The Honors Program Guide and Thesis Manual



Hillyer College of Arts and Sciences

UNIVERSITY OF HARTFORD
2026-27

Dear Honors Student:

This guide is designed to provide you with all the information you need about the University Honors Program. It includes a description of the requirements for a student in the Hillyer College of Arts and Sciences to earn a University Honors degree and all the forms you need should you choose to pursue this degree (see the appendix).

Also included in this guide is a comprehensive overview of the steps for preparing an Honors Thesis Proposal and an Honors Thesis in the Hillyer College of Arts and Sciences. No two people have the exact same experience in writing a thesis due to the nature of the research topic and the dynamics of the thesis committee. However, there are specific aspects of the process that can be outlined in a manual of this type to assist you as you work on the final requirement to earn the University Honors degree. Your thesis advisor and committee ultimately approve the final version of the thesis, so their advice should be sought throughout the process. As you prepare your thesis proposal and the thesis itself, be sure to follow the guidelines presented in this manual. If you need clarification, be sure to speak to your thesis advisor.

If you have any suggestions about how to make this guidebook more helpful to students, please do not hesitate to contact me because it is updated annually.

I wish you all the best as you progress through the Honors Program and toward an honors thesis. I am confident you will find the Honors Program and the thesis experience highly challenging, educational, and rewarding. Earning the University Honors degree is an accomplishment in which that you can have great pride.

Sincerely,

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Participation in the Honors Program in the Hillyer College of Arts and Sciences

What is the Honors Program?

The University Honors Program is a special academic experience open to eligible students. The primary way to participate in the University Honors Program is by pursuing the University Honors degree through the college in which you are matriculated; for you that means through the Hillyer College of Arts and Sciences. Each college has a specific set of requirements for earning the University Honors degree. Those requirements for the Hillyer College of Arts and Sciences are presented on pp. 6-7 of this guide. The program is overseen by a committee composed of faculty from most of HCAS's departments. To find out the name of the Honors Committee member from your department, contact Dr. Robert Churchill, the HCAS Honors Coordinator (churchill@hartford.edu).

Some students choose to simply take some Honors courses offered in the College, rather than pursue the Honors degree. If you are eligible to take Honors courses, you may participate in the Honors program just by taking Honors courses. However, given that the Honors degree requires just 18 credits and many of those credits can also be applied toward General Education, UIS, or major requirements, we strongly encourage you to seek the University Honors degree. Such an achievement will not only give you a tremendous sense of accomplishment, but it will also make you a more desirable candidate for graduate schools and set you apart from other job applicants.

Eligibility

First-semester students are deemed to participate in the Honors Program if they (a) were awarded a University of Hartford President's or Regents' Scholarship or (b) qualify based on their test scores (SAT of ACT), high school GPA, and if available, class rank. **Transfer students** who earned an overall G.P.A. of 3.25 or higher at their previous institution are eligible to participate.

All other students who have an overall G.P.A. of at least 3.0 are eligible to participate in the program.

Becoming Part of the Honors Program

As soon as you begin attending the University, if you meet the eligibility requirements, you may enroll in Honors courses. **To enroll in any Honors course, you need a Grade Point Average of 3.00 or higher. Because first year students and new transfer students do not have a GPA at the University of Hartford, they will be identified by their advisors upon admission and advised to take Honors courses. If you believe you meet the eligibility requirements, contact**

Dr. Amy Schoenecker (schoeneck@hartford.edu)**.** If you are eligible, you may take Honors courses, even if you do not intend to pursue an Honors degree.

If you intend to earn a University Honors degree, you should declare it via the Self Service Student Academic Resources page.

Honors Program Timetable

The following is a suggested timetable for completing the Honors degree. Your own individual program may vary quite a bit from this.

First Year - Six to nine credits of Honors sections of General Education or UIS courses.

Sophomore Year - A 3-credit HON 300 seminar or a 3-credit honors contract course 300-400 level).

Junior Year - A 3-credit HON 300 seminar or 3-credit honors contract course (300-400 level). Discuss possible thesis topics with the professor likely to serve as your thesis advisor and select your thesis topic. Begin preliminary reading on the topic. If you plan to graduate early, you may choose to take HON 493: Honors Research during your junior year to get an early start on your thesis. Consult your academic advisor or the appropriate Honors Committee Member. *In order to register for HON 493, you must submit the Thesis Topic and Advisor Form to Dr. Churchill (see the Appendix).*

Senior Year - In the fall semester, decide to pursue the Honors or Honors with Thesis track. For the Honors track, you should complete six more credits of upper-level honors courses as well as the senior honors research project.

For the Honors with Thesis track, you should enroll in HON 493: Honors Research (PSY 496 may be substituted for HON 493.) Working with your thesis advisor, prepare and submit your Honors thesis proposal (described below). In the spring semester, HON 494: Honors Thesis. Complete, defend, and submit the thesis. See the "Requirements" for more details.

Requirements for Graduating with University Honors

For a student enrolled in the Hillyer College of Arts and Sciences or a student matriculated in another college planning to earn the University Honors degree through the Hillyer College of Arts and Sciences, one of the two tracks presented below must be fulfilled to complete the University Honors Program.

There are **two tracks** for students to complete the HCAS Honors Program:

- **Honors with Thesis**
- **Honors**

The requirements of both tracks include **18+ credits of graded honors coursework**. All honors courses must be taken for a letter grade (not P/NP), and students must complete these requirements with an overall Grade Point Average of 3.25 and a 3.0 in honors.

Honors with Thesis Requirements:

- 6+ credits of **honors general education** courses (e.g., honors WRT and UIS) and/or "honors contract" courses
- 6 credits of **300-level honors seminars**, the Humanities Center Seminar, and with the permission of the HCAS Honors Coordinator, students in the natural sciences may substitute a 300- or 400-level "honors contract" course for one of the seminars. Psychology Honors students, with permission, may substitute PSY 487 for one honors seminar.
- A 6-credit **honors thesis** (HON 493 Honors Research and HON 494 Honors Thesis). The thesis should be modeled on a scholarly article of approximately 35-50 pp. (see p. 12 for more details). Psychology Honors students may substitute PSY 496 for HON 493, but they must take HON 494 to complete the HCAS Honors Program requirements.
- Students that complete this track will earn **the designation of *University Honors with Thesis*** on their diplomas.

