**The Honors College Thesis:**

**A Concise Guide**

**To**

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For virtually all students the thesis will require more sustained and intense work than any previous intellectual project they have undertaken. In fact, for a number of them the thesis may constitute the most serious research and writing they will ever do.

**An acceptable Honors College Thesis cannot simply be a long term‑paper**. The topic should be so chosen as to provide the opportunity for the student to think in fresh and independent ways or to explore new areas. At the undergraduate level, covering new ground is perhaps easiest in the natural sciences, most difficult in the humanities. But even in history and literature, projects can be constructed so that students are able to provide fresh insights, make useful comparisons, and attempt some explanations or analyses of their own.

Because the students will not have previously produced work of this scale or complexity, they will be understandably unaware of the absolute necessity for the work to take shape through a number of stages of thinking, research, and writing. **In order to help pace the work, the Honors College has established a detailed series of deadlines outlined below. It is absolutely necessary for students and their advisers to adhere to these deadlines**. In recent years some students of enormous talent and promise have postponed their thesis work, thinking that they could complete it in a burst of intense energy at the very end. These students learned, sadly, that in the case of this type of project rushed work was not possible or acceptable, and they ended up having to leave Adelphi after four years of excellent work without the Honors College diploma.

The standards for judging and (eventually) grading the thesis should be considerably tougher than those for course papers. At the most basic level, grammatical errors and careless writing are entirely unacceptable. But beyond this, the final product should show a level of polish, organization, and coherence resulting from a year‑long commitment to serious intellectual endeavor. Undertaken in the proper spirit the Honors College thesis should bring students to a new level of academic achievement, drawing on the training and knowledge with which they begin the year, deepening that knowledge and skill, and preparing them for yet more serious intellectual endeavors in whatever career they pursue after graduation.

**The Honors College Thesis**

**Guidelines for 2017‑2018**

As part of the requirements for an Honors College diploma, every senior must undertake a year‑long thesis project. In exceptional cases the thesis may be completed in the fall semester, but in no case will a student be allowed to pursue the thesis only during the second semester. There is an absolute deadline for the completion of the thesis, and extensions will be allowed only under exceptional circumstances (which, in turn, will automatically delay the conferring of the diploma).

**The thesis defense (see below) must have taken place no later than the first day of Finals, and preferably earlier. The thesis grade as well as a bound copy of the final form of the thesis must be submitted by the last day of the spring semester**.

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

All students will work both with an official faculty adviser from within their department or school **and** with one of the Honors College thesis coordinators, either Professor Nicholas Rizopoulos or Professor Craig Carson. (Some students, primarily those working on theses based on laboratory research, may be exempted from the requirements involving Professors Rizopoulos and Carson.)

**Fall Semester 2017**

Ideally students should have begun to think about their senior thesis and to seek an adviser during the spring of their junior year when they register for the thesis. **In any case a student must have an adviser no later than Friday, Sept. 15, 2017**. Students should submit the Thesis Adviser Form (a copy is included with this packet) to 100 Earle Hall. Students who do not have an adviser by **Sept. 15** will not be allowed to submit a thesis in fulfillment of the Honors requirement.

As soon as possible after their first meeting with Prof. Rizopoulos or Prof. Carson, students should produce a **one‑page description of their projects. This may be submitted along with the Thesis Adviser Form, but the latest date for presentation of the one‑page description is Friday, Oct. 6, 2017**.

**Before the beginning of Finals on Tuesday, Dec. 12**, each Honors senior

and his or her thesis adviser must submit the Fall Semester Thesis Report Form to the Honors College Office. (A copy of that form accompanies these guidelines.) The form certifies that the student has made satisfactory progress on the thesis during the fall. Given the individual nature of the thesis project, many different types of things could constitute "satisfactory progress." Obviously the student will need to have done more than merely settle on a topic.

