Dear Prospective Honors in the Major Student:

The Burnett Honors College is pleased that you are interested in pursuing research and creative activity that can lead to Honors in the Major (HIM) recognition. This handbook contains information to guide you through the HIM thesis process from inception to completion. Modeled after a master’s thesis program, the HIM program enables capable and qualified students to pursue advanced undergraduate research and creative activities. This program structures opportunities for you to experience the rewards of independent research that would be otherwise unavailable through standard course offerings. In addition, your efforts will be recognized by the award of an Honors medallion upon graduation, and Honors distinction on your transcript and diploma. What follows is an overview of the major steps that you will need to follow in order to graduate with HIM distinction.

The crucial first steps are to identify a topic and to approach a faculty member in your major who shares an interest in your topic. Once you have identified a topic and an advisor who agrees to serve as your thesis committee chair, you may formally apply for admission to the HIM program. Upon acceptance into the program you will enroll for a semester of Honors Directed Readings to research your topic. This is followed by a semester of Honors Thesis when you write your thesis. Toward the end of this semester you will orally defend your thesis or project. Finally, you undertake the submission process so that your thesis becomes a permanent part of the UCF library collection.

In sum, you will identify, research, write, defend, and publish an academic thesis. But neither this letter nor the more detailed procedures in the handbook that follows convey the rewards of the research endeavor itself. You will experience the joy of exploring ideas and concepts in depth; the accomplishment of being thoroughly conversant with an area of knowledge. Moreover, you will gain the satisfaction of knowing that your original work will be available to other scholars as part of the library collection. Students also find that completing HIM helps them to define their career and personal goals. Furthermore, HIM helps students develop the skills needed to succeed in graduate school and is particularly helpful as preparation for graduate programs that value research and scholarly activities.

I am sure that even after reviewing this handbook you will have several questions. I encourage you to contact the Honors Director of Research and Civic Engagement, Kelly Astro (Kelly.Astro@ucf.edu) at any time. If you decide to pursue HIM, remember to submit your signed HIM application to us in BHC room 107.

Sincerely,

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The Honors in the Major Program

General Information

The Burnett Honors College coordinates the Honors in the Major (HIM) program, which is designed to encourage the best juniors and seniors to undertake original and independent work in their major field of study. Working closely with a faculty committee, students work over at least two semesters to design an Honors thesis or project. The committee consists of a UCF faculty mentor from the student’s declared major who serves as the Thesis Committee Chair, a second UCF faculty member from the student’s declared major, and a third UCF faculty member from another college or department for a total of three committee members. Additional committee members from UCF, other academic institutions, or community members may be added in consultation with your Thesis Committee Chair.

Normally, work in this program commences during the junior or senior year. Interested students should be mindful that it is their responsibility to identify a faculty thesis chair and initiate this track of study. Information about this program is available from the student’s major department or from The Burnett Honors College (BHC 107). Information is also available online at research.honors.ucf.edu.

The Burnett Honors College provides the structure and oversight for the HIM program, but the academic direction and approval of the thesis project is the responsibility of the student’s faculty thesis committee and academic department. In some cases, departments or colleges have additional requirements for students who are pursuing the HIM program. These majors include, but are not limited to, Psychology and English. In addition to formal requirements, each department will have its own standards as to what constitutes a proper thesis or project report. The student’s thesis advisor will explain these requirements and standards.

Students are also required to communicate with The Burnett Honors College Thesis Editor to ensure that stylistic standards are met. Students are also encouraged to visit the University Writing Center if they need assistance with the writing process.

The Honors in the Major program is also available to students at the Cocoa, Daytona Beach, Palm Bay, and Western Regional campuses. Some variation in procedures has been instituted to mitigate problems arising from the distance to UCF’s Main Orlando Campus. Each regional campus has an Honors in the Major Coordinator assigned to work with students. Regional campus students interested in completing Honors in the Major should speak with their respective Regional campus Honors Coordinator (please see page iii for a list of these Coordinators).

Admission Requirements

At a minimum, the following criteria must be met for admission into the Honors in the Major program:

- Sixty (60) completed hours of college credit.
- Twelve (12) completed upper division hours of college credit.
- At least a 3.5 GPA within the major.*
- At least a 3.2 GPA in all upper division courses.*
- At least two semesters remaining prior to graduation

*GPA’s are calculated on the basis of all relevant college-level course work regardless of institution. GPA’s are calculated without rounding.
If you meet the admission requirements, you may proceed with the application process. Application materials must be obtained from the Office of Research and Civic Engagement (BHC 107) in the Burnett Honors College. In order for the application to be accepted, you must identify a thesis topic as well as a faculty mentor from your declared major.

You are not considered admitted to the Honors in the Major program until you successfully complete the admission process as follows:

- Complete and submit the Honors in the Major application materials.
- Successfully register for Honors Directed Readings (xxx 4903H) through the Office of Research and Civic Engagement (BHC 107).

**Completion Requirements**

To graduate with Honors in the Major, you must complete all of the following:

- Three (3) credit hours of Honors Directed Readings in which a grade of “A”, “B”, or “S” is earned.
- Three (3) credit hours of Honors Thesis in which a grade of “A”, “B”, or “S” is earned.
- Completion of all of the Directed Readings requirements, including attendance at the HIM Orientation and HIM Formatting Workshop, a formed committee that meets the requirements of the HIM program, and a proposal that has been approved by the entire thesis committee.
- Completion of all of the Thesis deadlines, including the successful completion of the format review, Turinitin.com review, and oral defense.
- Successful submission of the thesis to the UCF library.
- Achievement of a GPA of at least 3.500 in the major at the time of graduation.
- Achievement of a GPA of at least 3.200 in all upper division courses at the time of graduation.

Every student who successfully completes the Honors in the Major program graduates with Honors in the Major distinction. This distinction is printed on students’ diplomas and transcripts.

Please note that we cannot admit you to the Honors in the Major program if:

- You are a non-degree-seeking student
- You do not have at least two semesters remaining prior to graduation.
- You have graduated from the University of Central Florida and are not a second-baccalaureate-degree seeking student.
- You are not a student at the University of Central Florida.
Additional Program Information

Enrollment

You must enroll in a minimum of two Honors independent studies for the Honors in the Major program: Honors Directed Readings (xxx 4903H) and Honors Thesis Writing (xxx 4970H). Each of these independent studies are weighted as 3 credit hours and may be taken in addition to any other course work each semester. If you begin the Honors in the Major program with more than two semesters prior to graduation, you may choose to enroll in Honors Directed Readings II (xxx 4904H) or Honors Thesis Writing II (xxx 4970H). The progression of enrollment is as follows:

Honors Directed Readings (xxx 4903H) - required course (3 hours)
Honors Directed Readings II (xxx 4904H) - optional course (3 hours or 1 hour)
Honors Thesis (xxx 4970H) - required course (3 hours)
Honors Thesis II (xxx 4970H) - optional course (3 hours or 1 hour)

You must obtain a registration agreement from the Office of Research and Civic Engagement (BHC 107) in the Burnett Honors College in order to register for these courses each semester.

Course Grading

Honors in the Major course work may be graded on either a letter-scale or as a pass/fail. Your Thesis Chair is responsible for grading these courses at the end of each semester. You should discuss your preference of a letter grade or a pass/fail grade with your Thesis Chair before you begin your first semester in the Honors in the Major program. Honors in the Major coursework typically counts toward the completion of your university requirements, and grades for these courses calculate into the cumulative GPAs, the upper division GPA, and the major GPA. If you’re seeking to have Honors in the Major coursework replace electives or other degree requirements, you need to speak with an academic advisor in your department. Departments must grant permission for Honors in the Major coursework to replace other degree requirements if they already do not let these courses substitute for elective credit.

Thesis Submission

You are required to submit one copy of your completed Honors in the Major thesis to the UCF library. Like Master’s and Doctoral theses, Honors in the Major theses are digital e-book publications at our university that are available to a broad audience. These publications are not copyrighted by UCF, and we do encourage our students to consider submitting manuscripts from their theses to journal for peer-review.

Graduation and Honors in the Major Distinction

Like your academic college, the Burnett Honors College requires that you submit an intent to graduate form at the beginning of the semester in which you plan to graduate from the University of Central Florida. Every student who completes the Honors in the Major program earns Honors in the Major distinction on their diplomas and transcripts.
Graduation Banquet and Honors Regalia

During your graduating semester, you and your Thesis Chair will receive an invitation to The Burnett Honors College Graduation banquet. At this banquet, held the week of commencement, you will receive your Honors Medallion. The medallion is then worn with your academic regalia at commencement. Please remember that in order to graduate with the Honors in the Major distinction, you must fully complete the program and maintain the minimum GPA requirements that are used for admission into the program (see page 2 for admission requirements).

