THESIS PACKET FOR 2019 THESIS DEFENDERS/GRADUATES

Deadlines

Semester of Defense	Attend Meeting	Proposal & Form A	Form B	Form C & Transcript	Complete Defense	Submit Final Copy
Spring 2019	October 2017	March 7, 2018	October 3, 2018	February 6, 2019	April 24, 2019	Dead Day
Summer 2019	October 2017	March 7, 2018	October 3, 2018	February 6, 2019	July 24, 2019	Dead Day
Fall 2019	October 2017	October 10, 2018	April 10, 2019	September 4, 2019	December 4, 2019	Dead Day

Failure to follow these procedures or meet these deadlines will result in either the postponement of your defense to later in the term (but by the stated deadline) or the postponement of your graduation to a later term.

Tasks

- ☐ Attend Thesis Information Meeting
  - The specific date of the meeting will be released as the date draws near
  - Watch the Fulbright College Honors Program website/Twitter/Facebook/email for this date

- ☐ Ask a professor to serve as your Honors Thesis Director
  - Thesis director must be a tenured or tenure-track faculty member at the University of Arkansas
  - Ideally, you will have worked with this professor in the classroom or laboratory
  - If you wish to work with a thesis advisor outside your major area of study, include a statement not to exceed 300 words on a separate sheet that justifies your request
  - A faculty member may only direct five theses per year

- ☐ Write a thesis proposal
  - Length and specifications to be determined by your thesis director
    - Recommendation: At least 2 – 5 pages in length, explaining topic, methodology, and significance, to include a list of sources
  - Provide a copy of the written proposal, along with a copy of the Proposal Form to your director
  - View sample thesis proposals at the Fulbright Honors website: fulbrighthonors.uark.edu
  - Consult with thesis director

- ☐ Submit **proposal and Honors Thesis Proposal Form** (Form A front and back) with director's signature and your signature by the deadline

- ☐ Continue research

- ☐ Maintain frequent contact with your thesis director

- ☐ Start your annotated bibliography, consulting your director for assistance

- ☐ Read sources and continue building bibliography

- ☐ Find two other faculty members to serve on your committee
  - Departmental Member - A second faculty member from your department of study
  - Non-departmental Member - The non-departmental member may not be a faculty person from the department in which you are writing your thesis but may be from any other department or college on campus

- ☐ Submit **Honors Thesis Committee Form (Form B)** with committee signatures to Fulbright Honors Studies Office by the deadline

- ☐ Meet regularly with your thesis director

- ☐ Continue to build your bibliography

- ☐ Begin working on draft of thesis

- ☐ Have draft of your thesis finished by semester break

- ☐ Schedule your thesis defense
  - **You are strongly encouraged to schedule your defense well in advance of the deadline**
  - Find a date, time, and location **(between the hours of 8:00 am – 4 pm)** that accommodates all three members of your thesis committee
    - Schedule your defense for one hour.
    - Suggested locations:
      - A conference room within your major department
      - Honors Program Tower Room, Old Main 517D—575-3223 for reservations

- ☐ Notify committee members of the agreed upon time, date and place of your oral defense

- ☐ Get a copy of your University of Arkansas transcript and highlight all honors credit that you have received
  - Obtain a unofficial copy of your transcript (either from ISIS or Registrar's Office)
  - Highlight all honors credit, including any work received by course substitution
  - Pay close attention to special honors credit for classes like honors credit for study abroad, University Chemistry I, and Chemistry for Majors
  - Include courses in which you are currently enrolled

- ☐ Submit **Defense Form (Form C) and <u>transcript</u>** by the deadline

- ☐ Honors Council Representative
  - The Fulbright Honors Office will assign you a fourth and final committee member from the Fulbright Honors Council.
  - You will receive the name and contact information of your HCR from the Fulbright College Honors Program.

