

## **HONORS THESIS & PRESENTATION GUIDELINES FOR FACULTY THESIS ADVISORS**

### **OVERVIEW OF THE THESIS:**

- All Honors students must complete an Honors Thesis which is due in the student's last semester.
- Upon its completion, students must present their work before their Faculty Thesis Advisor at the end of the last semester.
- The thesis is to be original and good enough to submit to a graduate school in the student's field as a sample of their best scholarly work.
- The thesis must be a minimum of 25 pages unless an exception is granted by the Dean of the Honors College.
- The thesis may be completed in any field but is most commonly in the student's major.
- Examples of acceptable topics include those that involve laboratory research (sciences); critical analysis of works of literature, philosophy or art (humanities); research using original sources or field work (social sciences, marketing); original programming (computer science); analysis of business practices, laws or standards (accounting, finance, management); or a creative piece of work (art, poetry, theatre).
- The thesis must be completed under the supervision of a Faculty Thesis Advisor in that field.
- Students must obtain academic credit in some form for their thesis work. In order to do so, students can take a "springboard" course (often called a Capstone course or Senior Seminar) which is designed to produce a thesis. If there is no designated springboard course in the student's major, the student will meet with the Honors College Thesis Advisor to identify a comparable course. For more information about acceptable courses for the thesis, please refer to the "List of Springboard Courses" form.

### **EXPECTATIONS OF THE FACULTY THESIS ADVISOR:**

- Faculty advisors should regularly meet with the student throughout the academic year, either in a springboard class setting or individually. The advisor's roles are to:
  1. Work closely with the student in developing a research topic and a plan for investigating it.
  2. Develop a timeline with the student, setting both short-term and long-term deadlines for the completion of various stages of the project.
  3. Assist the student with research methods when necessary.
  4. Assure that the student's work is truly independent.
  5. Meet regularly with the student to evaluate the progress of his or her work, to discuss problems and provide whatever direction is necessary.
  6. Approve the student's thesis as complete and satisfactory prior to review by the examining committee. Faculty Thesis Advisors must sign a form that verifies that they have read the thesis and found it to be satisfactory.
  7. Prepare student for the thesis presentation. The student must be prepared to provide an overview of their work in a presentation open to the public in addition to a brief questioning by the thesis advisor. Students must pass the thesis defense in order to pass their thesis. The thesis advisor can make suggestions for revisions to the thesis which must be completed by the time the thesis is due.
  8. Take part in the thesis presentation.

### **THESIS PRESENTATION:**

- The culmination of the senior thesis is a 30-minute thesis presentation with the student and faculty thesis advisor in attendance.
- The presentation is an opportunity for the student to formally present his/her paper and enter into a scholarly discussion about his/her ideas and approach to the project.
- The thesis presentation is a mandatory part of the Honors Thesis. Passing the Honors Thesis is a requirement of graduating from the Honors College.

### **ROLE OF THE FACULTY THESIS ADVISOR AND THE THESIS PRESENTATION**

The responsibilities of the Faculty Thesis Advisor with regard to the Thesis Presentation are as follows:

- 1) Read the latest draft of the thesis before the presentation.
- 2) Attend the thesis presentation.
- 3) Facilitate the Q and A session. At this session you may ask the student questions about the thesis and offer any necessary revisions. The student's formal presentation and the Q and A session must last no more than 30 minutes.
- 4) Inform the student of any necessary revisions.
- 5) Fill out the *Honors Thesis Assessment* form\*, indicating your assessment of the student's thesis—pass as is, pass with revisions, extraordinary cases in need of further review
- 6) You can drop it off or scan it and email it to the Honors Thesis Advisor at [pbelluomini@pace.edu](mailto:pbelluomini@pace.edu).
- 7) Once the student has completed all suggested revisions, please sign the *Thesis Advisor Confirmation* form verifying that the student has successfully completed the thesis.

**PLEASE NOTE- - If the Faculty Thesis Advisor is not available to participate in the thesis presentation, it is the student's responsibility to inform the Honors College Thesis Advisor, Pamela Belluomini, [pbelluomini@pace.edu](mailto:pbelluomini@pace.edu), at least two weeks prior to the defense so that another faculty member can take the advisor's place at the presentation.**

### **\*HOW TO FILL OUT THE ASSESSMENT FORM**

- ***"Pass as is"***-- signifies that the student has successfully satisfied the requirements of the thesis and is not required to make any changes to the thesis (other than fixing grammatical and spelling errors).
- ***"Pass with revisions"***-- signifies that substantial revisions are necessary (whether they are relatively minor or major). The student has one week to make these changes or the thesis cannot be approved.
- ***"Extraordinary cases requiring further review"***-- signifies that the thesis does not meet the minimum requirements of a satisfactory thesis and that revisions are so substantial that the student cannot realistically make the necessary changes within one week. In such cases, the Faculty Thesis Advisor should e-mail the Honors College Dean ([sdinan@pace.edu](mailto:sdinan@pace.edu)) and the Honors College Thesis Advisor ([pbelluomini@pace.edu](mailto:pbelluomini@pace.edu)) with specific comments about the nature of the problems with the thesis. NOTE: The Honors College Dean and the Thesis Advisor will meet with the student to discuss the severity of the problems with the thesis.

**Drop off the Thesis Assessment form at the Honors College in 1 Pace Plaza, W207, or scan and email it to the Honors Thesis Advisor, Pamela Belluomini, at [pbelluomini@pace.edu](mailto:pbelluomini@pace.edu).**