Scholarships

Each academic college at UCF (Arts and Humanities, Business Administration, Education, Engineering and Computer Science, Health and Public Affairs, Hospitality Management, Medicine, Nursing, the Office of Undergraduate Studies, and Sciences), and the Cocoa, Daytona Beach, Palm Bay, and Western regional campuses offer a limited number of $1,000 scholarships on a competitive basis to students pursuing Honors in the Major during the fall and spring semesters. You are encouraged to contact the HIM Coordinator of your college or campus about the application process and deadlines. In order to be eligible for the Honors in the Major scholarship, you must:

- Be enrolled in Honors in the Major coursework (Honors Directed Readings or Thesis) in the semester that you apply for the scholarship
- Not previously been awarded an Honors in the Major scholarship
- Must be working on your thesis (i.e. thesis has not been completed and submitted to the UCF library)

You may only be awarded the scholarship once. If you receive the Honors in the Major Scholarship but do not complete the program, you will be required to repay this award. Failure to repay the scholarship in this instance will result in a hold on your academic record.

Program Participation

Semesters of enrollment in the Honors in the Major program do not need to be sequential. However, in order to keep or records accurately updated you are encouraged to notify the Office of Research and Civic Engagement of your enrollment plans as well as your anticipated semesters of thesis completion and university graduation. If you do not have contact of any kind with the Office of Research and Civic Engagement for more than two subsequent semesters, you will be removed as an active student from the Honors in the Major program. In this instance, you must set up a formal meeting with our office to be reinstated as an Honors in the Major student and submit a letter of support from your Thesis Chair.

As an Honors in the Major student, you receive the benefits of being an Honors student. If for any reason you decide that you need to withdraw from the program, please be advised that we must terminate your Honors privileges. This is the case regardless of whether you have registered to participate in any events or submitted any voluntary donations to the College.
Resources

The Burnett Honors College as well as other offices at the university have a variety of resources available to you as an Honors in the Major student. These resources include, but are not limited to, Honors courses, scholarship and fellowship advising, student involvement and civic engagement opportunities, workshops on publishing research, and access to research grants and fellowships.

Honors College Offices and Services

Office of Research and Civic Engagement

This office is home to the Honors in the Major program as well as the Burnett Research Scholars grant funding program. Any questions about these research experiences should be directed to Kelly Astro, Director of Research and Civic Engagement, or Denise Crisafi, Program Coordinator for Research and Civic Engagement, at HonorsResearch@ucf.edu. This office also houses the Honors Educational Reach Out, or HERO, program. Managed by Gianna Cifredo and Charlene Kormondy, the HERO program offers students the opportunity to become engaged in their communities. HERO offers several programs in the areas of education, environmental sustainability, homelessness and poverty, legal aid, medicine, and animal rescue/rehabilitation. Questions about HERO should be directed to HERO@ucf.edu.

Thesis Development Workshops

The Office of Research and Civic Engagement offers workshops to assist you in the completion of your thesis as well as in preparation for graduate school. These faculty-guided workshops are designed to help you with key issues such as gathering resources through the UCF Library, citation management, preparing a committee and proposal, preparing for the thesis defense, and submitting your thesis for journal publication.

Thesis Editor

The Honors in the Major Thesis Editor, Dr. Paul Reich, instructs you about how to properly format your thesis. You will communicate with Dr. Reich for the thesis format review during their Honors Thesis Writing semester. Dr. Reich provides much needed support, and can assist you with the following tasks:

- Conforming to UCF thesis requirements and standards
- Formatting your document
- Meeting library binding requirements
- Solving editorial problems: consistency, documentation, and writing style

Office of Student Advising

As an Honors in the Major student, you may seek academic advising from our Office of Student Advising in The Burnett Honors College. You are also eligible to enroll in Honors courses and Interdisciplinary Seminars on a space available basis. Honors courses include some general courses and well as discipline-specific courses and are designed to promote critical thinking and the synthesis of knowledge. Interdisciplinary Seminars provide you an opportunity to explore topics from the point of view of two distinct disciplinary perspectives. Contact Rex Roberts, the Director of Advising for the Burnett Honors College, at Rex.Roberts@ucf.edu.
**Honors Computer Lab**

The Computer Lab, located in the Burnett Honors College, is available to Honors in the Major students. The computers are equipped with word processing and spreadsheet software, as well as Internet, e-mail access, and many specialized programs. You may also print research posters at a cost of $25.00 for research presentations. At least 3 business day advance notice is required to print posters, and at least one week for the UCF Showcase of Undergraduate Research Excellence (SURE).

**Honors Reading Room**

The Honors Reading Room, located in the Burnett Honors College, is available for you to use throughout the day for quiet study. This area houses previously bound copies (1990-2010) of Honors in the Major theses, and also is equipped with a water cooler, small refrigerator, and microwave for student use.

**Office of Prestigious Awards (OPA)**

As an Honors in the Major student, you possess many of the qualities that are found in successful candidates for prestigious scholarships. We encourage you to look into scholarships and fellowships — you may find that you are eligible for one or more of these opportunities.

The Burnett Honors College is UCF's campus representative for all prestigious scholarships. These include the "big three" (Rhodes, Marshall, and Truman) as well as a host of others. In addition to the national acclaim that is accorded to scholarship finalists, the monetary awards associated with these scholarships can cover the costs associated with doctoral training at the very best graduate programs in the nation or abroad.

Competition for prestigious scholarships is fierce and preparation is both intensive and extensive. Even the most academically gifted students need institutional support so that they have the best chance of winning a scholarship. Moreover, most prestigious scholarship applications need institutional endorsement from the student's university. The Office of Prestigious Awards (OPA), which is housed in The Burnett Honors College, serves these needs. Specifically, OPA undertakes the following responsibilities:

- Advising and grooming candidates during the 2-3 semesters prior to their scholarship applications. These activities include helping students cultivate faculty mentors, develop portfolios, build resumes, and improve their interview skills.

- Maintaining updated and accurate information concerning all prestigious scholarship programs. This is undertaken through membership in the National Association of Fellowship Advisors (NAFA), and with direct correspondence with all scholarship programs. Detailed information about various scholarship opportunities can be found at: [http://www.opa.honors.ucf.edu/](http://www.opa.honors.ucf.edu/)

- Assisting candidates assemble scholarship application materials. The application process for prestigious scholarships is more demanding than that required for most graduate school applications.

- Providing institutional endorsement for all completed application materials.

Students who are interested in finding out more information should contact Morgan Bauer, Director of the Office of Prestigious Awards, at Morgan.Bauer@ucf.edu.
Honors Congress

Honors Congress exists to strengthen the Honors student community. True excellence arises not only from academics, but also from a well-rounded character that demonstrates a commitment to community involvement and integrity in all endeavors. Honors Congress fosters a spirit of unity through the facilitation of social, academic and volunteer activities, and cultivates a sense of community within The Burnett Honors College. To find out how you can get involved, contact HonorsCongress@gmail.com.

Research Preparation and Support

UCF Library

The UCF Library offers research consultations to assist students with using databases and finding appropriate sources. These consultations are free, and students will be matched with a subject librarian based upon their declared major and topic of study for the thesis. Also, upon acceptance into the program, you will be granted extended checkout of library books for a time period of eight weeks. Please note that this extended checkout does not include audio or visual tapes nor does it include items catalogued as special collection.

UCF Office of Undergraduate Research

The Burnett Honors College works closely with the UCF Office of Undergraduate Research (OUR) to support undergraduate researchers through professional development workshops, travel awards, and competitive research grants. OUR also encourages you as an Honors in the Major students to apply to be a peer mentor for the Summer Research Academy and on the Student Undergraduate Research Council. Visit the Office’s website (http://www.OUR.ucf.edu) for more information.

Institutional Review Board (IRB)

The Institutional Review Board is a committee created to protect the rights and well-being of research participants. All “human research” conducted by UCF students, staff, and faculty must be reviewed and approved as ethical before data is collected. Human research includes, but is not limited to, surveys, interviews, focus groups, the collection of biological samples, experiments, and clinical trials. Some research is considered exempt from IRB review. This includes research that involves minimal risk to participants; research that is appropriate for the population being studied; research that ensures confidentiality of participants; research that maintains an appropriate consent process. More information on IRB protocols and procedures can be found at http://www.research.ucf.edu/compliance/irb.html.