Honors Requirements:

- 6+ credits of **honors general education** courses (e.g., honors WRT and UIS) and/or "honors contract" courses
- 9 credits of **300-level honors seminars**, the Humanities Center Seminar, and with the permission of the HCAS Honors Coordinator, students may substitute a 300- or 400-level "honors contract" course for one (or possibly two) of the seminars.
- 3 credits of *either* a 300-level Honors seminar taken in the senior year in which the student completes an **Honors Research Project** on the course topic through a senior honors contract,

or an upper-level course in the student's major (including independent study or internship, as appropriate) in which the student completes an Honors Research Project via a senior honors contract (see Appendix C), or in PSY 488 for PSY majors only. This contract must be approved in advance by the HCAS Honors Coordinator, and the Honors Research Project must consist of 15-25 pages of additional writing beyond the course requirements. It may take the form of either a stand-alone research essay on a topic related to the course theme or an extension of an existing course requirement. In PSY 488, the research project must be a 25-35-page literature synthesis (by PSY majors only). This research project will be evaluated by both the course instructor and a member of the HCAS Honors Committee (or a designated expert), and it must be submitted to the HCAS Honors Coordinator **two weeks before the last day of classes.** The Honors Research Essay must be evaluated as meriting a grade of B or better, and the student also must earn a final grade in the course of B or better.

- Students that complete this track will earn **the designation of *University Honors*** on their diplomas.

Plagiarism will not be tolerated by students in HON courses. Penalties may include course failure and a report to the Dean's Office.

Transfer students who enter the University of Hartford with junior status or above will be waived from the first six credits of honors general education. They must complete one of the two tracks of 12 credits of advanced honors course as well as fulfill the G.P.A. requirements noted above.

Additional Information

Honors Contract Courses

To take an honors contract course means that you enroll in a regular course which you arrange with the instructor to take for Honors credit. This is most commonly done within a student's major, particularly in majors in which credit requirements are very high, to enable students to work toward the University Honors degree as they complete the requirements for their major.

When you arrange with an instructor to take a course as an honors contract course, the instructor will identify the special requirements you must fulfill. For example, you may be asked to do additional reading, writing and/or assignments. Or your assignments may be more involved and challenging than those given to the other students in the class. See the Honors Contract Guidelines presented in the Appendix of this guidebook.

To take an honors contract course, you need to complete the Honors Contract Form, which can be found on the University of Hartford Honors Program webpage under Forms and Contracts. The online form must be submitted **no later than the fourth week** of the semester in which you are taking the course.

University Scholar Program

Junior and senior Honors students are eligible to submit a proposal for an independent study project to the University Scholar Committee. Projects may range from 3 to 6 credits, but to use the project to fulfill requirements for the Honors degree.

Typically, the student has an idea for a project and asks a faculty member in the field of study to serve as faculty sponsor. Aided by the faculty member, the student develops a proposal, similar to an Honors thesis proposal, and submits it to the University Scholar Committee. If the committee approves the project and the requested number of credits, the student completes the project under the direction of the faculty sponsor. The University Scholar Committee requires the student to make a brief progress report midway through the project and to make a formal presentation to the committee at the end of the project. Even if the final outcome of the project is something other than a major paper (e.g., a work of art, a film, a musical composition), the student must also submit a final paper to the University Scholars Committee. Further details are available from the University Scholar Committee, which can be contacted through the Faculty Senate Office in the Computer Center Building Room 314, ext. 4475.

Humanities Center Seminar and Fellowships

The Humanities Center of the Hillyer College of Arts and Sciences offers a year-long Honors seminar for juniors and seniors on a special topic of interest to students from a wide array of programs. To become a part of the Humanities Center seminar, you must respond to the call for applications sent out by the Humanities Center Director during the spring semester. Selected students are encouraged to take both semesters of the next year for 6 credits. **These credits count toward the required Honors seminar credits needed to earn the Honors degree**. Students selected to participate in the seminar receive Humanities Center Fellowships of varying amounts. Further information may be obtained from the Director of the Humanities Center, call the HCAS Dean's Office, x 4103.

Alpha Lambda Delta Honorary Society

Alpha Lambda, founded in 1924, is a national honor society that recognizes academic excellence during a student's first year at college. Students must be registered for a full course of study leading to a bachelor's degree and must rank in the top 20 percent of their class. Those who meet the criteria for membership will receive an email from the University of Hartford chapter and will be invited to join the society.

Senior Year and the Honors Program

As explained in the Requirements, you should decide, during your junior year whether you want to complete the Honors or Honors with Thesis track.

If you decide to complete the Honors track, you should adhere to the following timetable (see p. 11 for a similar timetable for the Honors with Thesis track):

Suggested Process for Completing the Research Project of the Honors Track

Step 1: Consulting with the Honors Seminar or course Professor
Step 2: Choosing a Topic for the Research Project and Seeking Professor Approval
Step 3: Completing and Submitting the Senior Research Project Honors Contract
Step 4: Conducting Research
Step 5: Writing the Research Project
Step 6: Submitting the Project to the HCAS Honors Coordinator
Step 7: Submitting the Project to the Honors Seminar or course Professor

Step 1: Consulting with the Course Professor

During the first two weeks of the semester, you should express your desire to complete a senior research project to the professor of your honors seminar, a 300- or 400-level course in your major, or an independent study in your major. Your professor has the right to decide whether or not they will be able to supervise your project.

Step 2: Choosing a Topic for the Research Project and Seeking Professor Approval

If a professor is willing to consider supervising our project, you should choose a topic and seek the approval of the professor. Your topic must be related to your course, and the professor must have sufficient expertise to supervise your project. Based on the relevance of your topic to the course and the appropriate expertise of your instructor, the supervising professor will approve (or not) your project.

Step 3: Completing and Submit the Senior Research Project Honors Contract

As explained in the Appendix, the contract form for a senior honors research project should be prepared and submitted to the professor for their signature. Some of the details of this form may have to be revised before a professor will sign the form and approve the project so you should start work on the form as soon as possible. The form must be submitted to the Coordinator of the HCAS

Honors Program by the end of the fourth week of the semester. Then the HCAS Honors Committee will review the project. If the committee has any questions or doubts about the project, the form may have to be revised and resubmitted. If the Committee does not approve a contract, the research project cannot proceed as part of the fulfillment of the requirements of the Honors Program.

Step 4: Conducting Research

For some students project research involves data collection in the form of distributing surveys, conducting interviews, or running experiments. For others, this involves additional library research, or analysis of texts such as literary works, historical documents, or films. You should consult your project supervisor for advice about the most appropriate forms of research you should pursue. At this stage, you may find that the focus and/or research areas of your project may need some modification. It is fine to make some slight changes as long as they are acceptable to your project supervisor. If you need any major modifications in your research plan, you should notify the HCAS Honors Program Coordinator as well as your project supervisor.

Step 5: Writing the Research Project

For the actual writing of the project, you should work with your project supervisor. Usually, the advisor will read and respond to your drafts. However, you are free to consult other experts and get their feedback throughout the writing process. As you draft, you should be sure to cite properly to maintain your academic honesty. Plagiarism will result in the failure of the project by the project supervisor and/or the Honors Coordinator.

Step 6: Submitting the Project to the HCAS Honors Coordinator

Because your research project will be reviewed by a member of the HCAS Honors Committee or a designated specialist, your final draft must be submitted to the HCAS Honors Program Coordinator no later than two weeks before the last day of classes. Failure to submit this final draft by the due date may lead to the failure of the project as part of the fulfillment of the requirements of the Honors Program.

