Baylor Honors Program students must write an Honors thesis as the capstone of their Honors Program experience. The successful completion of the Honors thesis is required to graduate from the Honors Program. In almost all cases, students satisfy this requirement by enrolling in HON 4V87 for a total of four credit hours.

I. Overview and Prerequisites
Honors seniors are encouraged to enroll in HON 4V87 for both of their final two semesters, earning two hours of credit for each semester. Graduating seniors must also enroll in HON 4088, a zero-hour Honors Exit Review, as a prerequisite to Honors Program graduation. Sequencing of the entire thesis project, including Independent Readings, should be as follows:

Junior Year:
- HON 3100
- HON 3101

Senior Year, Penultimate Semester:
- HON 4V87 (2 credit hours)

Senior Year, Final Semester
- HON 4V87 (2 credit hours)
- HON 4088 (0 credit hours)

Typically, students enrolled in HON 4V87 should have already completed:
- Colloquium (HON 3200);
- at least one Honors unit after the sophomore year (usually an upper-division Honors contract);
- the final Independent Readings courses (HON 3101); and therefore
- the formal thesis proposal.

If you have not already completed these prerequisites or arranged to complete them early this term, and/or if you have not maintained a cumulative GPA of at least 3.2 (required for graduation in the Honors Program), then we suggest that you reconsider the feasibility of completing the Honors thesis project in time for your expected graduation. (See a program director or advisor to discuss your options.)

OTHER HONORS PROGRAM REQUIREMENTS (Honors Units)
Honors Program students graduating in May, August, or December will present their thesis research during Honors Week in April.

**Honors Program seniors must complete all Honors contracts during the next-to-last semester rather than during the final undergraduate semester.** Likewise, students should attempt to complete all Honors classes (except for the thesis) prior to the final semester. While this may not always be possible, particularly if adjustments to the schedule have been made for study abroad opportunities and the like, this will allow prospective graduates to focus time and effort on the writing of the thesis. An early finish to Honors coursework will also minimize the chance that some unforeseen problems will hinder Honors Program graduation.

Keep the Honors Program office, particularly Ms. Diane Haun, informed about your progress towards graduation. If problems or changes arise, quickly inform Ms. Haun via a phone call, 254-710-1119, or via email, Diane_Haun@baylor.edu.
II. For All Students Enrolled in HON 4V87

GRADES:
In nearly all cases, students register for HON 4V87, Honors Thesis, for two credit hours during each of their last two semesters. Students should register for the section of HON 4V87 that corresponds with their thesis advisor. Students without a thesis advisor may register for section HON 4V87-01 with Dr. Beck, but this will require some extra paperwork when grades are assigned at the end of the term.

The thesis mentor will be responsible for assigning a grade, either “Credit” or “No Credit.” Thesis grades will be awarded at the end of the semester as the student progresses through the thesis writing process rather than at the end of the entire project. In other words, students will get credit (or not) at the end of the semester in which they registered for HON 4V87. In most cases, students should not receive an “Incomplete” for thesis hours. The few students who do not finish their thesis before graduation will earn no credit for the Honors Thesis during the semester the project is abandoned and for any incompletes that might exist. **Note that thesis hours do not factor into a student’s GPA.**

In addition to the basic mark of “Credit” or “No Credit” for thesis hours, each Honors student will be given a more specific and holistic evaluation—ranging from “Outstanding” to “Unsatisfactory”—by the examining committee after the thesis defense. The committee will consider both the product (the completed thesis) and the overall process (e.g., conducting research, writing drafts, meeting deadlines) in assigning this mark. The committee’s evaluation will be a part of the permanent Honors Program record of each senior, and it may be used as a factor in determining his or her eligibility for awards given to the program’s graduates.

**COMMUNICATION WITH YOUR THESIS ADVISOR**
It is practically a necessity that you meet with your faculty director at least bi-weekly as you write your thesis. **Never assume that no news is good news when it comes to getting feedback from your mentor.** You are responsible for ensuring that you receive adequate feedback and make the required corrections to your draft. Be diligent in maintaining good communication with your thesis director. Contact the Honors Program staff early if you are having problems with this.

Students should provide a copy of this syllabus to their thesis advisor at the start of the semester.

**HONORS WEEK PRESENTATION, 8-12 APRIL**
All 2019 Honors Program graduates are required to make a 10-15 minute presentation of their Honors thesis to the Honors College community. This applies to May, August, and December graduates. Students can earn half an Honors unit through this presentation if such a unit is still needed.

