the approval of the IRB prior to beginning their work.