Step 7: Submitting the Project to the Honors Seminar Professor

The final draft of your project must be submitted on the day requested to the project supervisor/professor of your honors seminar, a 300- or 400-level course in your major, or an independent study in your major. The evaluation of your professor as well as the review by Honors Program representative will be considered in the final acceptance of your project for the Honors Program. Failure to submit the final draft by the due date may lead to the failure of the project as part of the fulfillment of the requirements of the Honors Program.

Due Dates for the Honors Track and Honors with Thesis

Honors Non-Thesis Track:

Weeks 1-3:	Consult with your professor and Prepare the research project contract
Week 4:	Submit the signed Senior Honors Research Project Contract by **Friday, Sep. 18, 2026** (or spring term - **Feb. 12, 2026**)
Weeks 5-12:	Conduct the appropriate research, draft the essay, and seek feedback
Week 13:	Submit the final draft of the research project to the HCAS Honors Coordinator two weeks before the last day of classes by **Wednesday, Nov. 25, 2026** (or spring term – **Tuesday, April 20, 2027**)

Honors with Thesis Track:

Preliminary discussion of topic & advisor	**April** of the year preceding the thesis	
Thesis Proposal	**October 30, 2026**	Digital version to Dr. Churchill
Thesis Draft	**Mar. 1, 2027**	Digital version to advisor
Complete Draft of Thesis	**Mar. 29, 2027**	Digital version to all three members of thesis advisory committee
Revised thesis	**1-week prior to oral defense**	Digital version to all three members of thesis advisory committee
Oral Defense	**April 28 – May 5**	Inform Dr. Churchill of day/time/location
Final version	**May 12 by noon**	Cover page, signature page, and thesis as a single PDF to Dr. Churchill

What Is an Honors Thesis?

An honors thesis is an independent piece of work, conceived by a student and carried out under the supervision of a faculty advisor and thesis advisory committee, in which the student creates something of their own as evidence of having mastered a subject or problem. The thesis culminates in a formal essay modeled on a scholarly article of approximately 35-50 pp. including supplemental materials, such as charts, tables, and references. The page numbers are offered as recommendations, not exact requirements.

What is an Honors Thesis in the Humanities?

An honors thesis is the product of sustained original research or creative work and examines complex issues with subtlety and precision. In the disciplines of the humanities, an honors thesis may consist of original research; it may consist of a critical analysis of a text; or it may consist of speculative reflections on significant issues the student has encountered in their studies. It represents the perceptual and intellectual activity of sensing a significant problem, articulating its terms, clarifying its intricacies in some depth, organizing a point of view towards it, and reporting the result in a way that advances inquiry. A critical or speculative thesis usually includes in-depth exploration of what other scholars and thinkers have written about the primary texts or the issues in question, and then aims to make an original contribution.

Students in creative writing, filmmaking, or drama may want to develop a creative thesis project that showcases their original work and situates that work in an academic context. Creative projects should include a substantial body of original work (e.g., a chapbook of poems, a short play, a short film) as well as an academic paper that maps the intellectual ground on which the student's original work has been constructed. Questions a student might want to ask as they develop a creative thesis project might include: What have I tried to communicate in terms of form and/or content through this creative project? What contemporary issues/ideas in my discipline am I engaging in with this work? How does this work draw on other works with which I am familiar? What major influences have shaped my work? Are there ways in which my work departs from similar works that preceded it? The accompanying academic paper should be approximately 15-25 pp. yet these page numbers are offered as recommendations, not exact requirements.

What is an Honors Thesis in the Social Sciences?

An honors thesis in the social sciences is the product of original work that makes a new contribution to knowledge in the field. The thesis may be the result of qualitative and/or quantitative empirical research or may represent substantial theoretical work. Each social science discipline may have slightly different traditions for organizing the overall written presentation and the sections may carry different names; nonetheless, the following general section types will appear in theses that report empirical research.

The introduction (background, literature review) section of the thesis frames the project in the context of the primary literature and explains the relevance of the research question or problem to expanding knowledge in the field. The methods section (experimental procedures, materials and methods) provides a detailed explanation of how the problem or question was investigated. The sections on results, discussion, and conclusions explore the implications of the findings and again place the results in the context of other research in the field by referencing the primary literature. Some researchers use this space as well to suggest future areas of investigation.

The organization of a thesis presenting theoretical work is less formulaic but should include a discussion of the issue or problem that requires theorizing; a review of relevant literature, including cognate theories and empirical studies; and a comprehensive and detailed presentation of the proposed theory or perspective.

What is an Honors Thesis in Mathematics?

An honors thesis in mathematics or computer science is a formal document consisting of an original presentation that contributes to a field of study. An honors thesis may consist of an original exposition of advanced material, a practical application of a theoretical concept, the development of a new solution to a problem, an improvement on an existing solution, or work on a purely theoretical question or issue such as the development of a new algorithm. In all cases, the thesis clearly describes the problem or question, frames the project in the context of the primary literature, and explains the relevance of the research problem or question to expanding knowledge in the field. A detailed explanation of the approach used is presented as well as a demonstration that the approach is successful.

What is an Honors Thesis in the Natural Sciences?

An honors thesis in the natural sciences consists of a new contribution to knowledge in the field of science through the completion of a research project conducted under the supervision of a faculty advisor. This research project can be based on a research question developed or initiated entirely by the student or it can contribute to the faculty advisor's wider research program. The length of the thesis will vary depending on the specific project or field, but a thesis in the natural sciences may exceed 50 pp. including supplemental materials, such as tables, figures, and references. The introduction of the thesis frames the project in the context of the primary literature and explains the relevance of the research question to expanding knowledge in the field. The experimental procedures/or materials and methods section provides a detailed explanation of how experiments were carried out. The results and discussion section or sections include the findings of the experiments, describe the implications of the findings, and again place the results in the context of other research in the field by referencing primary literature. Appendices are often used for data that are too extensive to be included in the main document in a complete form. A representative sample of data may be included in the main document, but the appendices are appropriate for a comprehensive set of data tables used to support the conclusions of the experiments. A thesis also may take a more theoretical approach and focus on an issue that has not

been addressed adequately in the research literature. A theoretical thesis will surpass reporting on previously published research and include the student's own critical arguments presented in a well-developed and persuasive manner.

Suggested Process for Completing an Honors Thesis

Spring Semester of the Junior Year

Step 1: Deciding to do a thesis
Step 2: Choosing a thesis advisor
Step 3: Reading and choosing a specific topic
Step 4: Submitting the Thesis Topic and Advisor Form

Fall Semester of the Senior Year

Step 5: Preparing the thesis proposal
Step 6: College Honors Committee Review
Step 7: Formation of the Thesis Advisory Committee

Winter-term and Spring Semester of the Senior Year

Step 8: Conducting the research
Step 9: Writing the thesis
Step 10: Submitting the thesis to the thesis advisory committee for review (Students should expect to have to make substantial revisions to this version prior to your oral defense. Your thesis advisor and committee will guide you here.)
Step 11: Oral defense of the thesis
Step 12: Final revisions and submission to HCAS Honors Coordinator

The Honors Thesis Process

This section is designed to provide an overview of the thesis process so that you have a clearer understanding of what it entails from start to finish. This is intended as a guide; individual thesis advisors may suggest slight modifications. You need to work closely with your thesis advisor and, to some extent, your thesis advisory committee (described below).

Step 1: Deciding to Do a Thesis

To fulfill the requirements of *University Honors With Thesis*, you should begin by discussing the idea of a thesis with your academic advisor and/or the professor most likely to serve as your thesis advisor.

A few facts you should know: A student earns six credit hours for completing a thesis. To earn these credits you must sign up for HON 493 Honors Research and HON 494 Honors Thesis.* Students generally enroll in HON 493 in the fall semester of their senior year and HON 494 in the spring semester of their senior year. You need the permission of the Honors Program Coordinator to register for these courses. When the Honors thesis proposal has been approved by the College Honors Committee, you will receive a grade (determined by the College Honors Committee) and the credits for HON 493. When your thesis is completed and successfully defended, you will receive a grade (determined by your thesis advisor) and the credits for HON 494. In the event that you are unable to complete the thesis or your committee feels that the thesis does not reflect honors-level work, your thesis advisor and the Coordinator of the Honors Program for the Hillyer College of Arts and Sciences will determine if sufficient work has been done to award a grade and credits. In this case, you may receive a grade and credits, but the credits may not count as Honors credits.

**If you are attempting to earn departmental honors (e.g., psychology or philosophy), you may substitute 3 credits of thesis from that department (e.g., PSY 496 or PHI 460) for HON 493.*

Step 2: Choosing a Thesis Advisor

Once you have made the decision to undertake an Honors thesis, you need to select a full-time faculty member to serve as your thesis advisor. You may have already made this decision in Step 1 above. Keep in mind that the thesis advisor is your primary contact throughout the thesis process and has the greatest influence on all aspects of the thesis, from selection of the specific topic to writing style. This person may or may not be your advisor in your major. What is most important is that you choose someone who has expertise on the topic you wish to study so they can provide the kind of direction you will need. This means that you need to have a topic area in mind before choosing an advisor. A second consideration in selecting a thesis advisor is your ability to work with that person. Finally, the faculty member must agree to serve in that capacity. You will also be assigned a thesis advisory committee (See Step 6 below).

Step 3: Reading and Choosing a Specific Topic

When you selected your thesis advisor, you may have had only a general topic area in mind. Next you need to narrow that topic area to a specific topic, which, ultimately, will result in a research question or hypothesis or research purpose or thesis statement. Your thesis advisor is the primary person to work with in this phase, which involves preliminary reading of existing literature on the topic. The process of choosing a topic and narrowing that topic generally cannot be separated from the process of reading about the topic. As you read and gain familiarity with the topic, you gain a better sense of what questions remain about that topic and how others have studied it. At the completion of this stage, you should have your topic narrowed. and may even have written a specific research question, hypothesis, thesis statement, or research purpose.

Step 4: Submitting the Thesis Topic and Advisor Form

To confirm your thesis subject and primary advisor, you should complete and submit the Thesis Topic and Advisor Form. This form must be signed by your advisor, and it is designed to prepare you for further reading and research. The form asks you to state not only your topic but also a specific research question and several areas/subtopics for further investigation. See the Appendix for this form. You should submit this form to Dr. Churchill before the end of your junior year.

Step 5: Preparing the Thesis Proposal

Once you have your specific topic, you are ready to work with your thesis advisor to write a thesis proposal. The proposal is your research plan. It details what you intend to study, the rationale for that study, and the specific methods or plan you will undertake to carry out your study. The specific format of the proposal is described in detail in a later section of this manual. If you are doing a thesis in the natural sciences, you need to follow the format presented in the section "Preparing a Proposal for the Natural Sciences."

The proposal must have the Cover Sheet for an Honors Thesis Proposal at the front. The sheet is provided in Appendix D of this guidebook. The deadlines for submission are listed on p.11. **Email the proposal and cover sheet to Dr. Churchill (churchill@hartford.edu).**

Step 6: College Honors Committee Review of Proposal

The members of the Hillyer College of Arts and Sciences Honors Committee read and evaluate your proposal using the form provided in Appendix E of this guidebook. (You do not need to include the form with your proposal; it is provided for your information only.) **If the committee approves your thesis proposal, you will receive a letter to that effect and a copy of the cover page with the appropriate signature of approval.** The committee makes every effort to read proposals and send letters within 2-3 weeks of receipt of the proposal. Schedule conflicts may cause a slight delay.

If the committee does not approve your proposal as submitted, you will receive a letter to that effect which includes suggested revisions. In this case, you should meet with your thesis advisor immediately, revise the proposal and resubmit it by the deadline specified in the committee's letter to you. Attach the Revised Honors Thesis Proposal Cover Sheet to the proposal when you resubmit it. This sheet is provided in the Appendix. Should you decide not to revise, you will receive a grade for HON 493 (determined by your advisor and the Honors Program Coordinator) but not Honors credit.

Step 7: The Thesis Advisory Committee

When the thesis proposal is approved, the College Honors Committee Coordinator assigns one committee member to serve on your thesis advisory committee. Your thesis advisor identifies a second reader, so **your thesis advisory committee consists of your thesis advisor and two other faculty readers.**

This committee serves the following functions:

(1) they help you in the thesis research and writing process; primary responsibility for this assistance, though, belongs to your thesis advisor;
(2) they read and evaluate the final submitted version of the thesis and make suggestions for revising the thesis;
(3) they are the questioners in the thesis oral defense (described later);
(4) their approval is required on the final version of the thesis.

Step 8: Conducting the Research

When the proposal has been officially approved, you are ready to start the actual research for the thesis. This means you complete the research plan that you outlined in your thesis proposal. For some students this involves data collection in the form of distributing surveys, conducting interviews, or running experiments. For others, this involves additional library research, or analysis of texts such as literary works, historical documents, or films. You should consult your thesis advisor for advice about your next steps. This is the stage in which you sometimes discover that your plan is too ambitious or needs slight modification. It is fine to make changes if they are acceptable to your thesis advisor. If you need more major modifications in your research plan, you should consult your thesis advisory committee.

Step 9: Writing the Thesis

For the actual writing of the thesis, you will work with your thesis advisor. Generally, only the advisor reads and responds to the various drafts you produce of the thesis. However, you are free to consult other thesis advisory committee members and get their feedback throughout the writing process.

