

HONORS SENIOR THESIS: FACULTY INFORMATION

Dear Faculty Member,

I am planning for an Honors Senior Thesis project and I have identified you as a prospective Thesis Director or Faculty Reader. Following is some basic information about the process I will undertake as I apply for and complete the thesis project, and the faculty role in that process.

STUDENT APPLICATION PROCESS (Pre-Thesis Quarter):

- Line up thesis faculty
 - Provide the faculty members with a brief written description of the proposed thesis project and a sample of a recent paper, allowing 1-2 weeks for the faculty members to decide whether or not they wish to work in this capacity.
 - Schedule a follow-up meeting to complete the contract and plan for the thesis process.
- Submit the signed contracts (student and faculty copies) along with a 100-word Thesis Abstract, 3-page Proposal Statement, and an Annotated Bibliography to the Honors Office for approval. The thesis proposal will not be accepted without the signature of the thesis director and faculty reader.
- Upon thesis approval honors staff notify the student and faculty, and instruct the student on how to register for HON 395 for the Thesis Completion Quarter.

FACULTY ROLES:

- The thesis director meets regularly to offer guidance, suggest readings, and respond to written drafts. The director must be a full-time faculty member.
- The faculty reader reviews the “near-final” draft and offers revision suggestions. The faculty reader may be a full-time or adjunct faculty member.
 - Both faculty read the final draft and confer on the grade, which the thesis director will submit.

STUDENT THESIS PREPARATION (Thesis Completion Quarter):

- Meet regularly with the thesis director to discuss the research, review data and drafts, and plan for the final project.
- Submit “near-final” draft to the thesis director and faculty reader on Monday of week nine of the Thesis Completion Quarter to receive final comments for revision.
- Submit final copy of the thesis to the faculty on or before the first day of finals week. The thesis director can approve an extension if it won’t interfere with timely grade submission.
- Complete a poster or visual presentation detailing the process and findings of the thesis project to present at the Honors Student Conference (5/18/18) and display at the Senior Gala (5/19/18).

THESIS PROJECT EVALUATION:

- The thesis director, after conferring with the faculty reader, will submit the grade according to the university deadline for grade submission. Incomplete grades should be granted only in the case of a genuine emergency.
- Thesis faculty may contact the Honors Program director or associate director to discuss any concerns about the progress of the thesis project.
- Additional information is available by calling or visiting the Honors Program Office, 990 W. Fullerton, Suite 1300, (773) 325-7302, or by visiting the Honors Program web page at <http://www.depaul.edu/honors>.

Thank you for considering this request.