**HONORS BANQUET, 10 APRIL**
The Honors Program Banquet will be held during Honors Week. All Honors Program graduates are expected to attend, and they should invite their faculty advisors to this event. Printed invitations for the faculty advisor will be available in the Honors Program office for hand delivery by the student, but please inform your advisor of this event ahead of time.

**ACADEMIC INTEGRITY**
Plagiarism has no place in an Honors Program. Plagiarism on the thesis project, whether deliberate or unintentional, will lead to serious consequences. Baylor University policies require that students, staff, and faculty act in academic matters with utmost integrity. It is the responsibility of each student to be familiar with the Honor Code and other university policies and procedures affecting academic integrity. Students are also encouraged to consider these suggestions:

- Review this syllabus and discuss with your faculty director any and all expectations regarding course work and academic requirements that go beyond those stated in university policies and guidelines and the Honor Code.
• Be familiar with the importance of academic integrity in the thesis project. Understand how citations show respect for other scholars.
• Talk with your faculty director if you are confused about citation practices or other research standards.
• Make sure you understand not only what counts as plagiarism and cheating, but also how to avoid engaging in these practices. Manage your time, take notes correctly, and use the internet appropriately.
• Make sure you understand your faculty director’s guidelines about working with other students on assignments, receiving assistance from other students on assignments, citing sources, using notes or exams from previous or other classes, and incorporating information into the thesis. If in doubt – ASK YOUR FACULTY DIRECTOR!
• Understand that penalties can result from dishonest conduct, ranging from failure of the thesis (and thus forfeiting Honors Program graduation) to immediate expulsion from the university.

For more information see the Baylor University Honor Code on the Academic Integrity Web page or contact the Office of Academic Integrity at 710-8882 or Academic_Integrity@baylor.edu.

III. For Students STARTING Their Honors Thesis this Semester

DATES & DEADLINES: SPRING 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Task Description</th>
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<tr>
<td>25 January 2019</td>
<td>For those few enrollees who have yet to submit a thesis proposal (pink sheet): Submit any outstanding or significantly updated thesis proposals to the Honors Program Office.</td>
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<td>11-15 March: Spring Break</td>
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<tr>
<td>25 March 2019</td>
<td>For those enrolled in two hours of HON 4V87 (most students): Submit one completed thesis chapter to both the faculty director and the HP Office.</td>
</tr>
<tr>
<td>2 April 2019</td>
<td>For all enrollees: One-paragraph thesis abstract due via e-mail to Dr. Beck</td>
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| 8-12 April 2019| Honors Week 2019: All May, August, & December Honors Program graduates present fifteen-minute overviews of their Honors thesis projects to the Honors College community.  
- Honors Banquet: Wednesday, 10 April. All 2019 graduates and their faculty advisors will be honored at the Honors Program banquet. |
| 3 May 2019     | For those enrolled in two hours of HON 4V87 (most students): Submit a second completed chapter to the faculty director and the HP Office. (Essentially half the thesis should be finished.) |
|               | For those enrolled in only one hour of HON 4V87: Submit at least one completed chapter to the faculty director and the HP Office. (Essentially one-fourth of the thesis should be finished.) |

UPDATED THESIS PROPOSALS
Students should have submitted a thesis proposal at the end of the HON 3101 course. You do not need to submit an updated thesis proposal unless there has been significant revision to the thesis, e.g., a new thesis director, a dramatically different topic with the same thesis director, etc.
SUBMISSION OF THESIS CHAPTERS

Most students who plan to graduate from the Honors Program in a future semester (rather than the current one just underway) will register for two credit hours of HON 4V87 this semester and then for another two credit hours of HON 4V87 next semester. **The standard assignment for the first two hours of HON 4V87 credit is to complete two major sections or chapters of the thesis (one for each hour of credit), or about half of the thesis by the end of the term.** Students in many disciplines aim for each chapter to be at least fifteen double-spaced pages long, set in a 12-point font. Thesis directors may certainly modify, as necessary, the expectations for chapter submissions in consultation with thesis writers and the Honors Program office.

Students must submit hard copies of completed chapter-drafts to their faculty mentors. The copies submitted to the Honors Program can be either hard copies (via the document bin outside Morrison Hall 203.4) or electronic copies emailed to Albert_Beck@baylor.edu. Each submission should include an inclusive bibliography or works-cited listing, i.e., you must keep up with sources chapter-by-chapter rather than waiting to document them all at the end of the project. Please note that duplex/double-sided printing is acceptable for chapter drafts submitted to the Honors Program except for the final copy submitted just prior to graduation which must be printed single-sided on cotton bond paper.

The first submitted chapter need not be the introductory or first chapter of the thesis; it may become any part of the final project. Often enough, students and mentors choose to begin with a “literature review” which surveys current scholarship pertaining to the topic and describes the central problems that the thesis will explore. In other instances, though, the chapter analyzes some of the primary sources or laboratory or field-work procedures that will provide the foundation for the overall thesis.

In any case the chapter should be polished and revised (not a rough first draft), and should include appropriate and properly formatted documentation (i.e., references and bibliography) as evidence of significant research. It should, moreover, reflect the quality of the finished thesis that will be submitted for Honors graduation. In these chapters you are submitting to your director your observations and arguments in progress—the real value of the thesis hinges on conversations about, and thus gradual development of, these observations and arguments with your mentor—so the chapters, though subject to later revision, must not be hastily cobbled together. Let your work-in-progress, even at the level of style and mechanics, do justice to your thought and your time.

Note: Meeting these submission deadlines will require careful planning. A link to a useful **scheduling calculator** can be found on the Honors Program website, [http://www.baylor.edu/honors_program/index.php?id=57874](http://www.baylor.edu/honors_program/index.php?id=57874).

FORMATTING

We recommend that you format each chapter-in-progress according to the **guidelines** that apply to the finished thesis. Detailed formatting instructions are online, but several important guidelines are worth noting here. You should use:

- standard font in 12-point size; double-spaced text; no bold-face type or larger fonts for headings;
- left margins of 1.5 inches, and one-inch margins on the top, bottom, and right of each page;
- pages numbered continuously throughout thesis at the bottom center of each page;
- references and bibliography in a **standard style guide**, as recommended by your faculty mentor and thus appropriate for your academic discipline; see the online formatting instructions ([www.baylor.edu/honors_program](http://www.baylor.edu/honors_program); “Resources”) for specific suggestions regarding style guides.
### Dates & Deadlines

See Description of Assignments following this timetable for more information

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| 15 February 2019      | 1. If registered for the final two hours of your thesis, the third complete chapter/section is due to the faculty director only.  
                         2. Discuss with your thesis advisor who will serve on your thesis committee as 2<sup>nd</sup> and 3<sup>rd</sup> readers. Begin contacting those faculty members. |
| 11 - 15 March: Spring Break |                                                                                |
| 25 March 2019         | Two items due:  
                         1. **Thesis Defense Scheduling Form** due to the Honors Program office. This form must be signed by the student and the three faculty members of the defense committee.  
                         2. Final chapter/section due only to faculty director. |
| 2 April 2019          | For all enrollees: One paragraph thesis abstract due via email to Dr. Beck.  
                         9 April: Diadeloso |
| 8-12 April 2019       | **Honors Week 2019**: All May, August, & December Honors Program graduates present fifteen-minute overviews of their Honors thesis projects to the Honors College community.  
                         - **Honors Banquet**: *Wednesday, 10 April*. All 2019 graduates and their faculty advisors will be honored at the Honors Program banquet. |
| 8 April 2019          | Complete draft of thesis project due to faculty director. (Your director may want you also to submit a copy to your other readers; discuss this.)  
                         19-22 April: Easter Break |
| 18 April 2019         | Last day to distribute complete & polished drafts of thesis to (1) all members of the examining committee AND (2) the Honors Program office for formatting review. |
| 29 April 2019         | Last day to defend the thesis before an examining committee.  
                         Firm deadline for thesis submission. Thesis submitted after this day will not be accepted for May graduation. |
| 1 May 2019            | Students start submitting approved and formatted final copies to the HP Office and to BearDocs (online repository). Complete all requirements for HON 4088, Honors Exit Review. (Note incomplete exit surveys will be rejected by the Honors Program office.) |
| 3 May 2019            | Firm deadline for thesis submission. Thesis submitted after this day will not be accepted for May graduation. |
DESCRIPTION OF ASSIGNMENTS

1. **Continuation of research and writing:**

   As a candidate for May 2019 graduation, you should have already submitted drafts of at least one or possibly two working chapters of the thesis project. Your particular timetable for completing the remaining thesis chapters will, of course, be determined by agreement with your faculty mentor. But to allow adequate time for you to revise and prepare to defend the thesis project, the Honors Program has established the above writing deadlines. (Note that during the graduation semester you need not submit copies of the third and fourth completed chapters, one by one, to the HP office. Also, note that students with more than two remaining chapters/sections to complete must operate on a more accelerated schedule during the graduation semester.)

   As you conclude the writing of your thesis, it is practically a necessity that you meet with your faculty director at least once a week. **Never assume that no news is good news when it comes to getting feedback from your mentor.** You are responsible for ensuring that you receive adequate feedback and make the required corrections to your draft. Be diligent in maintaining good communication with your thesis director. Contact the Honors Program staff *early* if you are having problems with this.