Be very careful to cite properly; plagiarism will result in failure in HON 494. See the thesis format outlined on p. 24. If you are writing a thesis in the natural sciences, you should follow the guidelines for "Writing a Thesis in the Natural Sciences" on pp. 25-27.

Step 10: Submitting the Thesis to the Thesis Advisory Committee for Review

When you have your thesis and your thesis advisor considers it ready to be defended, you will distribute copies of the thesis to all three members of your thesis advisory committee to read and evaluate. Do **NOT** submit a copy to the HCAS Honors Coordinator at this point in time. **Please see the section "Thesis Due Dates" in this manual for required submission dates.** Once your committee reads your thesis, they will let your thesis advisor know if it is acceptable and ready to be defended. If you need to make revisions first, your committee will let you know.

Step 11: Oral Defense of the Thesis

When the thesis is completed and your committee feels it is ready for defense, your thesis advisor notifies the College Honors Committee Coordinator. You and your thesis advisory committee will schedule the defense, so you need to check with committee members and find a time when they are all available. Schedule a one-hour meeting to make sure there is enough time, have your thesis advisor select a location on campus, and **notify, in writing, the College Honors Coordinator, Dr. Churchill, of the date, time and place of the defense.** The defense is a public presentation of your thesis, so in addition to your thesis advisory committee, others may attend, such as the College Honors Coordinator, other Honors students, and anyone you personally invite.

For the first 20 - 30 minutes of the defense, you will present your thesis. Then the committee members ask questions about what you did, your results, and conclusions. It is an oral defense of your work, and the expectation is that you can explain and justify that work. All work has limitations and problems, and you should be prepared to discuss those as well.

When the questioning and discussion are finished, you and any observers will be asked to leave the room while the committee makes its decision as to whether you have passed or failed the defense. You will be asked to return to the room to hear the committee's decision. You have prepared the signature page of your thesis (see the Appendix) so you can ask members to sign it. Otherwise, you will have to obtain the signatures at a later date. If you fail the defense, you will need to get instruction from your committee and advisor as to what revisions need to be made. You will need to make those revisions and repeat the process of distributing copies of the thesis, announcing the defense, and scheduling a second oral defense.

Step 12: Submission of the Final Version of the Thesis

Once you have completed the oral defense, the cover page, signature page, and final version of the thesis needs to be sent to Dr. Churchill as a single PDF. Dr. Churchill will provide you and your advisor with a bound copy of your work. **The final version of the thesis must be delivered to Dr. Churchill by the date indicated in the "Thesis Due Dates" section of the manual.** *Should a student's thesis be judged by the committee not to be acceptable as an honors thesis, the student may receive a grade and three credits, but the student will not receive a University Honors diploma. The grade will be determined by the thesis committee in consultation with the Coordinator of the Honors Program.*

The Thesis Proposal

This section presents specifics of how to write an Honors thesis proposal. These are suggested guidelines; you may need to deviate from them to some extent due to the nature of your specific project. Throughout the process of preparing your proposal, you need to work with your thesis advisor. Successful proposals of previous students can be obtained by contacting Dr. Churchill.

The "Audience" of the Proposal

The group of faculty who read and evaluate your thesis proposal is the Hillyer College of Arts and Sciences Honors Committee. Since these readers represent a variety of disciplines, you should provide explanations, when possible, to help the reader understand your proposal. For example, you should explain concepts or terms central to your proposal that have a specialized meaning within your discipline, particularly if those outside your field have a different understanding of the concept.

The Format of the Proposal

If you are writing a proposal for a thesis in the natural sciences, follow the format presented in the section on "Preparing a Proposal in the Natural Sciences."

The proposal should be approximately 10 typed pages (double spaced). Its primary purposes are to:

A. Identify your research problem, question, or purpose
B. Provide a rationale for the proposed research
C. Present a research plan and outline of the thesis sections with timeline for completion of each one

To achieve these purposes, and to meet the needs and expectations of the College Honors Committee, the Honors thesis proposal needs to include the following:

The Honors Thesis Proposal Cover Sheet (see the Appendix)

Title Page
Include the title of the proposed thesis, your name, the date of submission of the proposal, and your thesis advisor's name.

I. **Introduction**
This section is designed to introduce your topic and establish that there exists a problem or issue that needs to be addressed and why it needs to be addressed. You

may want to end this section with a statement of your thesis research purpose, which is how you will attempt to address the issue or problem.

II. **Review of Relevant Literature and/or Theoretical Background**

Your discipline, your specific topic, and your thesis purpose will determine what will be included in this section. In general, **this section tends to synthesize some existing published work on the specific topic** you are studying. For example, if your thesis purpose is to conduct a literary analysis of several works by a particular author, in this section you should summarize what some other scholars have argued about those literary texts or that author. If you are planning to conduct a social scientific study on the effects of nonverbal behavior on attributions about speaker motives, you would synthesize previous research on that specific topic.

You may need to use this section in part to define concepts central to your proposed thesis. This is especially likely if there is controversy over the meaning of the concepts.

You may also need to discuss the theory (or theories) or perspective that is guiding your work. For instance, if your proposed study involves a feminist analysis of contemporary romance films, in this section, you need to discuss the feminist perspective you are adopting for your analysis.

III. **Rationale and Research Question or Hypothesis or Purpose**

In this part of the proposal, you should build a clear rationale or justification for the specific research question or hypothesis or purpose you are proposing. It should be based on the initial problem or issue you presented in the introduction section, and the published literature and/or theory you discussed in the subsequent section. Then you should state very clearly your specific research question, hypothesis, or purpose.

IV. **Methods or Research Plan**

This section enables you, your thesis advisory committee, and the College Honors Committee readers to know how you plan to carry out your research. In this section you need to (1) outline the major sections of your proposed work (2) provide a one-paragraph description of each and (3) offer a timeline for the completion of each one. **In the social sciences**, this typically takes the form of a "Method" section in which you describe how you'll obtain a sample, what measures and procedures you will use, and how you will analyze your data. **For qualitative social science studies such as field research**, you will need to modify this section but should include the setting or settings in which you would conduct your observations and/or interviews, what you would be observing, how you would record your observations and so forth. **For a thesis proposal in the Humanities**, the format of this section may be much less formulaic than for the social or natural sciences, but it nevertheless should include a description of the plan you have for conducting your research. If, for example, you plan to analyze the work of a particular philosopher whose ideas about identity you feel may shed insight into the sense of "self" arising

out of postmodernism, you will need to identify the specific writings you will analyze and describe how you will go about completing or conducting your analytical task.

V. **Ethics of the Proposed Research**

If you plan to conduct research using human subjects, you will need to obtain the permission of the University of Hartford Institutional Review Board (IRB) by submitting a proposal. **Information regarding the University of Hartford IRB can be found online (https://www.hartford.edu/about/campus-leadership/office-provost/faculty-development/human-subjects-committee/).** In this section of the thesis proposal, indicate that you have or are submitting the Human Subjects proposal and discuss why your research is necessary and why it will not harm the human subjects you plan to use.