Academic Presentation and Publication

UCF Undergraduate Research Journal

Established in 2005, the University of Central Florida Undergraduate Research Journal’s mission is to showcase articles of exemplary works from a wide range of student scholarship in all fields. The journal seeks outstanding research submitted by undergraduate students who have been involved in faculty- mentored research projects and activities related to scholarship. The Burnett Honors College strongly encourages you to submit a version of your thesis to UCF’s online Undergraduate Research Journal (urj.ucf.edu), which you may pursue up to six months after your UCF commencement.
Showcase of Undergraduate Research Excellence (SURE)

The SURE, held every spring during UCF’s Research Week, is the preeminent opportunity for UCF undergraduates to showcase the results of their research and creative activities, and to compete for scholarship awards. The Burnett Honors College highly recommends that you take advantage of this opportunity. Visit the SURE website (showcase.ucf.edu) or the Office of Undergraduate Research’s website (OUR.ucf.edu) for more information.

Writing Support

The University Writing Center

The University Writing Center offers free non-remedial services to all UCF students. You are encouraged to make appointments with them to have your work reviewed by a consultant. The University Writing Center also houses style guides that are helpful to the formatting process. For more information, please visit www.uwc.ucf.edu or contact them at (407) 823-2197.
Honors in the Major Program Checklists and Requirements

Starting the Program

☐ Contact The Burnett Honors College (BHC) Office of Research and Civic Engagement, BHC 107, to verify that you meet the admission requirements and to obtain the application materials.

☐ Identify a Thesis Committee Chair and determine the general nature of the proposed research or project. This is the most important step in the process. Without a Committee Chair who agrees to work with you, you will be unable to complete the Honors in the Major application.

☐ Submit the signed Honors in the Major application and the Honors in the Major Registration Agreement to The Burnett Honors College (BHC) Office of Research and Civic Engagement, BHC 107.

☐ Register for Honors Directed Readings (4903H) using the registration code sent to you via email by the Office of Research and Civic Engagement.

☐ Some departments have additional requirements for students completing Honors in the Major. The Department of English, for example, maintains an additional application process for students starting the Honors in the Major program. The Department of Psychology requires students to receive at least a grade of B in their Research Methods course. You should check with your Thesis Chair or Honors in the Major Coordinator to ensure that you understand any departmental requirements related to the Honors in the Major program.

Completing the HIM Application

The first step in the HIM process is the HIM application. This form (example found on page 12) allows the Office of Research and Civic Engagement to officially certify you as an Honors in the Major student so you may begin your thesis project and take advantage of all the Honors benefits. When filling this form out, there are a few important details to remember:

- Many students forget to fill in their anticipated terms of thesis completion and graduation. These are important fields that help us ensure that students do not miss deadlines or opportunities available to them. Please make sure every section of the application is fully completed before turning it in.

- The signature of the Honors in the Major Coordinator or Department Chair is also an essential requirement. Many students will contact their Department Chair for this signature, however students in some departments/colleges have HIM Coordinators who may sign the application materials. Please see page iii for the contact information of our Coordinators.

- Kelly Astro, the Director of the Office of Research and Civic Engagement, will sign the application once it has been turned in. In order to complete this process, you must have collected all of your signatures on your application and course registration forms.
Identifying a Thesis Committee Chair

The Thesis Committee Chair serves as your mentor. The Thesis Chair will aid you in selecting the thesis committee as well as in narrowing your topic of study within the discipline. When choosing a thesis chair, you should seek a faculty member with interests and expertise in areas compatible with your intended thesis or project topic. Your Thesis Chair may be a professor who taught one of your classes, or someone recommended by the Department Chair or HIM Coordinator. When choosing a Thesis Chair, be certain that you are clear on the expectations of your thesis project. Many faculty members have their own guidelines and structure for the their students’ theses projects, so we advise that you ask questions such as “Are there any guidelines that you would like for me to follow with the thesis?”, “How often would you like to meet to discuss my progress on the thesis project?”, and “What, in your opinion, constitutes a successful thesis?”. The answers to these questions will give you a better sense of how you will need to manage your time and structure your schedule throughout the duration of the program.

Thesis Chair (and Committee) Eligibility

Faculty who are designated at Assistant Professors, Associate Professors, or Professors (including Emeritus) are eligible to serve as Thesis Chairs for the Honors in the Major program. These faculty have multi-year employment affiliations with UCF and have research backgrounds that qualify them to mentor students through the rigor of thesis writing.

Faculty who are designated as Lecturers and Instructors are also eligible to serve as Thesis Chairs if they hold a terminal degree in their field and have multi-year employment contracts with UCF. In addition, faculty members who have terminal degrees and have been designated as Graduate Faculty by their department may serve as HIM thesis chairs.

Faculty who hold appointments at UCF as postdoctoral fellows, research associates, or adjunct instructors are not automatically eligible to serve as Thesis Chairs or as required committee members for the Honors in the Major program unless they are cleared to serve on graduate-level thesis committees by the College of Graduate Studies. Students who identify faculty of these designations (who are not cleared by Graduate Studies) are encouraged to consider adding these faculty as additional members to their committees beyond what is required. Faculty who are not employed by UCF are not eligible to serve as Thesis Chairs for the Honors in the Major program, but may be added as an additional consultant to the committee beyond what is required.
Completing the Honors in the Major Registration Agreement

The Honors in the Major Directed Readings and Thesis Registration Agreement (example found on page 13) is a crucial part of the application and program processes. Without this form, you cannot register for your Directed Readings or Thesis class. When completing this form, please remember to fill out each section (excluding “class section”) and obtain all required signatures (except for Kelly Astro), before bringing it to BHC 107. With your Thesis Chair, choose a prefix for your class that will relate to the research you are doing. With the appropriate prefix, your Honors in the Major courses will count toward your major. **You will be required to complete this registration agreement before each semester in which you choose to enroll in Honors in the Major course credit.**

**Registration Procedure:** Do not forget to register for your Honors in the Major class through myUCF using the class number sent to you by Denise Crisafi through email. The Office of Research and Civic Engagement is not authorized to register you for your Directed Readings or Thesis class. You must be registered for your class before the Late Add/Drop ends for the semester in which you wish to enroll.

**Course Overrides**

Only your major department can grant permission for excess credit hour overrides. Overrides are necessary if you plan to exceed 17 hours in the fall or spring semester, or 14 hours in the summer. If you expect that you will need an override, be sure to turn in your registration form as early as possible to allow yourself enough time to have the override processed by The Burnett Honors College. Contact your Department or the Office of Research and Civic Engagement (BHC 107) in the Burnett Honors College to find out what procedure you must follow to receive your override. The Burnett Honors College can process all credit hour overrides for Honors in the Major courses.
# Honors in the Major Application

Name (first, middle, last)  
Local Address  
Apt. Number  
City, State, Zip Code  
PID  
NID  
Major  
Home Phone  
College  
Cell Phone  
Campus  
Email  
@knights.ucf.edu  
Birth Date  
mm  dd  yyyy  
Gender  

<table>
<thead>
<tr>
<th>Number of college credits</th>
<th>Number of Upper Division credits</th>
<th>Major GPA</th>
<th>Upper Division GPA</th>
</tr>
</thead>
</table>

- Semester that you will be beginning Honors in the Major:  
- Anticipated semesters: Thesis Completion  
- Graduation  

Subject of proposed thesis or project report (brief description):

I understand the university and departmental rules for admission and retention in Honors in the Major:

Applicant’s Signature  
Name typed or printed  
Date  

I agree to direct the above student in the completion of Honors in the Major Thesis or project report:

Thesis Committee Chair  
Name typed or printed  
Date  
 Dept. Chair or HIM Dept. Coordinator  
Name typed or printed  
Date  

Director of Research and Civic Engagement  
The Burnett Honors College  
Name typed or printed  
Date  

Kelly Astro  
Date
Honors in the Major (HIM) Directed Readings and Thesis Registration Form

<table>
<thead>
<tr>
<th>General Title</th>
<th>Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honors Directed Readings I</td>
<td>4903H</td>
</tr>
<tr>
<td>Honors Directed Readings II</td>
<td>4904H</td>
</tr>
<tr>
<td>Honors Undergraduate Thesis I</td>
<td>4970H</td>
</tr>
<tr>
<td>Honors Undergraduate Thesis II</td>
<td>4970H</td>
</tr>
</tbody>
</table>

Enrollment in any of the above Honors courses requires prior acceptance to the Honors in the Major program.

All fields below (with the exception of section number) must be completed and all signatures collected or your course will not be created.

Student / Instructor Information:

Name: ___________________________ PID: ______________________
UCF E-mail: ______________________@knights.ucf.edu

Course Information:

- □ 4903H
- □ 4904H
- □ 4970H
- □ 4970H

Prefix: ____________ Number: ____________ Hours: ____________

College: __________________________ Department: __________________________
Instructor Name: __________________________
Registration Term: □ Fall □ Spring □ Summer □ Year: ____________
Grading Scale: □ Letter (A, B, C, D, F) □ Pass/Fail (S, U)

Description of Proposed Topic:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

ALL STUDENTS: By signing, you accept responsibility for payment of my semester tuition and fees by the published deadline. You understand that if you fail to pay your tuition and fees by the deadline, you will be charged a $100 Late Payment Fee, your record will be put on hold, and you may incur other financial consequences.

Required Signatures:

<table>
<thead>
<tr>
<th>Student</th>
<th>Printed Name</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Thesis Committee Chair</th>
<th>Printed Name</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Department Chair or HIM Dept. Coordinator</th>
<th>Printed Name</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Director of Research and Civic Engagement</th>
<th>Printed Name</th>
<th>Date</th>
</tr>
</thead>
</table>

* 1 credit hour option is only available to students registering for Directed Readings II or Thesis II
Directed Readings

☐ Attend a mandatory Honors in the Major Orientation (dates will be sent to students by e-mail from the Office of Research and Civic Engagement).

☐ Attend a mandatory Formatting Workshop (dates will be sent to students 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 by the eighth week of classes (mid-semester).

☐ Submit your thesis proposal to your committee no later than two weeks prior to the last day of classes.

☐ Submit the signed Thesis Proposal Cover Page with the proposal attached to BHC 107 by the date posted in the front inside cover of this handbook.


Honors in the Major Directed Readings Course

As an Honors in the Major student, you must enroll in a minimum of three credit hours of Honors Directed Readings. However, you may take up to six hours of Honors Directed Readings (4903H and 4904H). **If you are interested in taking advantage of Directed Readings II, please e-mail the Honors Office of Research and Civic Engagement (HonorsResearch@ucf.edu) as early as possible during your Directed Readings I semester.** After notifying the program, you may finalize your committee and complete your proposal during your Directed Readings II semester.

During Directed Readings you will, in consultation with the Thesis Committee Chair, initiate bibliographic research on the topic of interest and develop a research design. At this time, the remaining members of the Thesis Committee must be selected. You will submit a thesis proposal to your Thesis Committee for approval no later than the deadline posted for the semester in which Directed Readings is undertaken. If you are taking a sequence of two Directed Readings courses, your proposal must be submitted by the deadline posted for your second Directed Readings term. Your grade for this semester is dependent upon your communication with your Thesis Chair and committee, the quality and depth of your work, and your meeting the requirements of the Directed Readings semester in a timely manner.

Thesis Committee

The thesis committee guides you in your research and consists of at least three faculty members. The members of the committee should be carefully selected to include individuals who will contribute to the conceptualization and development of your thesis. You and your Thesis Chair will select another faculty member from your major program or department and a faculty member from another program or department to complete the committee. You and your Thesis Committee Chair may add additional members to your thesis committee as needed. See page 15 about eligibility requirements for committee members.
Honors in the Major Orientation

All incoming Honors in the Major students are required to attend one of the HIM Orientation sessions, which are held at the beginning of each semester. This Orientation is designed to provide you with a complete overview of the Honors in the Major program, and address questions and concerns that you may have about the thesis writing process. You will receive further information and specific orientation times by e-mail from the Office of Research and Civic Engagement.

Thesis Formatting Workshop

The thesis Formatting Workshops are held during the first half of each semester. Directed Readings students are required to attend one of these workshops. At this workshop, you will learn how to format their thesis to the specifications set forth by the UCF library. You will also learn about the submission process of the thesis to the library for publication. Students opting to take two semesters of Directed Readings may choose to attend a Formatting Workshop during their second semester. The dates, times, and locations of these workshops will be sent to you through e-mail.

Thesis Proposal

The final requirement of the Directed Readings course is a thesis proposal. You can find discipline-specific examples of proposals and the signed cover pages on our website: You must submit a cover sheet with your proposal that lists the members of your committee as well as your Department Chair or HIM Coordinator and our Director of Research and Civic Engagement. Each individual on the cover page must sign this proposal for the document to be approved by the Office of Research and Civic Engagement.

What is a Thesis Proposal?

A thesis proposal is a document that outlines your thesis topic, defines the issues that your thesis will address, and explains why your topic warrants further research. It should identify a problem and provide a proposed solution to that problem.

For students representative of the sciences (both hard sciences and social sciences), a proposal should generally include the following:

1) A brief introduction, which will define your thesis topic and explain the purpose of your thesis.

2) A literature review that outlines the most relevant readings and theories which pertain to your thesis topic.

3) A methodology section, which should include your research questions, hypotheses, participants, materials, and procedures.

4) A bibliography or reference list. Most of your sources should be from peer reviewed articles or books. As with other academic papers, the use of internet sources should be limited.

For students conducing more theoretical or comparative analyses, the structure could also take the form of chapters that define and specify each concept, and a concluding chapter that brings all of these ideas together.
For students in the arts, a thesis may take the form of a creative project. In this instance, your proposal may include:

1) A brief introduction, which includes your thesis statement, general intent of project, what the project should accomplish, and justification for considering the project a legitimate endeavor.

2) A literature review, which includes any supporting literature that justifies the intention of your project.

3) A method for accomplishing your project. Include any necessary background or equipment needed for your project, where your project will be conducted, and a proposed timeline for completion.

4) A bibliography or reference list.

An alternative structure would be for students who are writing their own short stories, novellas, or screenplays. Here, the thesis should include a clear mastery of your skill set by producing chapters of the novella, poetry selections, or the working/final screenplay.

**Formatting a Thesis Proposal**

Your Thesis Chair and committee will specify a formatting style to be used for the proposal (e.g. APA, MLA, Chicago, IEEE). Your proposal should be formatted according to the guidelines set forth in your selected style guide. The most recent editions of formatting style manuals for APA, MLA, Chicago, and others are available from the “reserves” section of the UCF library. The OWL at Purdue is also a largely reliable online resource for formatting.

**Formatting the Proposal Cover Page**

Your proposal will need to include a cover page. This cover page verifies the members of your thesis committee, and also verifies that they support your proposal. This cover page needs to also include the signature of your Department Chair or Honors in the Major Coordinator. Lastly, you must include a signature line for our Director, Kelly Astro.

When creating your proposal cover page, you want to make sure that the degrees and titles of your committee members are correct. The best way to do this is to visit the UCF online faculty phonebook at www.phonebook.ucf.edu/, UCF department/college websites, or the most recent version of the UCF undergraduate catalog.

**Length of Proposal**

Your proposal must be a minimum of five content pages (excluding the bibliography or reference list). An average proposal for the HIM program ranges between 10 and 20 pages (excluding graphs, charts, references, or bibliography), is double-spaced, uses a 12 pt. standard Serif or Sans-Serif font, and has at least a 1 inch margin on each side. Each discipline is different and you should ask your Thesis Chair and committee about the length of your proposal and what sections/chapters that need to be included.
Submission of Proposal to the Committee

At least two weeks before the proposal is due to the Honors College, you must submit a completed draft of proposal to your committee. Typically, you and your Thesis Chair will work on the proposal throughout the Directed Readings I (and Directed Readings II, if applicable) semester. Once you and your Thesis Chair agree that your proposal is ready to be distributed to the committee, you will send it to them for review. The committee members (i.e. second committee member from the major, and the committee member from outside of the major) will provide comments and suggestions about your proposal and research. You and your Thesis Chair then decide how to incorporate these suggestions into your proposal.

Submission of Proposal to the Honors College

A signed copy of the approved proposal must be submitted to The Burnett Honors College by the deadline posted for your Directed Readings I (or Directed Readings II, if applicable) semester. When turning in your proposal to the Burnett Honors College, all signatures except Kelly Astro’s must be complete. The Thesis Committee Chair, all other members of the Thesis Committee, and the Department Chair or Department HIM Coordinator must sign the Thesis Proposal Cover Page. If you fail to submit your proposal with the appropriate signatures by the deadline, the Burnett Honors College will not enroll you in Thesis hours.

Students who are planning on taking two semesters of Directed Readings will turn in the proposal at the end of their second Directed Readings semester.

