

Honors Thesis: A Quick Information Sheet for Thesis Chairs

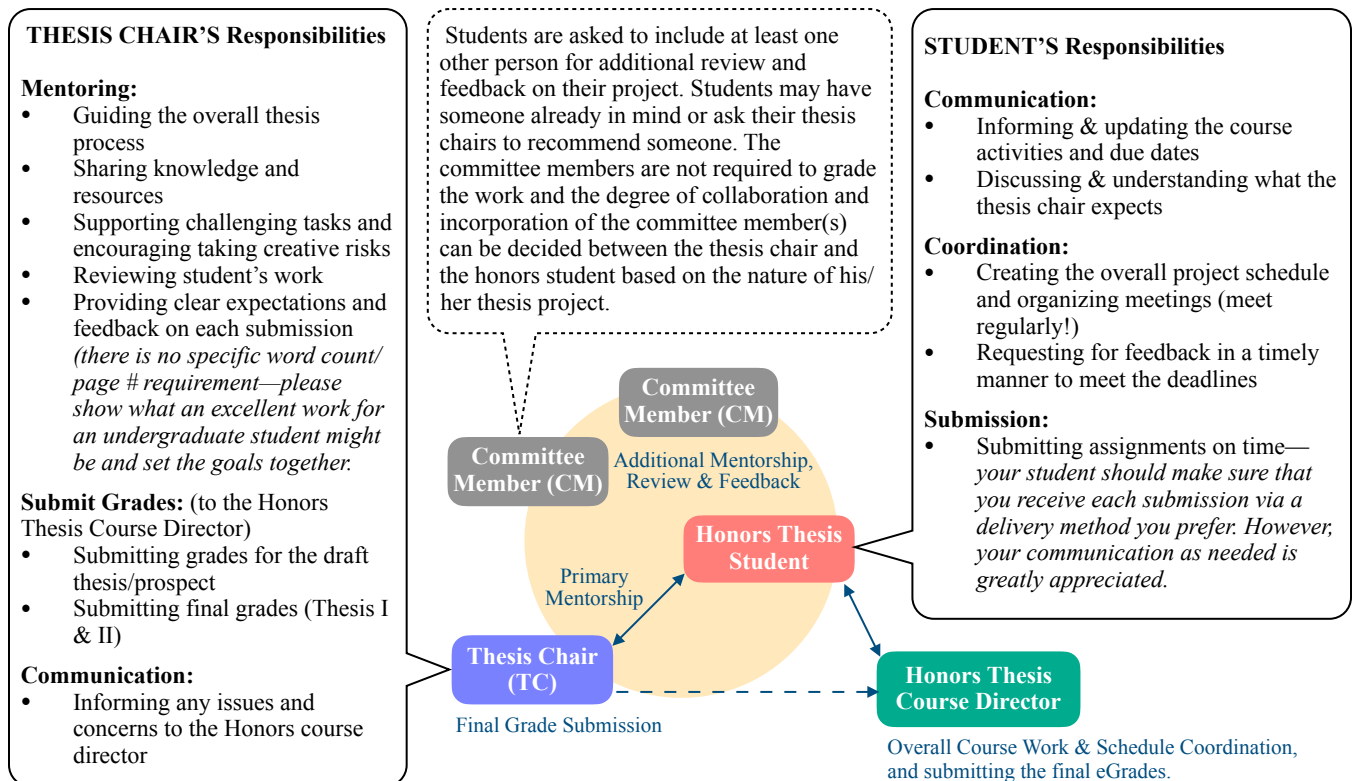
The mission of the Judy Genshaft Honors College (JGHC) is to develop tomorrow's leaders by providing first-rate educational opportunities to the most highly motivated, intellectually curious, and academically accomplished students at USF. For this reason, JGHC aims for students to develop an independent identity as a citizen scholar: a producer of knowledge with beneficial societal impact.

The Honors Thesis provides students a 1-to-1 mentoring experience similar to a graduate program with faculty selected by each student based on their area of inquiry. Therefore, the key feature is the process of establishing a meaningful working relationship with the thesis chair in order to effectively support the student's curiosity and scholarly work, encourage interdisciplinary approaches to solving problems, and share the ongoing academic journey together. **Our sincere gratitude for your service and contribution to our students in this role!**

Honors theses are a culminating experience that enables our students to excel in their post-graduation endeavors including graduate school as well as entering the workforce. The main goal is to experience building knowledge through integrative and applied learning following a specific research idea, social issue to be investigated, or creative project unique to each student.

Although honors theses may not be as extensive as a Master's level project, your student should produce a high quality thesis as s/he will receive 6 hours of 4000-level credit for the work (prospectus and final thesis combined). Students are expected to meet with you regularly and be in direct communication with you regarding your expectations for their project. Please notify the Honors Course Director of any issues or concerns, especially if there is any possibility that your student will not complete the thesis as scheduled as it may greatly affect students' graduation plan and honors designation—see below regarding the grade requirements.

This sheet intends to provide you with a quick view of the course framework, overall schedule, and your role and responsibilities as a thesis chair. This is supplemental to the course syllabus, which should be provided by your student as well. If you agree to become a thesis chair, you will be asked to complete and sign an agreement form.



Overall Framework and Schedule:

~ Thesis I ~

Week	Due	Student's Submissions	Thesis Chair's Tasks
1	WED	1st Day Attendance	During this time students without a chair will focus on finding a chair. Students with a chair should start coordinating the schedule with the chair and working on the draft prospectus.
	FRI	Identify Prospective Chairs	
2	FRI	Annotated Bibliography	
3	FRI	Interview Prospective Chairs	
5	FRI	Confirm Thesis Chair	
6 - 8			Mentoring: Draft Prospectus
9	FRI	#GEA1_Prospectus Draft	
S. Break			Mentoring: Final Prospectus
11			
12	FRI	#GEA2_Prospectus Final	Grading
13-14			
15	FRI		Thesis Chair - Submission Due: Final Grades

~ Thesis II ~

Week	Due	Student's Submissions	Thesis Chair's Tasks
1	WED	1st Day Attendance	Coordination: Overall Project & Schedule
2	FRI	Thesis Schedule & Coordination	
5	FRI	Progress Check for Draft Thesis	Mentoring: Draft Thesis
7	FRI	#GEA1_Thesis Draft	
8	FRI		Thesis Chair - Submission Due: Midterm Grades
9	FRI	Progress Check for Final Thesis	Mentoring: Final Thesis
S. Break			
11	FRI	#GEA2_Thesis Final	Grading (& Mentoring if minor revisions are needed)
12-13			
14	MON	Course Portfolio (Thesis Abstract)	Thesis Chair - Submission Due: Final Grades
15	FRI		
Finals	THU	(Honors College Graduation)	

****Important!—Grades & Requirements**

Please note that **if your Thesis II student is graduating, it is critical that the final grade is submitted on time** (for the college to determine the honors distinction before the honors graduation). Also note that students are taking this course to meet various requirements, the following will help you understand the consequences students will incur based on the final grade you provide. **If you have any concerns with a student's performance and work, please let the Honors Thesis Director know.** There are no specific passing grades for Thesis I, however, the final prospectus should be sufficient and your student should be ready to meet the grade requirement for Thesis II.

- **Honors Distinction: a B- or above on Thesis II** (& a 3.25 GPA or above)
- Credit for the courses: a C+ and a D
- General Education Requirements: a C or above

Questions?—Contact Information:

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