If your research does not involve human subjects, you still need to discuss the ethics of your proposed research. Will you maintain your academic integrity by citing all sources properly and avoiding plagiarism carefully? What is the appropriate citation system of your discipline? Do you know the latest version of this citation system? Plagiarism will not be tolerated.

VIII. **Reference Page or Bibliography**

Include the works that you used to prepare the proposal and perhaps the sources you intend to read as you continue your thesis.

IX. **Appendix**

You may or may not need to include relevant materials in an appendix.

Preparing a Proposal in the Natural Sciences

General Guidelines

When writing a proposal, it is extremely important to remember the audience who will read the document. The Honors Committee is comprised of faculty from each discipline in the Hillyer College of Arts and Sciences.

Be careful not to alienate people from other disciplines by presenting your information in a format that is only understandable by someone with a Nobel Prize in your field. On the other hand, a scientific research proposal should be written in a format appropriate for that specific field. The following guidelines present an outline of the sections of the thesis proposal and what information is included in each section. Remember that even in disciplines as close as chemistry and biology, there are differences in writing conventions, so be sure to consult with your advisor about the specifics of your proposal format.

Two other points should be raised for the natural science disciplines. Research proposals in the natural sciences are expected to be extremely concrete. The goals and methods of the project should be thoroughly established prior to writing the thesis proposal. Be sure to give a detailed description of the experimental procedures you expect to follow. Secondly, a fundamental tenet of scientific research is that the experimenter does not have a significant effect on the results of the research. This lack of emphasis on the author is manifested by writing a proposal or thesis in the third person passive voice. Rather than writing, "I added 100 ng of DNA," the author should write, "100 ng of DNA were added."

Contents and Format of the Natural Sciences Thesis Proposal

The Honors Thesis Proposal Cover Sheet (see the Appendix)

Title Page
On a separate cover page, the student should include the title of the proposal. If a slightly different title becomes more suitable as the research develops, a revised title may be used for the final thesis submission. The name of the student, the name of the advisor, and the date should also appear on this page.

I. **Statement of the Problem**
This section should concisely and precisely explain just what is to be investigated. Include either the hypotheses to be tested or the objectives it is hoped will be attained. The scope or limitations of the project should also be included. This section will probably be a single paragraph. It is similar in nature to the abstract that will be included in the thesis itself.

II. **Justification for and Significance of the Study**

This section of the proposal includes: a) a brief statement of the reasons for selecting the problem, b) some mention of the principle literature relating to the problem, and c) an explanation of the importance of the study to the advancement of knowledge. This section is equivalent to the introduction or background section of a laboratory report.

III. **Methodology or Procedures (Biology) / Experimental Methods (Chemistry)**

The general plan of work is contained in this section including the broad design of activities to be undertaken and a description of experimental methods and procedures. This section should include a concise set of steps to be followed in completing the research in question along with the reasoning for each step and why it should work. Where methodology is unusual or of particular significance, it should be described in more than normal detail. This section will probably be written in the future tense, which may feel very odd. In the natural sciences, students often work on their projects for a year or more before starting work on the honors thesis proposal. It may be appropriate to include preliminary results from your early work if they help the reader understand how you decided on your specific plan for the research. In this section you also should (1) outline the major sections of your proposed work (2) provide a one-paragraph description of each and (3) offer a timeline for the completion of each one.

IV. **Ethics of the Proposed Research**

If you plan to conduct research using animals, you will need to work with your thesis advisor to make sure that your proposed research has received approval by IACUC. **For specific information about animal research, contact the Biology Department at x4921.** In this section of the thesis proposal, discuss the ethics of using animals for your research; why is your research necessary and how can you justify the use of animals for research purposes? If your research does not involve animals, you still need to discuss the ethics of your proposed research. If there appear to be no potential ethical dilemmas in conducting your research, simply state why you believe that to be true. Plagiarism will not be tolerated.

VII. **References**

The most general and prestigious journal in chemistry is the Journal of the American Chemical Society (JACS), and therefore it would be wise to use the reference format from this journal for an honors project in chemistry. The most widely applicable biology format is AMA. You should consult with your thesis advisor to determine the most appropriate journal format for your field in the event that your field of research is not published in either of these examples. The references are generally included as endnotes rather than footnotes in a manuscript. Use the heading, "References."

For whatever format is used, be sure to check:

- How is the reference entered in the text? (JACS: superscript numbered in order of the appearance of the references)
- How are the references ordered? (JACS: numerically in order of appearance)
- What is the order of information in the actual citation, what is included, and what is the correct punctuation?

Writing The Honors Thesis

This section presents guidelines for how to write an Honors thesis. These are suggested guidelines; you may need to deviate from them to some extent due to the nature of your specific project. Throughout the process of preparing your thesis, you need to work with your thesis advisor. You may obtain a sample honors thesis in the Mortensen Library or by contacting Dr. Churchill.

The Audience of the Honors Thesis

The primary readers of your Honors thesis are the faculty who serve on your thesis advisory committee (see page 16). The committee includes your thesis advisor, the faculty member your advisor selects, and the College Honors Committee member who has been assigned by the College Honors Coordinator. Generally, these three readers will be from the primary discipline in which you do your thesis; the College Honors Committee reader may be from a related discipline (e.g., another social science, or natural science, or Humanities discipline). Therefore, your primary audience is narrower than the audience for whom you wrote the thesis proposal, and you can adjust your writing style and content to suit the expectations of that committee.

A secondary audience for your Honors thesis includes any other Honors students either interested in your topic or in seeing a sample thesis or other students or faculty who have an interest in what you have done. Although you are not writing the thesis for this audience specifically, keep in mind that you may need to help non-expert readers by defining terms and presenting material in an orderly way.

The Format of the Honors Thesis

The format of your thesis should follow the model of a scholarly article in your discipline, and the natural sciences have the most precise format (as explained below). Every thesis should include the following:

- **Title Page**: See the sample in the Appendix.
- **Signature Page**: All the members of your thesis advisory committee need to sign the signature page sheet indicating their final approval of your thesis (see the sample in the Appendix).
- **Thesis**: Modeled on a scholarly article, it typically includes an Introduction, an explicit main claim, a review of and/or references to relevant literature, organized evidence to support the main claim, a discussion of limitations and/or implications, and a conclusion. All sources must be cited properly; plagiarism will not be tolerated.

- **References/Works Cited Page**: Follow the format of the documentation appropriate for your discipline.
- **Appendix**: You may or may not need to include supplemental materials in an appendix.

