

The Honors College Thesis:

A Concise Guide 2020/2021

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Thesis Guidelines for 2020-2021

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 and relevant bibliography; students in the social sciences and the humanities generally develop research and/or critical work, approximately 50-60 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 work-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 2020

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 March 23, 2020).

Summer 2020 (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 2020

- 1) There will be two **thesis-orientation sessions (t.b.a)**; 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. 11th**. ***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 mandatory **fall-semester 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 must take place no later than **Friday, September 25th**.

- 4) As soon as possible after your fall meeting with one of the Honors College faculties, 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 28th**.
- 5) After consulting with your advisor (to make sure that s/he can attend), sign up for one of the **Thesis Progress Report Presentations** that will be taking place in January and February (*see #2 in Spring Semester 2020 for more information*). Sign up no later than **Monday, November 2nd**.
- 6) Submit the **Fall Semester Thesis Report Form** (included in this packet) to Ms. Gonzalez no later than **Friday, December 4th**. 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." Make sure that you are as specific and concrete as possible about the nature of the research you have accomplished. How many sources have you consulted? What is the status of your literature review? Do you have a bibliography, an outline, a study underway, a rough draft, and/or initial lab results?

Students who have not made satisfactory progress before the end of the semester in December will not be allowed to submit a thesis or to graduate with a diploma from the Honors College.

Spring Semester 2021

- 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 19th**.
- 2) **Thesis Progress Report Presentations** 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. A maximum of four students may present in one session. This event will be open to all Honors College faculty and students, in addition to the thesis advisors. Please make sure to schedule a time your thesis advisor will be able to attend. Guidelines about

how to structure your progress presentation will be available on the Thesis Course Moodle page.

- 3) Submit a proposal for **Research Day (deadline t.b.a, usually by mid-February) or another academic conference.**
- 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. Submit the **Thesis Defense Committee Form** (included in this packet) with the names of the additional readers no later than **February 19th.**

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 prior to the beginning of finals.
- 6) Submit a **polished draft** of the complete thesis for the provisional approval of your advisor no later than **Friday, April 2nd, 2021.**
- 7) **Copies of an advisor-approved draft of the thesis** should go to the two additional readers no later than **Friday, April 16th.** *The readers must have time to make last-minute constructive criticism, if they so choose.*
- 8) **Defend!** As mentioned above, the defense must take place **before the beginning of finals week** when, in most cases, a final grade will be decided by the committee.

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 Friday, May 21st, 2021. 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 finals week, 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 2021. A student who needs extra time to complete the thesis will not graduate until August 2021.

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.

March 23rd 2020: Summer Research Grant Deadline

Early Fall 2020 (t.b.a.): Fall Semester Thesis Meeting

September 11th: Last day to submit the Thesis Advisor Form

September 25th: Last day to hold a fall-semester meeting with a member of the Honors College staff

September 28th: Last day to submit the One–Page Description of the thesis project

November 2nd: Last day to sign up for Spring Thesis Progress Report Presentations

December 4th: Last day to submit the Fall Semester Thesis Report Form

Early Spring 2021 (t.b.a.): Spring Semester Thesis Meeting

January 27th - February 11th 2021: Thesis Progress Report Presentations

February 19th: Last day to submit the Thesis Defense Committee Form

February 22nd: Last day to hold a spring-semester meeting with a member of the Honors College staff

March 19th: Last day to schedule a defense date and reserve a room; Ms. Ada Gonzalez can help you schedule a room in the Honors College

April 2nd: Deadline to submit a polished draft of the complete thesis to your advisor

April 16th: Deadline to send advisor-approved draft of the thesis to the readers

TBA: Adelphi University Research Conference Day

Before Finals Week Spring 2021: Thesis Defense

May 21st: 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)
2020-2021.

Title of Thesis: _____

Advisor Signature

NB: This form must be submitted no later than Friday, September 11th 2020.

**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 use?**

NB: This form must be submitted no later than Monday, September 28th, 2020.

**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, one-page description of the nature of the progress (please be as specific as possible about the concrete work accomplished up to this point -- see paragraph in Thesis Guidelines for further details):

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 4th, 2020 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 19th, 2021.

The Form of the Thesis

1. The thesis needs 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 in terms that non-specialists can understand.
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: