

The Honors College Thesis:

A Concise Guide for 2021/2022

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Thesis Guidelines for 2021-2022

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- to 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, which presents an original argument situated with a comprehensive literature review and thorough bibliography; and 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 regular communication with your faculty advisor.

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

Spring Semester 2021

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 may decide to apply for Summer Research funds from the Honors College to jump-start your research process; these applications are usually due mid-March. You **must** register for the Thesis in Liberal Studies (0083-490-001) for **two** semesters, typically the 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. In most cases, you may not take the thesis course for any credit during a semester in which you are also taking a 3-credit capstone course in your major whose content will form part of the thesis research. Please see Prof. Rudolph to determine how to allocate the credits from the thesis courses in conjunction with capstones. The thesis course runs like an Independent Study: there are no class meetings of the thesis course.

Summer 2021 (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 2021

- 1) There will be a **mandatory thesis-orientation session Wednesday, September 1 at 1:00pm** via Zoom.
- 2) Upload the **Thesis Advisor Form** (included in this packet) to our Thesis Course Moodle site **no later than Friday, Sept. 10th**. It must include a provisional bibliography approved by your advisor. ***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 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 24th**.
- 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 on Sept. 10, but **you must upload it to Moodle no later than Monday, September 27th**.
- 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 2022 for more information*). Sign up no later than **Monday, November 1st**.
- 6) During the fall semester, contact **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 your advisor. **You must meet with both readers and discuss your bibliography with them before November 19th**. Submit to Moodle the **Thesis Defense Committee Form** (included in this packet) with the names of the additional readers no later than **November 19th**.

Note: Dean Dinan and Professors Carson and Rudolph typically do not serve as readers, nor are they present at your thesis defense.

- 7) Submit the **Fall Semester Thesis Report Form** (included in this packet) to Moodle no later than **Friday, December 3rd**. With this form, which you complete, and your advisor approves, 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 – as evaluated by the faculty advisor and/or by Honors College staff – will not be allowed to submit a thesis or to graduate with a diploma from the Honors College.

Spring Semester 2022

- 1) **Late January:** Mandatory **spring-semester meeting** on Zoom to address questions about the second thesis semester (thesis progress presentations, defenses, etc.)
- 2) **Thesis Progress Report Presentations** will take place in 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 three 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 TBA: usually around February 15) or another academic conference.**
- 4) **By March 21:** After coordinating with your committee members, **schedule a defense date and share it** with Ms. Gonzalez; the **defense must take place prior to the beginning of finals.** You may host the defense on Zoom or in person. If you hold it on Zoom, **your advisor should schedule a Zoom meeting** for your thesis defense and invite you and the members of your committee to the Zoom defense. If you prefer to host the defense in person and you need to reserve a space at the Honors College, please reach out to Ms. Gonzalez to do so.
- 5) Submit a **polished draft** of the complete thesis for the provisional approval of your advisor no later than **Friday, April 1st, 2022.**
- 6) **Copies of an advisor-approved draft of the thesis** should go to the two additional readers no later than **Friday, April 15th.** *The readers must have*

time to make last-minute constructive criticism, if they so choose.

- 7) **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. There is a form at the end of this document that your advisor can send in electronically at the end of the defense.

In all cases, an electronic copy of the thesis in proper form—with final corrections and revisions—as well as the final grade, must be submitted to the Honors College Office no later than Friday, May 20th, 2022. At the same time an electronic version must be submitted to Swirbul Library. (For the proper form of the thesis, see the section on the form at the end of this document.) You may upload your final version of your thesis to the Moodle page. Please ask your advisor to send the evaluation form to Associate Dean Carson and to Ms. Gonzalez with a cc: to you and your committee members.

Note: 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 the final version of your thesis has been uploaded to Moodle.

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 2022. A student who needs extra time to complete the thesis will not graduate until August 2022.

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 2021: Summer Research Grant Deadline

September 1st: Fall Semester Thesis Meeting (obligatory)

September 10th: Last day to submit the Thesis Advisor Form

September 24th: Last day to hold a fall-semester meeting with a member of the Honors College staff

September 27th: Last day to submit the One-Page Description of the thesis project

November 1st: Last day to sign up for Spring Thesis Progress Report Presentations

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

December 3rd: Last day to submit the Fall Semester Thesis Report Form

Early Spring 2022 (t.b.a.): Spring Semester Thesis Meeting (obligatory)

February 2022: Thesis Progress Report Presentations

By February 15ish: Submit an abstract for AU's Research Conference

March 21st: Last day to schedule a defense date and reserve a room. Ms. Gonzalez can help you schedule a room in the Honors College if meeting in person; otherwise, your advisor should schedule a Zoom defense.

April 1st: Deadline to submit a polished draft of the complete thesis to your advisor

April 15th: Deadline to send advisor-approved draft of the thesis to the readers

April DATE TBA: Adelphi University Research and Creative Works Conference

Before Finals Week Spring 2022: Thesis Defense

May 20th: Last day for submission of the thesis grade; upload the final, revised copy of the thesis to Moodle, and e-mail it as well to uasc@adelphi.edu

Thesis 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 AY 2021-2022**
(print student's name)

Title of Thesis: _____

Attach to this form a working bibliography of at least 5 relevant scholarly works.

Advisor Signature

NB: This form must be submitted no later than Friday, September 10th 2021.

**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 kinds of sources do you plan to use?**

NB: This form must be submitted no later than Monday, September 27th, 2021.

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: _____

Tentative Thesis Title: _____

The additional readers (and their departments) will be:

1. _____

2. _____

Student: Attach a revised bibliography that includes texts suggested by your readers.

Signature (advisor)

NB: This form must be submitted no later than November 19th, 2021.

**Fall Semester Thesis Report Form
Honors College
100 Earle Hall**

From (Advisor)

“(Student)_____ has made satisfactory progress on the thesis this semester. I believe that a quality thesis can be defended in May.”

Student: Attach a **one-page** description of the nature of the progress (This description should be drafted by the student; please be as specific as possible about the concrete work you have 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 3rd, 2021 will disqualify the student from completing the thesis in fulfillment of the Honors College requirement.

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. Please use the style (APA, MLA, Chicago, etc.) that is used by professionals in your discipline.
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, upload an electronic copy to the thesis course Moodle page and send an electronic version to Swirbul Library. 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

(Please send to Associate Dean Carson at the Honors College and to Ms. Ada Gonzalez: ccarson@adelphi.edu and gonzale2@adelphi.edu)

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, please briefly describe them below:

* Please see grading criteria on following page.

Grades: The thesis grade is decided upon by the thesis committee. This thesis grade is then factored into the student's GPA for a total of three credits of thesis coursework.

Grades should reflect the caliber of work:

A = Excellent in *all* regards; adheres to professional standards of the discipline; exhibits appropriate methodology; clear and engaging writing; demonstrates originality either in approach or question.

B = Solid scholarship, reflective of good undergraduate work, suitable development of research question and response; writing is comprehensible, if marred by typos and occasional awkward construction.

C= Uneven or incomplete development of research; marked by poor writing.

Pluses and minuses can be used to signal the committee's evaluation of the thesis and defense, but a student receiving any grade lower than a B- will not graduate with an honors diploma.