The Format of a Hybrid Thesis

The hybrid thesis includes a **creative project**, which consists of a substantial body of original work (e.g., a chapbook of poems, a short play, a short film) as well as a **supporting academic paper**. Depending on the type of creative piece, the academic paper could address topics such as: (1) The contemporary issues/ideas in your discipline you are working with; (2) How this work draws on other works with which you are familiar; (3) The major influences that have shaped your creative work; (4) The ways in which your work departs from similar works that preceded it. The accompanying academic paper should be approximately 15-25 pp., yet these page numbers are offered as recommendations, not exact requirements.

The Format of a Thesis in the Natural Sciences

The Honors thesis should include the sections outlined below. However, various fields in biology and chemistry can have different conventions of writing and formatting so you should consult with your advisor for more information. Keep in mind that your thesis proposal includes several of these sections and may be able to be revised for the actual thesis. **Sections marked with an * are those which were included in the thesis proposal and may be able to be revised.**

Title Page *
See sample title page in the Appendix.

Signature Page
All the members of your thesis advisory committee need to sign the signature page sheet indicating their approval of your thesis (see the sample in the Appendix).

I. **Abstract**
This is a concise summary of the purpose and principal findings of the research as well as of the theoretical or experimental approach and the major conclusions. Because the abstract appears first in any paper and is generally read by those browsing through a journal looking for interesting results, it is important that the abstract be well written and be as exciting as possible. It should highlight results, not experimental detail. To reflect accurately the contents of the paper, the abstract should be written last and should not contain any references or unexplained nonstandard abbreviations. There should be little or no background information in the abstract.

II. **Table of Contents**

See general guidelines.

III. **List of Figures**

See general guidelines.

IV. **List of Tables**

See general guidelines.

V. **Introduction**

In this section, the author presents as clearly as possible the problem that was addressed including the purpose, objectives, literature review, and the significance of the work or the impact it should have on a designated area of activity. Note that this section should not be a comprehensive review of the problem but should refer only to pertinent previous work. It should not include discussion of the results of the experimental work, nor should it include the nitty-gritty details of how the experiment was carried out. Most of the background will not be common knowledge and must be referenced! Copying more than three words from a source without putting the text in quotes is plagiarism, but direct quotations should always be present for a specific reason. Putting quotes around a passage is not an acceptable means of avoiding the effort of paraphrasing. If you do use a direct quote, be certain that every word and punctuation mark is identical to the original source. This is the section that should be understandable to faculty from all fields. The introduction answers the question, "Why?" as in "Why was the work done?"

VI. **Materials and Methods (Biology) Experimental Section (Chemistry)**

- Materials
- general procedures
- synthetic details (Be sure to include safety hazards)
- physical measurements

The author here provides a description of how the work was done in enough detail so that any experienced worker familiar with the area could repeat the work and obtain the same results. Because this section forms the basis for the remainder of the paper, it is usually written first. It is also the most important section of the paper, since, if it is reproducible, it will always be valid, even if the interpretation of the results may change with time. This section answers the question, "How?" as in "How was the work done?"

In a biology thesis, the materials and methods section is divided into sub-sections where each assay and technique includes the specific reagents and equipment used for each protocol.

In a chemistry thesis, all materials must be identified, and information on their degree of purity and the criteria used must be supplied. Spectral and chromatographic data collection instruments and procedures must also be identified (instruments should have manufacturer, model number, and the type of instrument-spectrophotometer, chromatograph, etc.) Finally, the specific results and spectral and chromatographic data must be presented.

VII. **Results (Biology)**

In a biology thesis, the results and the discussion are presented in two separate sections. In chemistry, these two sections may be written separately or together (as explained below).

VIII. **Discussion of Results (Biology) Results and Discussion (Chemistry)**

In a chemistry thesis, these two sections may be written separately or merged into one. The author describes the experiments conducted and presents the relevant data obtained. In other words, the author tells the readers what was accomplished. Equations, figures, and tables are included when necessary for clarity and conciseness. The author must also objectively explain the significance of the results obtained. Results should be compared with previous results from the literature and interpreted as honestly as possible. However, the author must also make the reader aware of any limitations of the work or areas that demand further research. This section answers the questions, "What, Why and Who?" "What happened?" "Why did it happen?" (mechanism, what type of reaction occurred, etc.) "Who else is working on the problem and what kind of results have they obtained?" and "How do their results relate to yours?"

IX. **Conclusions**

The abstract is the actual summary of the entire paper, so the conclusions should be limited to at most two paragraphs which summarize the significance of this research.

X. **Literature Cited (Biology) or References (Chemistry) ***

See notes for the thesis proposal

XI. **Tables**

Tables get titles above

XII. **Figures**

Figures get captions below

XII. **Appendices**

For students in the natural sciences, the following are recommended readings:

Biology:
The Chicago Manual of Style. Chicago: University of Chicago Press

General:
The Elements of Style, current edition, W. Strunk and E. B. White,
New York: Macmillan

All sources must be cited properly; plagiarism will not be tolerated.

The Final Version of the Thesis

General Guidelines

1. Use a style manual (e.g., APA, MLA, Chicago) to assist you with specific format issues.

2. The left margin needs to be 1 and 1/2 inches to allow for binding.

3. Proofread the entire thesis or have an expert proofread it for you.

4. Number the pages. Consult the style manual for format.

5. **Submit a single PDF of your cover page, signature page, and thesis to** Dr. Robert Churchill, the College Honors Coordinator.

Submitting the Final Draft

Once you have completed the oral defense, the final version of the thesis needs to be emailed to Dr. Churchill. You need to **submit a single PDF of your cover page, signature page, and thesis.** Dr. Churchill will get them bound; he will submit one copy to the library where it will be available for circulation. You will receive a copy for yourself and your advisor. **The final version of the thesis must be emailed to Dr. Churchill by the date listed in the "Due Dates" section of this manual.**

Appendix: Honors Forms

(These forms may be copied and used as needed)

Honors Contract Guidelines

1. A student may negotiate a contract with a faculty member to take a regular course for honors credit. The faculty member alone determines whether they wish to be a party to this contract.

2. The contract must state explicitly the work that the student will undertake to earn the designation of "Honors." The student's engagement with the course material should be more rigorous than the efforts expected of the other students. Possible approaches for meeting this criterion include:

   - The student pursues course assignments in greater depth or breadth.

   - The student completes an additional assignment, such as another paper, an extra project, more extensive reading, or reading primary rather than secondary texts.

   - The student is given an assignment that substitutes for one or more of the regular course assignments.

   Examples include undertaking a more extensive research project, incorporating a field component to be analyzed and related to the course content, giving a special presentation to the class, and participating in a workshop with a faculty member. At the beginning of the course, the student may be asked to write a short paper detailing what he or she hopes to achieve through the modified course assignments, and later, after completing those assignment(s), the student may compose a reflective piece about how well the experience met his or her learning goals.