- ☐ Submit thesis to your director
  - Your thesis director will determine a deadline for you to provide a copy of your thesis to him/her.
  - This date must be well in advance of the defense date so that you may make the appropriate corrections in time to have a completed copy to your committee members at least one week prior to defense

- ☐ Provide a completed and printed copy to all committee members **<u>at least one week prior to defense date</u>**

- ☐ Defend your thesis
  - Bring the Honors Candidate Thesis Report (Salmon Sheet)
    - This form can be picked up from the Honors Office, MAIN 517
  - Complete the top portion of the Salmon Sheet
  - Prepare to give a 5-10 minute presentation, <u>if</u> mandated by your thesis director

- Students may reserve a PowerPoint projector and/or a laptop computer from the Fulbright Honors Office, to be used for the Thesis Defense only
- The defense must be scheduled to allow for the return of the projector to the Fulbright Honors Office by 4:30pm.
- To reserve the projector and/or laptop, contact the Fulbright Honors Office at 479/575-2509
- Students should **not** bring food or drinks to the defense
- Students may **not** invite guests to the defense

Special instructions for Art, Drama, and Music students

Students in the arts must invite all the members of the oral exam committee to exhibits, concerts, recitals, and dramatic performance, etc., that are relevant to work considered for graduation with honors. For music students, this applies to the recitals in the senior year. Additionally, music students should provide either video or audio files, while art students may print pictures of their exhibit for committee consideration.

Students in the arts must hold a defense with all committee members present. This may be at the concert/exhibit or at a later time prior to the thesis defense deadline. Students should be prepared to provide video, audiotape, pictures, or slides to the committee for consideration.

- Submit final copy of thesis to Fulbright Honors Office by Dead Day of the defending semester
  - Follow thesis specifications for documentation, page numbering, margins, type, and arrangement for the final copy
  - See sample title page
  - Incorporate any final changes into your thesis
  - Submit **unbound** thesis on 100% cotton bond paper (following the guidelines) to the Fulbright College Honors Program Office in Old Main 517
  - Cotton bond paper available in the Fulbright College Honors Program Office in Old Main 517

    Only the final copy must be submitted using the cotton bond paper

Failure to follow these procedures or meet the deadlines will result in either the postponement of your defense to later in the term (but by the stated deadline) or the postponement of your graduation to a later term.

Distinction

To graduate with honors from Fulbright College, students must complete the requirements of an honors curriculum, maintain a minimum cumulative grade point average of 3.50, and research, write/create, and orally defend an honors thesis/project. Only students who complete the Honors Program will be assigned a level of honors distinction: cum laude, magna cum laude, or summa cum laude.

Note: the cumulative GPA from the semester before the student's final semester (semester of graduation) will be used in determining the student's GPA. For example, the GPA at the close of the Fall semester will be used for Spring graduates, since the Honors Council must determine the student's distinction before final grades have been submitted in the Spring.

A student must meet the minimum criteria in each area—grade point average, number of honors hours, and thesis defense score—to receive a respective level.

Level	GPA	Honors Hours	Thesis Defense Score (out of possible 9.00)
Summa Cum Laude	3.90	24	6.50
Magna Cum Laude	3.80	18	3.50
Cum Laude	3.50	12	1.00

Updated: October 4, 2017

A Guide for Writing the Honors Thesis

Documentation

- Documentation (footnotes, bibliography, etc.) should follow style suggested by the student's area of study

Page Numbering

- Must be one of the following: top center, top right corner, or bottom of page
  - consistency is essential
- Must be consecutive with no pages skipped
  - appendices—numbered as part of thesis
  - exception: title page—title page is not numbered

Margins

- Left: 1 ½ inches
- Right, Top, and Bottom: 1 inch

Maps and charts—must follow these requirements

Type

- Neatness is essential; proofread carefully
- Corrections in final draft—may not be in ink or pencil

Arrangement of Thesis

1. Title Page
   - The title of the thesis must be followed by: "An Honors Thesis submitted in partial fulfillment of the requirements of Honors Studies in (department or area of study)"
   - The full name of the writer
   - The year and term in which the degree is sought
   - The writer's department or area of study **and** the words "J. William Fulbright College of Arts and Sciences, Thee University of Arkansas"

   Sample Title Page:

Ozark:
Best Laundromat for Money in the Lower 48

An Honors Thesis submitted in partial fulfillment
of the requirements for Honors Studies in
English

By

Winona Ryder

Fall 2019
English
J. William Fulbright College of Arts and Sciences
The University of Arkansas

2. Acknowledgements
3. Table of Contents
4. Body of Thesis
5. Bibliography or List of References

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