Proposal Examples

Discipline-specific proposal examples with their accompanying cover pages can be found on our website at: Please note that each academic discipline is different and students should ask their Thesis Chairs about what should be included in their proposal and how it should be formatted.
Honors Thesis Proposal
for
Apathy About Apathy: Contemporary Assessments of the Problem of Non-Voting

John H. Doe

I.M. Staff, Ph.D.
Thesis Committee Chair
Department of Political Science

Phil Inhere, Ph.D
HIM Coordinator
Department of Political Science

Jane Doe, PhD.
Committee Member from Major
Department of Political Science

Kelly Astro, M.S. Ed.
Director of Research and Civic
The Burnett Honors College

David Law, J.D.
Committee Member from Outside Major
Department of Legal Studies

Note the order of your committee members:
1. Thesis Chair
2. Committee Member from Major
3. Committee Member from Outside Major

Adjust spacing as needed if you have more than 3 committee members.
Thesis Writing Semester

- Submit an **HIM Intent to Graduate** form to BHC 107 by the date posted on the front inside cover of this handbook if you are planning to graduate in the current semester. This form is available online at http://www.research.honors.ucf.edu/him/HIM_Intent_Graduate.html or from the Office of Research and Civic Engagement (BHC 107) in the Burnett Honors College.

- Request a defense date from your Thesis Chair and schedule your defense date in consultation with your Thesis Chair and committee.

- Submit a copy of your notice of defense to the Office of Research and Civic Engagement in the Burnett Honors College **at least one week prior to your scheduled defense date**. One signed copy of your notice of defense must be submitted electronically as a PDF to HonorsResearch@ucf.edu. An example of a notice of defense can be found on page 52. You must follow this example when creating your notice.

- Submit your thesis to Turnitin.com through your Thesis Chair. Your Thesis Chair is responsible for submitting your thesis to Turnitin.com and for reviewing the results of this submission with your committee. Your Thesis Chair and committee must agree that you work meets the university’s requirements in order for you to submit your thesis to the UCF library and qualify for Honors in the Major distinction on your diploma. Please note: regardless of your major, you must complete a submission to Turnitin.com. This is a university-wide requirement for thesis writers, and absolutely no exceptions will be given to this requirement.

- Meet with the Thesis Editor for the initial format review by the deadline stated for your Thesis Writing semester. Meeting times and instructions on how to register for an appointment will be sent out via e-mail by the Office of Research and Civic Engagement.

- Submit a completed copy of your thesis to your entire committee for review. Your thesis should be submitted to your Thesis Chair at least two-three weeks prior to your defense date, and to the remainder of your committee at least two weeks prior to your defense date.

- Complete the oral thesis defense.

- Submit the Honors in the Major Thesis Attachment and the Honors in the Major Thesis Approval Form to the Office of Research and Civic Engagement in BHC 107 **before** you submit your thesis to the library.

- Complete all formatting requirements as suggested by the Honors in the Major Thesis Editor. Complete all changes to the content of your thesis as suggested by your Thesis Chair and committee.

- Upload your final, approved thesis to the UCF library’s submission site. You will be given access to the URL after receiving format approval from the Thesis Editor. Name your final document to be uploaded as follows: Lastname_Firstname_Middleinitial_Yearandmonthofthesiscompletion_Degreetype (e.g. Doe_John_H_201408_BA); (e.g. Doe_John_H_1408_BA)

- Complete the Honors in the Major Exit Survey in BHC 107 in your graduating semester.
Honors Thesis or Project

Following the successful completion of Honors Directed Readings and the preparation and approval of the proposal, you will enroll in three hours of Honors Thesis Writing. During this semester, you will work closely with their Thesis Chair to develop the Honors in the Major thesis. When appropriate, your other committee members should be consulted to review and comment on your written work. You may also choose to take a subsequent semester of thesis credit for 1 or 3 additional hours if it is determined that more time is needed to complete the thesis requirements.

It is expected that successful HIM theses will make a substantial contribution to your discipline. Students can read examples of successful theses published between 1990 and 2010 in The Burnett Honors College Reading Room, BHC 122. Students may also check out copies of these theses from the UCF library (General Collection LD 1772.F96 T45 - third floor). Theses published in the year 2011 and later are available online through the UCF library website.

Thesis Defense

You will establish with your Thesis Chair and committee a mutually agreed upon thesis defense date that will be no later than the deadline found in the inside front cover of this handbook. For the thesis defense, you are expected to prepare a formal presentation about your thesis and answer questions about your thesis that are posed by each committee member.

You must provide an electronic PDF version of your notice of defense, signed by your Thesis Chair, to the Office of Research and Civic Engagement (BHC 107) in the Burnett Honors College at least one week prior to the date of your defense. Notices of defense should be sent to HonorsResearch@ucf.edu. An example of the notice of defense can be found on page 52. The thesis defense is open to all faculty, staff, and students of the university. You are encouraged to review notices of defense each semester, which can be found online at (http://www.research.honors.ucf.edu/him/NOD.aspx). You are also welcome to attend other defenses of students who are in the Honors in the Major program.

Because each discipline and committee is different, you should ask your Thesis Chair what she/he expects at your defense. In many cases, the entire committee will approve the thesis immediately following the defense. In other instances, the committee will approve the thesis after some revisions are made to the document.

Thesis Approval Form

The committee identified on the thesis approval form must match the committee that the Burnett Honors College has on file. If any changes were made to the committee, this matter must be addressed well ahead of the defense date. The thesis approval form is available from the Honors in the Major website, and you should take this form with them to your thesis defense. After you successfully complete your defense, your committee, Department Chair or HIM Coordinator (if applicable) and the Dean of the Burnett Honors College will sign this form. After the Department Chair’s or HIM Coordinator’s signature is obtained, this form must be submitted to the Office of Research and Civic Engagement (BHC 107) in the Burnett Honors College where the Dean will then sign this form. Please note that changes in your thesis title and committee are unacceptable once you have submitted this form.
**Format Review**

You are required to meet with the Thesis Editor for the thesis format review by the deadline posted for your Thesis Writing semester. Students will not receive the information to upload their theses unless this review is completed.

During the format review, the Thesis Editor (Dr. Reich) is looking at your formatting, not your content. Dr. Reich will be looking to make sure that the title page is correct, headings and subheadings are formatted consistently, margins are correct, tables and graphs are formatted properly, etc. Your thesis does not need to be complete for the format review, but enough information must be present so that the format review is useful. If you successfully complete the format review, you will not be required to resubmit their document for a secondary review. If you are asked to make changes and resubmit your document for approval, you must send Dr. Reich a digital copy of your thesis for review before submitting your final copy to the UCF library.

**Turnitin.com**

You must also submit a copy of your thesis to the plagiarism website Turnitin.com by the deadline listed in your Thesis Writing semester. While this review can be done early in the semester, you should wait to submit your document until it is near completion or completed for this review to be most useful.

Your Thesis Chair is responsible for reviewing your thesis through Turnitin.com. Your Thesis Chair will ask for your thesis so that he/she can upload it. Most faculty have undergone training by the Faculty Center for Teaching and Learning (FCTL) and have access to Turnitin.com. If your Thesis Chair has questions about Turnitin.com, they should contact FCTL for assistance.

The results of your submission to Turnitin.com are not reported to the university. The results should be discussed by you, your Thesis Chair, and your committee. Your Thesis Chair will sign off on the Burnett Honors College Thesis Attachment Form to verify that this review has been completed and that no issues exist with plagiarism.

Please note that Turnitin.com will flag any citation that you used from other works and will also flag your reference list. While flagged, your Thesis Chair will be able to see that cited work is not plagiarized work. What Thesis Chair’s are looking for is any long statement, whether paraphrased or directly copied, that does not have a proper accompanying citation.

**Thesis Attachment Form**

Prior to submitting your thesis, you must complete the Honors in the Major Thesis Attachment form and have it signed by your Thesis Chair. This form verifies two things. First, this form will verify that your Thesis Chair and committee have reviewed the results of your thesis submission to Turnitin.com and that your thesis is an original document. Second, this form allows you to indicate how you would like your thesis to be made public once it is submitted to the UCF library.

Students who have pending patents, U.S. copyrights, or permissions may delay the electronic dissemination of their thesis for six months, with available consecutive six month extensions available for approval upon request.
**Thesis Submission**

After you successfully complete your thesis defense and format review, you will receive instructions regarding the upload of the final thesis document to the university library. You should follow these instructions carefully prior to submitting your document.

Please note:

1) Changes to your thesis cannot be made once the document is submitted to the UCF library. This includes any formatting changes, grammatical errors, misspellings, etc.

2) There is a deadline by which you must submit your thesis to the library each semester. If you miss this deadline for a particular semester, you will not complete the Honors in the Major program.

**Thesis Binding**

For the Honors in the Major program, thesis binding is optional. You may have your personal copies bound by one of UCF’s binding vendors. Since the binding of personal copies is optional, there are no special paper requirements. It is your responsibility to ensure that your thesis meets all of the requirements of UCF prior to having it bound by a third party vendor. It is also your responsibility to negotiate binding costs and timelines with your chosen vendor.

**Exit Survey**

In your graduating semester, you will be asked to submit the Honors in the Major Exit Survey. This survey is online and a staff member in the Office of Research and Civic Engagement will distribute a link for you to take this survey at the end of the semester. Please use this survey to provide honest, detailed, and constructive feedback about your experience in the Honors in the Major program. We will use your comments as a means of improving this program for future students.
HIM Intent to Graduate Form Example

Like your academic college, The Burnett Honors College requires notification of your intent to graduate. This form must be submitted by the deadline listed for the semester in which you will be graduating from UCF. You are to type your contact and personal information into this form. You will not complete information in the grey boxes or mark your grades (a staff member in the Office of Research and Civic Engagement will do this using your final UCF degree audit). You will also obtain the necessary signatures at the bottom before submitting this form to our office (signatures not pictured).

Intent to Graduate with Honors in the Major

Name: Gianna Cifredo
Address: 1234 Knights Way
          Apt. 101
          Orlando, FL 32816
Phone: (407) 407-4070
College: Arts & Humanities
Major: Philosophy
Semester and Year of Graduation: Spring 2015

Burnett Honors College Use Only:
Date of Oral Defense:
Thesis Title:

Phonetic spelling of your name: Gee-uh-nah Sif-ray-doh

Honors in the Major Courses

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Grade</th>
<th>Semester Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHI 4903H (Honors Directed Readings)</td>
<td></td>
<td>Fall 2014</td>
</tr>
<tr>
<td>PHI 4970H (Honors Thesis)</td>
<td></td>
<td>Spring 2015</td>
</tr>
</tbody>
</table>

Thesis Committee Chair: Name typed or printed
Date

HIM Coordinator or Department Chair: Name typed or printed
Date

I hereby certify statement that this student has satisfied all of the Honors in the Major requirements:

Kelly Astro
Director of Research and Civic Engagement
Notice of Defense Example

Your Notice of Defense (NOD) includes your name and major, defense time/date/location, as well as your current title, an abstract of your thesis, and your complete committee listing (only your Thesis Chair must sign).

Begin by typing "NOTICE OF DEFENSE" approximately three returns down the page in font size 12, all caps. All margins need to be set at 1 inch.

NOTICE OF DEFENSE

Announcing the Defense of Thesis of Andrew B. Albaugh
for Honors in the Major Legal Studies

Monday, March 25th, 2013
3:00 P.M.
HPA 335
Health and Public Affair I

Thesis Title: The Florida Jury: Technical Evidence and Bias

The intent of this thesis is to explore the modern Florida jury and how it interacts with highly technical forms of evidence, the biases related to technical evidence, and potential solutions to these problems. Currently technical evidence is perceived in various ways that are harmful to the justice system. Modern media and the explosion of technology that pervades most people’s daily lives have caused juries to unreasonably expect and rely upon technical evidence. For both the jury system to continue and justice to be meted out, there needs to be changes to the way Florida courts handle juries and evidence. Solutions which will be discussed include: amendments to jury instructions, an increase in the judge’s role in teaching the jury, and propagation of various pre-trial alternative dispute resolution methods.

Committee:
Dr. Kathy Cook
Dr. David Slaughter
Dr. Jonathan Matusitz

Approved By: [Signature]

You must have this line in your Notice of Defense where your thesis chair will sign.

Your entire committee must be listed at the bottom of your notice of defense. Make spacing adjustments as necessary to fit this information on one page.
HIM Thesis Approval Form Example

This form will be signed by your entire committee, Department Chair (or HIM Coordinator, if applicable) following your thesis defense. After each of these individuals sign your form, Dr. Alvin Y. Wang, Dean of the Burnett Honors College, will also sign this form. You are to type into this form and select from appropriate drop-down menus. The only handwritten material on this form should be signatures of all appropriate parties.

Honors in the Major Thesis Approval Form

Students must complete this form and obtain all signatures except that of The Burnett Honors College Dean. The Burnett Honors College Dean will only sign this form if (1) your thesis committee and Department Chair have signed it, and (2) you have completed the entire thesis process, including the delivery of all paperwork and upload of your final thesis to the UCF library. One copy of this form must be delivered to The Burnett Honors College, room 107 for the Dean's signature.

Student Name: Gianna Cifredo
Student PID: G1234567

Thesis Title:
The Love-Mad Philosopher: How Love Inspires and Defines the Pursuit of Knowledge and the Good Life

Defense Date: April 10, 2015
College: College of Arts & Humanities
Department: Department of Philosophy
Degree: B.A.

The members of the Committee have reviewed the results of the turnitin.com submission, attended the thesis defense, and approve the above named thesis:

<table>
<thead>
<tr>
<th>Name (without title)</th>
<th>Title</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Strawser</td>
<td>Thesis Chair</td>
<td></td>
</tr>
<tr>
<td>Don Jones</td>
<td>Committee Member</td>
<td></td>
</tr>
<tr>
<td>Amelia Lyons</td>
<td>Committee Member</td>
<td></td>
</tr>
<tr>
<td>&lt;select title&gt;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt;select title&gt;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

It is recommended that this thesis be used in partial fulfillment of the requirements for the degree of B.A. from the Department of Philosophy in the College of Arts & Humanities

<table>
<thead>
<tr>
<th>Name (without title)</th>
<th>Title</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Strawser</td>
<td>Department Chair</td>
<td></td>
</tr>
<tr>
<td>Alvin Y. Wang, Ph.D.</td>
<td>Dean, The Burnett Honors College</td>
<td></td>
</tr>
</tbody>
</table>

The committee, the college, and the University of Central Florida are not liable for any use of the materials presented in this study.
HIM Thesis Attachment Form Example

You and your Thesis Chair will sign this form only after your thesis has been reviewed through Turnitin.com, after you have secured your final thesis title, and once you know how you would like to release your thesis to the UCF Library. You are to type into this form and check the appropriate boxes. The only handwritten information on this form should be signatures from the appropriate parties.

Honors in the Major Thesis Attachment

This form is to be completed and signed by you and your Thesis Chair. This form must be submitted to the Office of Research and Civic Engagement (BHC 107) before your thesis is submitted to the library. Please return this form with the signed Thesis Approval Form.

Student Name: Charlene Kormondy

Student PID: C1234567

Thesis Title: Using Sustainable Agriculture as a Climate Change Adaptation Strategy for the Caribbean Region

Review of Original Work (Turnitin.com)

Your Thesis Chair and committee have reviewed the results of your thesis submission through Turnitin.com.

Signature of Thesis Chair: __________________________ Date: __________

Recommendation for Availability of Thesis

In addition to the unrestricted display of the bibliographic information and the abstract, we agree that the above mentioned document be placed in the ETD archive with the following status (please choose one of the options below).

☑ Immediate worldwide dissemination with no restrictions.

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Thesis Chair’s Printed Name: __________________________
Thesis Formatting

NOTE: The following pages gives students a general idea of the HIM thesis formatting requirements. For detailed, step-by-step instructions on how to format each part of the thesis, please see the thesis formatting guides located on the Honors in the Major website. We also highly recommend referencing the UCF Graduate Studies Thesis and Dissertation Manual at http://www.students.graduate.ucf.edu/ETD_formatting/. Much of the information that has been provided on formatting in this document was taken from the Graduate Studies Thesis and Dissertation Manual. The UCF guidelines for thesis formatting are the same for undergraduate and graduate students.

Thesis Order

At a minimum, your Honors in the Major thesis must contain (1) title page; (2) abstract; (3) table of contents; (4) thesis body (e.g. chapters or sections); (5) list of references OR bibliography. You may choose to include more sections within your thesis. The following list demonstrates the correct order of a thesis if you were to include every possible page. You may need to omit sections as needed, just so long as the required sections are present.

1. Title Page - Required
2. Copyright Page - Optional
3. Abstract - Required
4. Dedication - Optional
5. Acknowledgments - Optional
6. Table of Contents - Required
7. List of Figures - If necessary
8. List of Tables - If necessary
9. List of Media/Abbreviations/Nomenclature/Acronyms - If necessary
10. Body of Thesis - Required
11. Appendices - Optional
12. Endnotes (may also be chaptered) - Optional
13. References OR Bibliography - Required
14. Index - Optional

The format of the thesis body and the treatment of citations and appendices vary by discipline. The Thesis Editor and your Committee Chair will guide you in this, but it is important at the outset that you select one of the established styles, such as MLA, APA, ASA, Chicago, CSE, or IEEE. UCF thesis and dissertation formatting manual guidelines for margins and pagination supersede standard style requirements.
Thesis Formatting Requirements

Margins

- Top: 1.5 inches
- Bottom: 1 Inch
- Left: 1 Inch
- Right: 1 Inch

Typeface and Size (font)

- Use a standard, easy-to-read Serif or Sans-Serif typeface for your document. Examples include Arial, Courier, Times New Roman, or Garamond. Be consistent in your font style throughout your thesis.
- Place all body text in 12-point font
- Place all chapter headings in 14-point font. All subheadings should be 12-point font.
- Use no smaller that a 10 point font and no greater than a 12 point font for tables, figures, and illustrations
- Use italics for textual emphasis when necessary. Do not use bold or underlining for this purpose

Page Orientation

- Use portrait-oriented pages for your writing and for small tables, figures, illustrations.
- Use landscape-oriented pages for large tables, figures, illustrations.