3. Successful completion of an honors contract also requires that the student earn the final grade of "B" or better.

Process for Submitting Honors Contracts

- There is a link to the **Honors Contract Form** on the Honors web page (in the **Forms** tab). This has replaced the link to the fillable pdf that was previously used.
- It is important to note that when filling out the Honors Contract Form, the e-mail address for both the student and the professor MUST be a hartford.edu address. **Please double check to ensure that the e-mail address is spelled correctly. It must include @hartford.edu. If there are two (or more) instructors for the course, only one instructor can receive the contract; the system will not recognize more than one e-mail address.**
- After discussing the project with the instructor, the **student completes the contract**, and the professor immediately receives an e-mail that describes the plan for the contract. The e-mail comes from ***Microsoft Power Apps and Power Automate*** **(microsoft@powerapps.com)**. There are two buttons in the e-mail -- accept or reject. **The professor selects one**. There is also space for comments (where the professor may indicate that revisions to the contract are needed). The professor **submits** the response.
- The **student immediately receives an e-mail** notification that the professor has accepted or rejected the contract.
- The **Honors Coordinator receives an e-mail** with the approval/rejection notice from the professor.
- The need for paper forms and signatures has been eliminated.
- Honors Contracts are due on no later than 4 weeks after the beginning of the course.
- Professors will receive an e-mail from the Honors Coordinator at the end of the semester to determine if the terms of the contract have been fulfilled.
- The Registrar will then add the designation “Honors” to the appropriate course on the student’s transcript.

Non-Thesis Honors Track: Guidelines for Contracting a Senior Honors Project

1. A student may negotiate a contract with a faculty member to complete a senior research project in an honors seminar or a regular course. The faculty member alone determines whether they wish to be a party to this contract.

2. The contract must describe in detail the research project the student plans to undertake.

3. The student must explain how the planned project is related to the course content, and the faculty member alone determines the relevance of the project to the course.

4. The student must explain how the project extends beyond the regular writing assignments of the course.

5. The student must submit the contract to the HCAS Honors Coordinator by the end of week four of the term. If the contract is not approved, the student will have two more weeks to revise the contract.

6. The student must complete a research essay with an explicit thesis, evidence, analysis, citations, and bibliography. The essay must involve 15-25 pages beyond the writing assignments of this course.

7. The final draft of this research project must be submitted to the HCAS Honors Coordinator two weeks before the last day of classes (this due date supersedes the course deadline).

8. The research project must be approved by both the course professor and an HCAS Honors Committee member (or a designated expert).

9. The student must receive a final grade of B or better in the course.

10. At the end of the semester, the professor should report the completion of the contract to the HCAS Honors Coordinator.

Senior Honors Non-Thesis Project Form

HCAS Honors Program: Non-Thesis Track

This form must be returned to the HCAS Honors Coordinator no later than four weeks after the beginning of the semester.

Please print clearly.

Student Name: _____ ID #: _____

Semester: _____ College: _____

Course Code and Number _____ 5-digit CRN: _____

Name of Professor (please print): _____

Email of Professor (please print):_____

1. I contract to do the following senior research project for this course; be as detailed as possible. Specify whether the research essay is separate from or added to a course assignment.

2. State specifically how the work proposed by this contract is related to but different from the regular assignments of this course:

By signing below, the student agrees that

A. The research essay will include an explicit thesis, evidence, analysis, citations, and bibliography. It will consist of 15-25 pages beyond the writing assignments of this course.

B. The final draft of this research project must be submitted to the HCAS Honors Coordinator two weeks before the last day of classes (NOTE: this Honors due date replaces the course deadline).

C. The research project must be approved by both the course professor and an HCAS Honors Committee member (or a designated expert). To be approved, the research essay must be evaluated as meriting a grade of B or better.

D. The student must receive a final grade of B or better in the course.

The instructor should report the fulfillment of the contract at the end of the semester.

Required Signatures:

Student _____ Date: _____

Professor _____ Date: _____

Honors Coordinator _____ Date: _____

Honors Thesis Topic and Advisor Form

Student Name: Email Address:

Thesis Topic:

Research Question of the Thesis:

Subtopics to be Examined:

1.

2.

3.

4.

Name of Thesis Advisor:

Thesis Advisor Email:

Signature of Advisor:

I _____ agree to supervise the thesis of the student named above in accordance with the guidelines presented in the Honors Program Guide and Thesis Manual.

Please return this form to Dr. Robert Churchill, Hillyer 320.

Cover Sheet for Honors Thesis Proposal

Hillyer College of Arts and Sciences Honors Program

Name of student: _____

Student's e-mail address: _____

Title of proposed Thesis:

_____

_____

_____

Name of thesis advisor: _____

Name of faculty reader who has agreed to serve on the thesis advisory committee (thesis advisor's choice): _____

Date of submission of proposal:_____

Advisor's signature: I, _____ agree to supervise this thesis.

Print Name: _____

Honors Coordinator signature indicating committee approval of the thesis

proposal: _____Date: _____

Honors Committee member to serve on thesis advisory committee:

College Honors Committee Thesis Proposal Review Form

Hillyer College of Arts and Sciences Honors Program

This form guides the College Committee's review of Honors thesis proposals. It is NOT distributed to the student. Instead, the Honors Coordinator prepares a written response, in the form of a letter, to the student's proposal. This form is included for informational purposes only.

1. The research question/hypothesis/purpose: Is it present? Clearly and appropriately worded?

2. Rationale for the research/project: Is one provided? Is it clear? Is it persuasive?

3. Literature review/background reading: Is there evidence that student has read sufficiently on the thesis topic? If no, what other literature should be included? Is there a synthesis of literature on the topic? Is it clear and well argued? If there is no literature review, does there need to be?

4. Methods: Does the student provide a description of the methods or steps he or she will take to do the research? Is the description clear? Is it complete? Are the proposed methods or steps appropriate for addressing the research question? If no, what alternative can we suggest?

5. Quality of writing: Is the thesis proposal well organized? Is the writing of sufficient quality in terms of style and mechanics? Has the student correctly used an appropriate style for format and citations (e.g., APA, MLA)?

4. Overall: Is the thesis proposal sufficiently clear in terms of purpose and methods/plan? Is the proposed research ambitious enough for an Honors thesis? Is the student trying to do too much? If yes, what suggestions can we offer?

5. Vote: Do you believe this proposal should be approved, approved contingent on a minor revision (of what section or problem), or not be approved?

Sample Thesis Title Page

Thesis Title

By

Your Full Name

An Honors Thesis

Submitted to
the University of Hartford
in partial fulfillment
of the requirements for

University Honors

Department of (fill in name)
Advisor (fill in name)
Year

Sample Thesis Signature Page

Thesis Signature Page

Title of Thesis:

Name of Student:

Thesis Approved:

(signature of thesis advisor)
(Name of thesis advisor)
(Thesis advisor's department)

(signature of faculty reader #1)
(Name of reader)
(Reader's department)

(signature of faculty reader #2)
(Name of reader)
(Reader's department)

Date Approved: