

HONORS THESIS PRESENTATION GUIDELINES FOR THESIS ADVISORS AND SECOND READERS

Thesis Presentation:

The culmination of the senior thesis is a 30-minute thesis presentation with the student, faculty thesis advisor and second reader 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 Thesis Advisor with regard to the Thesis Presentation

The responsibilities of the 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 (along with the second reader). At this session, you and the second reader will 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. You and the second reader should come to an agreement about the kinds of revisions that are necessary first.
- 5) If there is strong disagreement between you and the second reader about how to assess the student, the Honors College Dean will review the thesis and suggested revisions and then help to make a final determination. Email the Dean (sdinan@pace.edu) with any issues that come up
Please Note: If time has run out, please continue any discussion about revisions outside of the room. This is necessary so that we can stay on schedule.
- 6) E-mail necessary revisions to both the student and the Honors College Thesis Advisor at pbelluomini@pace.edu.
- 7) 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
- 8) You can drop it off or scan it and email it to the Honors Thesis Advisor at pbelluomini@pace.edu.

- 9) Once the student has completed all suggested revisions, 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, at least two weeks prior to the defense so that another faculty member can take the advisor's place at the presentation.

Role of the Second Reader

The second reader plays a substantially smaller, but essential role in assessing the thesis and the thesis presentation. Second readers are professors in a related field and hired by the Honors College to perform the duties described herein.

- 1) Read the theses that have been assigned to you (emailed to you approximately 1 week before the presentation)
- 2) Along with the thesis advisor, help to facilitate the Q and A session. At this session, you and the thesis advisor will ask the student questions about the thesis and offer any necessary revisions. The student's formal presentation and the Q and A session must take no more than 30 minutes.
- 3) Inform the student of any necessary revisions. You and the thesis advisor should come to an agreement about necessary revisions
- 4) If there is strong disagreement between you and the thesis advisor about how to assess the student, the Honors College director will review the thesis and suggested revisions and then help to make a final determination. The thesis advisor will email the nature of the disagreement to the Dean of the Honors College at sdinan@pace.edu.
Please Note: If time has run out, please continue any discussion about revisions outside of the room. This is necessary so that we can stay on schedule
- 5) Email necessary revisions both to students and the Honors College Thesis Advisor at pbelluomini@pace.edu
- 6) Fill out the *Thesis Assessment* form, indicating your assessment of the student's thesis—pass, pass with minor revisions, pass with major revisions
- 7) Sign the *Thesis Assessment* form along with the Faculty Thesis Advisor and return the form to the Honors Office within 24 hours. You can drop it

off or scan it and email it to the Honors Thesis Advisor at pbelluomini@pace.edu.

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, both the thesis advisor and second reader should e-mail the Honors College Dean at sdinan@pace.edu with very specific comments about the nature of the problems with the thesis. NOTE: The Dean will talk to the student about the severity of the problems with his/her thesis.

REMEMBER- Any feedback to the student regarding revisions must be communicated directly to the student at the time of the presentation and must also be emailed to the student AND to the Honors College Thesis Advisor at pbelluomini@pace.edu within a day of the thesis presentation.

Drop off the Thesis Assessment form at the Honors College in 1 Pace Plaza, Room 209 or scan and email it to the Honors Thesis Advisor, Pamela Belluomini, at pbelluomini@pace.edu.

