

GUIDELINES FOR WRITING A DEPARTMENTAL HONORS THESIS

Students wishing to graduate with General or Departmental honors, should select a research topic no later than three semesters before graduation.

Applications for Honors graduation are available in the Honors Office. The application form requires:

- a. A working title
- b. Brief description of the subject or problem to be researched
- c. A short preliminary bibliography
- d. A preliminary hypothesis or basic purpose of the thesis
- e. The name and signature of the faculty advisor and in some departments the Honors Council Representative

The topic for Departmental Honors Thesis should be selected with the agreement of a faculty advisor. All proposals for Departmental Honors theses must be reviewed and approved by the Honors Office.

Students doing departmental theses must comply with all departmental requirements in addition to those established by the Honors Program.

It is important to establish a timeline for preparation and completion of the thesis. This timeline should include regular consultations with the thesis advisor and when appropriate the thesis committee.

Thesis format and style is typically determined by the department or by the MDL or APA guides. Students establish an appropriate format in consultation with their advisor.

Honors Theses typically contain the following:

- a. Title page to include: Name, Department, Date, Thesis Advisor, and Committee
- b. A one-page abstract
- c. Table of Contents
- d. The body of the thesis with appropriate chapters
- e. A summary and conclusion

The length and scope of Honors theses vary widely among disciplines. Examples of theses are available through the Honors Office and are also often available in departments. Please contact the Honors Office or your departmental Council representative to arrange accesses to departmental theses.

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