Listed below are some examples of satisfactory progress:

1. Establishment of full bibliography and significant familiarity with major items in the bibliography.

2. Design of a research experiment and initial runs/data collection.

3. Completion of at least one draft chapter.

4. Rough draft of a detailed outline of the thesis‑to‑be.

**If you are in any doubt about what exactly is required of you, be sure to see or to call Richard Garner or Diane Della Croce.**

**Students who have not made satisfactory progress will not be allowed to submit a thesis or to graduate with a diploma from the Honors College.**

**Reminder: The deadline for submission of the Thesis Progress Report is Tuesday, December 12, 2017.**

**Work with the Thesis Coordinator**

Unless exempted by the Dean or Associate Dean, students must meet ***at least twice this fall*** with either Professor Rizopoulos or Professor Carson. (Students working on theses involving laboratory research and, involving performance, or fine arts portfolios will normally be exempted.) Of course, you are encouraged to schedule additional meetings.

Professor Rizopoulos will normally be available three days a week, mornings and/or afternoons, and Professor Carson will be available five days a week. Appointments can be made through our secretary, Mrs. Donna Nappi, at ext. 3800.

The nature and amount of guidance provided by Professor Rizopoulos and Professor Carsob will vary and depend on the thesis topic. But you should know that he has had long and extensive experience in guiding research and in editing manuscripts, and his advice should prove invaluable to all seniors.

By late January, Deans Garner and Della Croce, Prof. Rizopoulos, and Prof. Carson will have evaluated all progress reports (in consultation with the individual faculty advisers). **Based on their findings, Dean Garner may opt to terminate any senior thesis project which is thought to be woefully behind schedule or unlikely to meet the most basic academic and editorial standards expected of an Honors thesis.**

**The Second Semester**

Work on the thesis naturally continues during the January break. In the meantime, the departmental adviser will have been monitoring first drafts of work‑in‑progress. Prof. Rizopoulos and Prof. Carson will also continue holding regular meetings with the students. Students are expected to have a **minimum of three meetings with Professors Rizopoulos and Carson in the spring semester**. As the thesis work progresses, Professors Rizopoulos and Carson will provide further guidance in research and editing.

During February and early March, Prof. Rizopoulos, Prof. Carson and the Deans will host a series of discussion dinners and lunches for seniors and their thesis advisers. The number of students at each dinner will be limited to eight and at each lunch to six so that each student will have a chance to explain his or her work‑in ‑progress in some detail. These meetings have multiple aims: they provide a pleasant occasion for intellectual interaction across disciplines; they signal our thanks to the advisers; and they help students to clarify their own progress both by explaining their work to others and by hearing how other students are working.

**Every student, including those such as science students who are otherwise exempted from regular meetings with Profs. Rizopoulos and Carson, must attend one of these dinner or lunch presentations**.

**Readers for the Thesis: Important**

Early in the second semester, students and advisers should give thought to choosing the **two additional required readers**. **At least one reader must come from a department different from that of the adviser.** The adviser and student must arrange to secure the two readers by **March 2**. (The departmental adviser will forward to the Honors College Office the Thesis Defense Committee Form with the names of the additional readers as soon as they are selected.) ***Note:*** **Deans Garner and Della Croce and Academic Directors Rizopoulos and Carson do NOT serve as readers, nor are they present at the defense.**

**The Final Steps**

**The student must submit a polished draft of the thesis for the provisional approval of the departmental adviser no later than Tuesday, March 27, 2017.**

**Copies of a near‑final draft of the thesis should go to the two additional readers as soon as possible but in any case no later than Friday, April 6**. The readers must have the work in time to have a chance to make last‑minute constructive criticisms.

**The thesis defense must take place by May 11, 2018 when, in most cases, a final grade will be decided.**

**In all cases, a bound copy of the thesis in proper form—with final corrections and revisions—as well as the final grade, must be in the Honors College Office no later than May 14, 2018. At the same time an electronic version must be submitted to Swirbul Library.** (For the proper form of the thesis, see the section on form at the end of this document.)

**Although in exceptional cases a thesis may be completed (and receive a grade) after May 11, 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 2018.**

**Note: You can have your thesis bound at Staples. An electronic version of your thesis must be sent to the Library Archive at** [**uasc@adelphi.edu**](mailto:uasc@adelphi.edu) **with Honors Senior Thesis as Subject. We will not submit the final grade for the thesis until Swirbul Library confirms that an electronic copy has been submitted.**

**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. However painful it may prove for students who fail to meet the deadlines, the following dates will be strictly observed:

**1. Friday, Sept. 15, 2017: Last day for seniors to submit the name of their subject‑area thesis adviser**

**2. Friday, October 6, 2017: Last day for presentation of the one‑page description of the thesis project**

**3. Tuesday, December 12, 2017: Last day for submission of the Thesis Progress Report. Last day to have completed required fall meetings with the thesis coordinator**

**4. February and early March: Attendance at one thesis discussion dinner or lunch with Prof. Rizopoulos, Prof. Carson, Deans, and advisers**

**5. Friday, March 2, 2018: Last day to secure two additional readers and to forward Thesis Defense Committee Form to Honors College Office**

**6. Tuesday, March 27, 2018: Last day to submit near‑final draft of thesis to departmental adviser**

**7. Friday, April 6, 2018: Last day to forward near‑final draft to additional two readers**

**8. May 11, 2018: Final day for conducting thesis defense**

**9. Monday, May 14, 2017: Last day for submission of the thesis grade, the final, revised and bound copy of the thesis to the Honors College Office, and the emailed copy to** [**uasc@adelphi.edu**](mailto:uasc@adelphi.edu)

**Student Adviser Form**

**To: Richard Garner and Diane Della Croce**

**Honors College**

**100 Earle Hall**

**From:**

**I have agreed to serve as the Honors College Thesis adviser for**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**for the academic year 2017‑2018.**

**Title of Thesis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Adviser's Name (PRINT) Signature**

**NB: This form must be submitted no later than Friday, Sept. 15, 2017.**

**Honors College Thesis Project**

**One‑Page Description**

**To: Richard Garner and Diane Della Croce**

**Honors College, 100 Earle Hall**

**From: (student) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NB: This form must be submitted no later than Friday, October 6, 2017.**

**Fall Semester Thesis Report Form**

**Honors College**

**100 Earle Hall**

**Student:**

**Adviser:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has made satisfactory progress on the thesis this semester.

Brief description of the nature of the progress:

Date:

Signatures:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Adviser

**Please complete this form and return it to the Honors College, 100 Earle Hall.**

**Delivery of this form after Tuesday, December 12, 2017 will disqualify the student from completing the thesis in fulfillment of the Honors College requirement**.

**Honors College Thesis Defense Committee Form**

**To: Richard Garner and Diane Della Croce**

**Honors College**

**100 Earle Hall**

**From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (adviser)**

**The Thesis Defense Committee has now been established for:**

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title of Thesis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The additional readers will be:**

**1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature (adviser)**

**NB: This form must be submitted no later than March 2, 2018**

**The Form of the Thesis**

1. The thesis should a have a proper title page (see the form attached), a table of contents, and a bibliography. The pages must be numbered.

2. With rare exceptions the thesis should be a minimum of 50 double‑spaced pages.

3. Sources will normally be cited in standard footnote form. However, citation of sources may also take alternate forms, such as those sometimes used in the social sciences, as long as the manner of citation is consistent and commonly accepted in

professional publications in the relevant field.

4. After you have completed the defense of your thesis and have made any necessary revisions, you are to submit both a bound hard copy to the Honors College office and an electronic version to Swirlbul Library. You can have your thesis bound at the Copy Center in Swirbul. The address for the electronic version is [**uasc@adelphi.edu**](mailto: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

Adviser's Name

Readers' Names

Date

**Senior Thesis Evaluation**

**Student’s Name:**

**Defense Date:**

**Adviser:**

**Readers:**

**Grade:**