Spacing

- All manuscript text must be double-spaced, with the exception of the following:
  - Lengthy quotations (40 words or more) may be single or double-spaced, depending upon what documentation style you are using.
  - Table text may be single or double-spaced
  - Table or figure titles may be single or double-spaced
  - Headings or subheadings that span more than one line may be single or double-spaced

Paragraph Spacing

- Indicate paragraph breaks in one of two ways:
  - Indent the first line .5"
  - Align paragraph left, with no indent, and add extra space between paragraphs
- Text may either be left aligned or justified
- Apply the “Widow/Orphan Control” setting to your document. This ensures that the first word of a paragraph is never the last word on a page, and that the last word of a paragraph is never the first world on a page.
Headings
Your chapter or section titles and “back matter” sections (Appendices, Endnotes, List of References,) are headings. Headings help organize your thesis.

- Begin each chapters/section heading on a new page.
- Add adequate space below the heading to separate it from the text.
- Set the type size as 14 point font for all major chapter or section headings
- Center each heading. You may use all caps or title caps (a combination of upper and lower case)
- Be consistent: use the same font, style, size, spacing above/below, and alignment.

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Using subheadings helps you establish hierarchy in your thesis and guides the reader through the information. You may use up to five subheading levels within each chapter or major section:

First-level subheadings (heading 2):
   Use 12-point font. Check with your documentation guide as to where this heading should appear on your page (left or center) and how it should appear (bold, italicized, underlined, etc.).

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- Place each subheading on the same page as its respective section
- Be consistent: use the same font, style, size, spacing above/below, and alignment for all subheadings of the same level.

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For the preliminary pages of the thesis, select lower-case Roman numerals (ii, iii, etc.), without punctuation, centered at the bottom of the page. Begin numbering at ii on the page that immediately follows your title page. If you include every page in your thesis, the numbering will appear as follows in the list below. Practice caution, though, as many students do not include all of these pages in their theses. Make sure to modify page numbering based upon what is included:

   Title page (considered page i, but number does not appear on the page)
   Copyright page (page ii)
   Abstract (page iii)
   Dedication (page iv)
   Acknowledgments (page v)
   Table of Contents (page vi)
   List of Tables, Figures, Definitions, etc. (pages vii, viii, ix, x, etc.)

- For the body of your thesis, begin page numbering at 1 and continue sequential numbering throughout the remainder of your document through the last page of your references OR bibliography. Page numbers should appear at the bottom center of each page, regardless of whether the page is oriented as portrait or landscape.
Figures and Tables

- Place tables and figures within the thesis as close as possible to the parts of the text they supplement OR organize all tables and figures into a single appendix.
  - If placing tables/figures within the manuscript, either combine them on the page with the body text OR place them on a page by themselves.
- You should generate a List of Tables, List of Figures, List of Illustrations, etc. following your Table of Contents in the thesis. This list will match up your tables, figures, illustrations, etc. with the page number that those tables, figures, illustrations appear on.
- Format consistently. For instance, if you center a table in the page, all tables must be centered.
- Create captions for each figure, table, etc. When including multiple figures, tables, etc., make sure that each is numbered consecutively and that captions are consistently formatted.
- Figures and tables, and their titles, should all appear on the same page. If a table is too large and must be split over multiple pages, you only need to repeat the heading (e.g. Figure 1). You do not need to repeat the entire caption or use the word “continued”.

Table of Contents
At the very least, all of the major headings and first-level subheadings must be represented in the table of contents.
- Use up to three heading levels in the table of contents. Set major chapter headings further to the left than subheadings.
- Align page numbers to the right. Use a dot leader between the table of contents entry its corresponding page number.
- Double space the table of contents.

Appendices
Appendices are used for items that supplement your thesis, such as surveys, IRB approval letters, copyright letters, previously used questionnaires, etc.
- Create a title page before each appendix, with Appendix A (B, C, etc.) and the appendix title, centered on the page. Use the same font style as for headings.
- If you only have one appendix, simply label it Appendix.
- You may type the appendix linearly or you may stack the title. For example:

APPENDIX: IRB APPROVAL LETTER

APPENDIX:
IRB APPROVAL LETTER

References
- Select a documentation style and follow those guidelines for using in-text citations, and creating your reference list or bibliography.
- Choose a consistent style of spacing. Either single-space references with an extra single-space between each citation OR double-space references with no extra space between each citation.
- Use a hanging indent on multiple lines if your documentation style calls for it.
Thesis Submission Processes

- Complete all corrections to your content that was recommended by your Thesis Chair and committee.
- Complete all formatting corrections that were recommended by the Honors in the Major Thesis Editor.
- Verify that you have completed your Thesis Approval Form and submitted a copy to the Office of Research and Civic Engagement in the Burnett Honors College. This form verifies that you have completed your thesis defense.
- Verify that you have completed the Thesis and Dissertation Attachment Form and submitted a copy to the Office of Research and Civic Engagement in the Burnett Honors College. This form will verify that your Thesis Chair has submitted your thesis to Turnitin.com and will also allow you options for thesis dissemination.
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- Upload your thesis to the library website by EXACTLY following the directions provided to you by the Office of Research and Civic Engagement. Name your PDF document as follows: (Firstname_Lastname_middleinitial_yearandmonthofthesissubmission_Degreetype (e.g. Doe_John_H_1508_BA)). Make sure that you have your thesis title and abstract handy for this process.

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On the following pages, you will find the front matter of a previously completed thesis.

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PRESERVING THE RIGHT TO A FAIR TRIAL: AN EXAMINATION OF THE PREJUDICIAL VALUE OF VISUAL AND AUDITORY EVIDENCE IN THE CONTEXT OF A CRIMINAL CASE

by

EMILY R. EDWARDS

A thesis submitted in partial fulfillment of the requirements for the Honors in the Major Program in Psychology in the College of Sciences and in the Burnett Honors College at the University of Central Florida Orlando, Florida

Spring Term, 2012

Thesis Chair: Karen Mottarella, Psy.D.

Make sure to indicate your thesis completion term. Make sure that you list the year correctly. Also, list your thesis chair and his/her highest terminal degree.

This page is not numbered, but is considered page i
Copyright Page
This page is optional for your thesis, and must be included if you seek at copyright from the U.S. Government

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Roman numeral numbering begins as page ii on the page that immediately follows your title page.
Federal Rule of Evidence 403 requires evidence’s probative value to substantially outweigh its prejudicial value for the evidence to be admitted. To date, courts have opinioned that photographic evidence holds low prejudicial impact and rarely render court proceedings unfair (Futch v. Dugger, 1989). The present study sought to empirically investigate this issue. In a 2 (Auditory Present/Auditory Absent) x 3 (Graphic Photo/Neutral Photo/No Photo) factorial design, 300 participants reviewed case materials from a recent murder case and provided information concerning their verdict decision. Emotional state data was also collected prior to and following review of the case materials via the Positive and Negative Affect Schedule – Expanded Form (PANAS-X; Watson & Clark, 1994). Participants reviewing graphic photos coupled with their case materials experienced significantly greater increases in both sadness and surprise than those reviewing neutral or no photos. Participants who had an auditory recording present with their case materials experienced greater increases in both joviality and, to a lesser extent, hostility. Participants reviewing the auditory recording also reported being significantly less able to formulate their verdict decisions fairly or impartially. When heightened emotion is involved in decision making, cognitive resources for well-informed decisions are limited (Greene & Haidt, 2002). The current study suggests the potential for particular modes of evidentiary presentation to manipulate jurors’ emotions, therefore increasing their prejudicial value. When the probative value of evidence does not outweigh the potentially prejudicial nature of jurors’ heightened emotionality, the fairness of court proceedings may be questioned and issues of the defendant’s right to a fair trial raised.
DEDICATION

For my family,
both in blood and in spirit,
for pushing me to climb life’s mountains
Acknowledgments
This page is also not required for a thesis, but is highly recommended.
It should follow a format similar to this.

ACKNOWLEDGMENTS

I would like to express the deepest gratitude to all of my life’s mentors who have enabled me to reach this point. First and foremost, I would like to thank Dr. Karen Mottarella for her inestimable guidance, encouragement, and dedication throughout the course of this thesis’ development. To Dr. Shannon Whitten, thank you for your invaluable assistance in the endless statistical analysis involved.

I would also like to express a special thank you to my parents, Bruce Edwards and Rachel Jones, without whom I would not have become the woman I am today. Your support and enthusiasm has granted me the strength to reach farther, strive harder, and dream larger.
## Table of Contents

Double-space your table of contents. Make sure to include a dot leader from each entry to the respective page number. Also notice that the table of contents starts with page 1. It does not include any "pre-content" headings, such as the abstract, dedication, acknowledgments, table of contents, list of tables or list of figures.

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INTRODUCTION

Famous closing arguments such as those given by the prosecuting attorneys in the O.J. Simpson case *(People of the State of California v. Orenthal James Simpson, 1995)* utilize visual and auditory evidence to assist in swaying the jury toward a desired blame attribution. During closing arguments, prosecuting attorneys in the Simpson case played an auditory recording of Nicole Simpson’s 911 call to the police and projected photographs of the victims’ bodies on a screen. In the United States and other common law countries, it is assumed particular evidence has the potential to impose a prejudicial influence on jurors’ decision making processes (Bright & Goodman, 2006). In fact, emotional reactions to evidence may limit the cognitive resources available to formulate a fully developed, well informed decision (Greene & Haidt, 2002) and weaken the jurors’ ability to deliver a verdict based solely on the probative value of the evidence presented (Bright & Goodman, 2006).

Jurors are presented with the task of listening to conflicting evidence and using it in the decision making process in order to eventually arrive at a subjective estimate of guilt (Hastie, 1993; Kerr, 1993; Pennington & Hastie, 1993). This estimate of guilt is then compared to the threshold of reasonable doubt; estimates exceeding the threshold of reasonable doubt are presumed to result in guilty verdicts (Ostrom, Werner, & Saks, 1978).

The United States’ Criminal Justice System assumes jurors are able to make decisions entirely devoid of emotions. This assumption is evidenced by pattern jury instructions directing jurors to formulate their verdict decision without allowing their emotions to influence their
decision making process (Salerno & Bottoms, 2009; Committee on Pattern Criminal Jury Instructions District Judges Association Sixth Circuit, 2011). When jurors’ decisions are influenced by emotion, a number of core values of the Criminal Justice System, namely the defendant’s right to a fair trial, the defendant’s right to be considered innocent until proven guilty beyond a reasonable doubt, and the jury’s role as “finders of fact” (Bright & Goodman-Delahunt, 2006), are called into question. Common law countries, including the United States and Australia, have imposed safeguards to attempt to shield jurors from evidence which is overly emotional or potentially biasing. For evidence to be admitted, first the court must determine if the evidence is relevant. According to the Federal Rules of Evidence, relevant means “having any tendency to make the existence of any fact that is of consequence to the determination of the action more probable or less probable than it would be without the evidence” (FED. R. EVID. 401). Upon confirming relevancy, the court must then determine if the probative value of the evidence outweighs its prejudicial value (FED. R. EVID. 403). In other words, the factual evidence presented must outweigh any negative impact on fairness and impartiality of the proceeding (Douglas, Lyon, & Ogloff, 1997).

Should an attorney believe the opposing counsel is attempting to admit evidence which violates Federal Rule of Evidence 403, they may object. Because this rule encompasses almost any evidence being presented (with the exception of evidence that impeaches a witness with a conviction for a crime of dishonesty, in which Rule 609 mandates admission without balancing probative and prejudicial value), the objection claiming that evidence violates Federal Rule 403 has become the “universal fall back objection” for attorneys looking to exclude items of evidence (Park, 2001). When the objection is made, the trial judge takes into consideration whether an

Arabic numbering sequence should continue throughout the remainder of the thesis.
Frequently Asked Questions

**Honors in the Major Program**

1) **When is the best time to apply to the Honors in the Major program?**

Although the Honors in the Major program takes only two semesters to complete, it is highly recommended that you either apply to the HIM program or begin work on your thesis at least three semesters prior to graduation. This provides you some degree of flexibility in how you want to incorporate the thesis writing into your course work. Keep in mind that some programs require you to collect data or go out into the community. By giving yourself at least three semesters, you can ensure that you will have more than enough time to meet the objectives of your thesis.

2) **If I am a double major, how does the Honors in the Major program work?**

If you are a double-major, you must select one major to write your thesis under. Oftentimes, ideas from the two majors overlap into one interdisciplinary thesis. However, you should write a thesis in the major that you topic is most relevant to and the major that you would like to pursue in graduate school.

Students who are double majors may only write one thesis at a time. If you want to write two theses (i.e. one thesis for each major), they must be done sequentially. It is therefore recommended that if you want to write two separate theses, then begin the Honors in the Major program at the beginning of your junior year.

**Directed Readings**

1) **If I decide to take Directed Readings II, when should I notify the Honors College?**

Oftentimes, the decision to take Directed Readings II does not occur until halfway through the first Directed Reading semester. The decision to enroll in Directed Readings II should always be made in consultation with your Thesis Chair. Once the final decision has been made, you must notify the Honors College immediately so that we can update your record.

2) **When should I have formed my entire committee?**

If you are taking one semester of Directed Readings, your committee should be finalized by the end of the second month of that semester. If you are taking two semesters of Directed Readings, your committee should be finalized by the end of the first Directed Readings semester. Remember that the committee members should be selected under the advisement of the your Thesis Chair, and you should ask your Thesis Chair if they approve of each selected committee member before you officially ask them to serve on their committee.

3) **Can I change my Thesis Chair or Committee Members?**

As a program, we do not encourage you to change your thesis chair or committee members once you have secured their approval to advise your thesis. Any changes to the committee must be discussed with the Office of Research and Civic Engagement, and the Thesis Chair must approve any changes to the committee membership.
In the instance that a faculty member leaves UCF or goes on sabbatical, it may be in your best interest to add or remove members from your committee. This decision should certainly be made in conjunction with your acting Thesis Chair and committee members. For The Burnett Honors College to officially change the Thesis Chair or committee on record, we must receive an e-mail from you, an e-mail from the current Thesis Chair, and an e-mail from the new Thesis Chair/committee member. Under no circumstances is it appropriate to add or remove members of your committee without first consulting those individuals.

4) Can I change my Thesis topic?

If you decide to change or modify your thesis topic, you should do this very early in the Directed Readings semester. You will need to make sure that your committee is still able to adequately advise you on the new topic, and that the research that faculty are doing is pertinent to your thesis. DO NOT ever change your thesis topic without first consulting your Thesis Chair and committee. It is acceptable for you to specify or make revisions to your thesis as you move through the process, but issues can arise if you jettison your original topic and completely start over with a brand new, unrelated topic late in Directed Readings or in the Thesis semester.

Thesis Writing

1) If I decide to take Thesis II, when should I notify the Honors College?

Going along the same guidelines as Directed Readings II, you should notify the Honors College of your intention to take Thesis II as early as possible during the first Thesis semester.

2) How do I copyright my thesis?

You are not required to copyright your thesis with the United States Copyright Office in order to protect your work. However, you are more than welcome to officially register your thesis with the Copyright Office to protect any work that you have created (e.g. novellas, designs, medical procedures, etc.) This process should be started well ahead of the thesis submission deadline and your graduation from UCF. Oftentimes, copyrighting can take between 9 months to one year to complete. The fee for registration currently starts at $35.00, and registration applications can be found at http://www.copyright.gov/.

If you do not register your thesis with the United States Copyright Office, you can still include a copyright page in your thesis. This page would appear after your Title Page, and would include the copyright symbol (which can be inserted through Microsoft Office), the year of publication, and your full name.

3) What happens if I decide not to finish my thesis?

In a few instances, students may decide that they cannot finish the HIM thesis. Reasons oftentimes include having to graduate early, financial constraints, and educational opportunities that take students out of the state of Florida. Although we always encourage students to finish their theses at all costs, we understand that under certain circumstances it may not be feasible. You must notify the Honors College, your Thesis Chair, and your committee if you decide not to complete your thesis. If you have done a significant amount of work on your thesis to the point where you decide to withdraw, your Thesis Chair may ask you to produce a research paper in order to justify a passing grade for the Thesis independent study course. Please note that opting out of the program means that your thesis will not be bound, that you will not graduate as an Honors in the Major student, and that Honors privileges will be revoked (provided that you are not already a student in the University Honors program).