Our appreciation is extended to all of the faculty members who contribute their time and expertise to students pursuing the Honors in the Major program. The Honors in the Major program allows students to gain applied research experience and contribute new knowledge to their discipline, and this opportunity would certainly not be available without the participation of faculty. We hope that the following information and guidelines will assist you with the Honors in the Major (HIM) thesis process. Please also consult the Honors in the Major Handbook for more detailed information, responsibilities, and deadlines. If you have any questions, please contact Kelly Astro (Kelly.Astro@ucf.edu) or Denise Crisafi (Denise.Crisafi@ucf.edu). Thank you again for your support.

Thesis Chair
As a thesis chair, you play a formative role in the development of future scholars. In addition to being a scholarly mentor and role model, you also serve as a guide who helps students navigate through the more technical aspects of the thesis process (e.g. project development, research, writing, formatting, reviewing, and scheduling). Successful HIM students have thesis chairs who not only mentor them on issues of scholarly content, but also guide them through the process of thesis preparation and defense.

Thesis Committee
The thesis committee comprises at least three faculty members including you as the thesis chair. An additional committee member must be from the student’s major department or program, and a third committee member must be from a department or program outside of the student's major. Additional members can be added at your discretion. You should assist your student in forming the committee because students are not always familiar with issues such as faculty status and research interests. Also, you should help your student determine whether all committee members will be available during the week of the oral defense.

Expectations of an Honors in the Major Student and the Thesis Project
As an undergraduate thesis program, we expect that our student participants will practice excellent communication skills, be self-motivated in researching and writing, and will also produce a quality research project that contributes knowledge to his or her respective discipline. If you have or your department has certain expectations for the structure and content of an Honors in the Major thesis, we ask that you please share this information with your student early in the thesis writing process. It is the student's responsibility to ensure that he or she follows through with these expectations in a timely and satisfactory manner and asking questions if he or she needs assistance. An Honors in the Major thesis will:

- Contain a very concise research question
- Be substantially supported
- Contain a methodology or objective that is appropriate to answer the research question (hard/social science majors)
- Demonstrate a clear mastery of the skills of the creative discipline (arts & humanities majors)
- Present a solid conclusion that is pertinent to the research question or project
- Contain information from a majority of peer-reviewed or scholarly sources (may be more at the Thesis Chair’s discretion)

Thesis Editor
An integral component of the thesis process is learning to write in accordance with the style and format of an academic discipline. In this regard, The Burnett Honors College has a thesis editor who consults with your student(s) during their thesis semester. The primary responsibility of the editor is to assist students with the formatting related aspects of their theses. While reading and editing should first be the responsibility of you as the thesis chair, the editor will help ensure that each student's thesis conforms to all of the technical requirements for publication through the UCF library.

Course Grading
Students may receive either a letter grade or pass/fail for each Honors in the Major course. The grade sheet that you receive from the Registrar's office at the end of each semester should provide both grading scale options. As the thesis chair, you can select the preferred grading scale for your student. Please note that in order for students to continue in the Honors in the Major program and to be certified for Honors in the Major distinction, a grade of A, B, or S must be earned in each Honors in the Major course. We will not allow a
student to continue his/her work in the Honors in the Major program if they are awarded a U or any letter grade below a B.

The Burnett Honors College Graduation Banquet
The Burnett Honors College hosts an Honors Graduation Banquet at the end of the fall, spring, and summer (c-term) semesters. At this event, Honors in the Major students are recognized for the completion of their theses and invested with the Honors medallion to be worn at commencement. We invite all of our thesis chairs to this event when one of their Honors in the Major students – who has successfully completed their thesis – is scheduled to graduate from UCF. We encourage our thesis chairs to accompany their students to the stage when receiving their medallion from our Provost and Dean.

Thesis Chair Honorarium
The Burnett Honors College recognizes that thesis chairs expend a great deal of time and effort guiding their students through the thesis process. As a token of our appreciation, faculty thesis chairs receive an honorarium for each student who completes the HIM program. This amount is automatically transferred to your department’s expense account a few weeks after the end of the semester in which your HIM student completes his or her thesis. At that time we will notify you by letter of the account transfer. Please note that how and when this amount is spent is an issue that you should discuss with your Department Chair and department accountant.

Timetable for the Thesis Process
The HIM program requires that students enroll in a minimum of two semesters (six credit hours) of Honors course work. The first semester is Honors Directed Readings (4903H – 3 hours), and the second semester is Honors Thesis (4970H – 3 hours). The oral defense occurs towards the end of the semester in which students are registered for 4970H.

The Honors in the Major Handbook has a detailed timetable and checklist for progression towards graduation with HIM distinction. Both you and your student should regularly consult the handbook (and with each other) when assessing progress toward HIM completion. In addition, the HIM website has updated information about deadlines each semester. You should impress upon your student that these deadlines are fixed because several UCF units (e.g. Registrar and library) require timely delivery of thesis and graduation materials. Thesis chairs should be particularly mindful of the following student responsibilities and deadlines:

Prior to First Semester
- Submit Honors in the Major Application to BHC 107
- Register for HIM Directed Readings (4903H)

First Semester
- Create a meeting schedule with your Thesis Chair. Begin work on project development and background research. Begin to formulate ideas for your research proposal.
- Attend the Honors in the Major Orientation.
- Attend the Honors in the Major Formatting Workshop.
- Organize your thesis committee.
- Complete your proposal. Proposals must be a minimum of 5 pages (average proposals are 10-15 pages).
- Submit your thesis proposal to your thesis committee no later than three weeks before the last day of classes.
- Submit a copy of your thesis with the signed proposal cover page to BHC 107 by the appropriate deadline.
- Register for HIM Thesis (4970H).
- Submit the HIM Intent to Graduate Form to BHC 107 by the date listed in the HIM Handbook (if you are graduating that semester).

Second Semester
- Establish the date of oral defense at least 6 weeks prior to the completion of classes.
- Meet with the Thesis Editor for your initial format review.
- Complete your thesis.
- Submit a completed copy of your thesis to your committee no later than two-three weeks before
your scheduled date of defense.

- Submit a signed notice of defense through e-mail (HonorsResearch@ucf.edu) to the Office of Research and Civic Engagement (BHC 107) no later than one week prior to the date of defense.
- Complete the oral defense.
- Incorporate committee recommendations into your thesis. Make all formatting corrections suggested by the Thesis Editor from the format review.
- Submit a copy of your thesis to Turnitin.com. Your thesis adviser may submit this for you to his or her Turnitin.com account, or your Thesis Chair may create a course section through his or her Turnitin.com account (or through Webcourses) for you to upload a final draft of your thesis. **This is a UCF requirement for thesis writers at both the undergraduate and graduate levels. Without this review and verification that the thesis is, indeed, original work, The Burnett Honors College and UCF will not accept your thesis for publication or completion of the program.** If your Thesis Chair does not have a Turnitin.com account, please ask him/her to contact the Faculty Center for Teaching and Learning which manages free Turnitin.com accounts for UCF faculty.
- Begin the electronic thesis submission process as outlined in the HIM Handbook and through the digital submission instructions distributed to you by the Office of Research and Civic Engagement.
- Complete the HIM exit survey which will become available online toward the end of each semester.

Once again, we extend our thanks for your service to our undergraduate thesis writers and to the Honors in the Major program. We hope that you will find mentoring your Honors in the Major student to be an enriching experience, and our staff looks forward to working with you in the coming semesters.