

### **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.

### **Student Application Process:**

The student will begin planning for the thesis project at least one quarter before the project is scheduled to be completed (Pre-Thesis Quarter):

- The student approaches faculty members with whom he/she would like to work on 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 1-2 weeks for the faculty members to decide whether or not they wish to work in this capacity.
- 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 100-word Thesis Abstract, 3-page Proposal Statement, 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 (Thesis Completion Quarter).

### **Preparation of Thesis Project:**

- The student and thesis director will meet regularly throughout the Thesis Completion Quarter 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 thesis director can allow the student more time as long as it won't interfere with timely grade submission. The student will also submit an electronic version of the thesis project to the Honors Office via [honorsprogram@depaul.edu](mailto:honorsprogram@depaul.edu).
- Students are required to complete a poster or visual presentation detailing the process and findings of the thesis project to present at the Honors Student Conference (5/12/17) and display at the Senior Gala (5/13/17).

### **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.