Honors in the Major  
2014-2015  
Student Fact Sheet and Checklist

The purpose of this fact sheet is to give HIM students some of the highlights of the HIM process. For more detailed information (as well as exact deadlines) you should consult the HIM Handbook which is available online at http://www.research.honors.ucf.edu. In fact, you should bookmark our website on your browser because many of the HIM forms that you will need are downloadable and we frequently update the online content.

The most important thing to keep in mind throughout the HIM process is that the individual who has the greatest interest in the development and completion of a thesis is you – the student. This means that a successful thesis depends on your ability to muster the motivation, creativity, and work ethic needed to complete a long-term plan of research. Indeed, the successful HIM defense is recognition that you have met the personal and intellectual challenge of completing an original thesis, thereby making a contribution to your academic discipline. The following is the timetable and checklist for progression toward graduation with Honors in the Major based on a two semester, six-hour sequence. Note that our program allows students to enroll for up to four semesters of HIM course work prior to graduation.

Prior to First Semester

- Select a Thesis Chair from your declared major. This will be a faculty member who will serve as your mentor for the writing of the thesis.
- Submit the Honors in the Major application and course registration form to the Office of Research and Civic Engagement in BHC 107.
- Register for HIM Directed Readings (4903H – 3 hours).

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 mandatory Honors in the Major Orientation (Orientation dates will be sent by e-mail from the Office of Research and Civic Engagement).
- Attend a mandatory Thesis Formatting Workshop (Workshop dates will be sent by e-mail from the Office of Research and Civic Engagement).
- Select, in consultation with your Thesis Committee Chair, at least two additional thesis committee members. The entire committee should be formed at least six weeks prior to the end of the first semester. Be sure to check the HIM Handbook about policies regarding your committee.
- Complete your thesis proposal.
- Submit your thesis proposal to your committee no later than two-three weeks prior to the last day of classes.
- Submit your thesis proposal with the signed Thesis Proposal Cover Page to BHC 107 by the appropriate deadline.
- Register for Honors Thesis (4970H – 3 hours). Use the HIM Directed Readings and Thesis Registration form

Second Semester

- Submit an HIM Intent to Graduate form to BHC 107 by the appropriate deadline if you are planning to graduate this semester. This form is available online at http://www.research.honors.ucf.edu.
- Establish the date of oral defense with your Thesis Chair and committee at least 6 weeks prior to the completion of classes.
- Meet with the Thesis Editor for your initial format review. You must bring your front matter, the body of your thesis, and a working reference list.
- Complete the thesis or project.
Submit a completed copy of your thesis to your Thesis Chair and committee at least two-three weeks before your scheduled defense date.

Submit your signed notice of defense through e-mail (HonorsResearch@ucf.edu) to the Office of Research and Civic Engagement (BHC 107) at least one week prior to your date of defense.

Complete your oral defense.

Incorporate your committee’s 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 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 thesis submission process as outlined in the HIM handbook.

Complete the HIM exit survey which will be available online toward the end of each semester.

Please feel free to contact Kelly Astro (Kelly.Astro@ucf.edu) or Denise Crisafi (Denise.Crisafi@ucf.edu) at (407) 823-6402. Also, please inform us of any changes to your contact information so that you can receive important e-mail updates and reminders from the HIM Program.