Honors Senior Thesis: Faculty Information

Dear Faculty Member,

A student has identified you as a prospective thesis director or faculty reader for an Honors Senior Thesis. Following is some basic information about the student's process of applying for and completing the thesis project, and the faculty role in that process. If you have any questions about the Honors Senior Thesis, please contact the Honors Office at 773-325-7302.

Student Application Process:
- The student will begin planning for the thesis project at least one quarter before the project is scheduled to be completed.
- The student identifies a full-time faculty member with whom he/she would like to work and asks that faculty member to serve as thesis director. The student will also identify a second faculty member, preferably from a different department, to serve as a faculty reader of the thesis project. Students are instructed to give the prospective thesis director and faculty reader a sample of a recent paper, along with a brief written description of the proposed thesis project, and to allow two weeks for the faculty members to decide whether or not they wish to work with the student in these capacities.
- If the faculty members agree to serve as thesis director and faculty reader for the thesis, the student will schedule a follow-up meeting to complete the contract and plan for the thesis process.
- The student submits the signed contracts (student and faculty copies) along with a 3-page thesis abstract and an annotated reading list to the Honors Office, 990 W. Fullerton, Suite 1300, for approval. The thesis proposal will not be accepted without the signature of the thesis director and faculty reader.
- If the thesis is approved, the Honors staff will notify the student, thesis director, and faculty reader, and instruct the student on how to register for HON 395 for the quarter in which the project is scheduled for completion.

Preparation of Thesis Project:
- The student and thesis director will meet regularly throughout the quarter the thesis will be completed to discuss the student's research, review data and drafts, and plan for the final project.
- The student will submit a "near-final" copy of the thesis to the thesis director and faculty reader on Monday of week nine of the quarter to receive final comments for revision.
- The student will submit a final copy of the thesis to the thesis director and faculty reader on or before the first day of finals week. The student will also submit an electronic version of the thesis project to the Honors Office via honorsprogram@depaul.edu.
- Students are required to complete a poster or visual presentation detailing the process and findings of the thesis project to display at the Honors Student Conference (5/13/16) and Senior Gala (5/14/16).

Thesis Project Evaluation:
- The thesis director will assess the final project, conferring with the faculty reader when possible, to determine the final grade. The thesis director will submit the student's grade according to the university's deadline for grade submission. Grades of Incomplete are a serious impediment for students and should be granted only in the case of a genuine emergency. The thesis director should contact the Honors Program 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 online by visiting the Honors Program web page at http://www.depaul.edu/honors.

Thank you for giving consideration to the student's request.