   **Determine Your Thesis Committee Members**

   The examining committee will evaluate the finished thesis project at the thesis defense. The committee must include at least: (1) the supervising Baylor professor, who serves as committee chair or first reader; (2) another full-time Baylor professor from the project area (i.e., discipline or department), who serves as second reader; and (3) an outside reader, an expert in the field from another discipline/department. The third reader may occasionally be an Honors Program representative, or, even more rarely, an expert from outside of Baylor University. Additional committee members may be appointed at the discretion of the committee chair. You should discuss the composition of your committee with your faculty director prior to the completion of your first draft. Also, work with your thesis director to secure a location for the defense.

2. **Thesis Defense Scheduling Form**

   **25 March 2019, submitted to the HP office (document bin outside Morrison 203.4)**

   This form must be signed by you and all the members of the thesis defense committee. The form must include all of the requested information or it will be rejected by the Honors Program, potentially delaying your thesis defense and consequentially putting Honors Program graduation at risk. While you should seek the aid of your thesis mentor in making these arrangements, it is your responsibility to secure the room and ensure that the defense is scheduled at a time that works for all the members of your committee.

   As you arrange for the thesis defense, you should also print out and **provide to your thesis mentor** a copy of the (1) Oral Defense Guidelines and (2) Oral Defense Evaluation Form. These documents are available on the Honors Program web site, [www.baylor.edu/honors_program/thesisdocs](http://www.baylor.edu/honors_program/thesisdocs).

   **Final Chapter**

   **25 March 2019, submitted to your faculty director**

   Your final chapter (thus finishing the first draft of your thesis) is due to your faculty director on this day. From this point forward, you should be editing and revising your work.

3. **Thesis abstract** (one paragraph, 150-200 words):

   **2 April 2019: send via e-mail to Dr. Beck, Albert_Beck@baylor.edu.** Send the thesis in the body of an email rather than as an attachment.

   The abstract is a very concise summary of your thesis project that:
   (1) defines the purpose and *scope* (boundaries) of the research;
   (2) describes the primary *sources* or experimental data that have been utilized;
   (3) explains specific *methods* which guided the research and analysis;
(4) previews the structure and content of the thesis essay; and
(5) provides a clear statement of the central argument or purpose (thesis) and conclusions.

Previous years’ abstracts can be found on the Honors Program web site, http://www.baylor.edu/honors_program/index.php?id=52205. Include this abstract (or an updated version thereof) in your final, bound thesis.

4. Honors Week Presentation
8-12 April 2019

All 2019 Honors Program graduates are required to make a 10-15 minute presentation of their Honors thesis to the Honors College community. This applies to May, August, and December graduates. Students can earn half an Honors unit through this presentation if such a unit is still needed.

The Honors Program Banquet will be held during Honors Week. All Honors Program graduates are expected to attend, and they should invite their faculty advisors to this event. Printed invitations for the faculty advisor will be available in the Honors Program office for hand delivery by the student, but please inform your advisor of this event ahead of time.

5. Draft of complete thesis project (the version similar to that distributed to the examining committee):
8 April 2019, given to the faculty mentor.

This version of the thesis essay, pending some refinements, will be evaluated by a faculty committee during your oral defense of the Honors thesis. Thus it should be a near-finished product, revised in consultation with the faculty mentor, free of grammatical and spelling errors, and logical in its reasoning and presentation of evidence and conclusions. (It should therefore include such elements as introductory and concluding chapters.) You must make and distribute copies to your examining committee (see #4, below); and you must give these faculty members sufficient time to study the thesis, i.e., at least one week, before the oral defense occurs. As your faculty mentor will likely remind you, the committee cannot assume that you will make important revisions to this draft after the oral defense.

6. Distribute polished drafts to your thesis committee and the Honors Program office
18 April 2019

This draft differs from the earlier completed draft in the level of polish and revision evidenced in the writing. This draft will be the basis for the thesis defense. Students are strongly encouraged to submit the draft to the thesis committee prior to this deadline. It is expected that each committee member will have at least one week to review the completed draft. Failure to provide at least one week for committee review may, at the faculty director’s discretion, lead to an unsatisfactory grade assignment and a failure of the entire thesis project.

The printed draft submitted to the Honors Program will be evaluated for proper formatting and errors. As such, this draft needs to be in near perfect condition. Specific factors that will be evaluated include (but are not limited to) proper margins, formatting spacing of section headings, pagination, and formatting of notes and bibliography. Students are advised to begin formatting the document as they write it. Note that if errors are found by the Honors Program office, the student will be responsible for making ALL corrections prior to submitting the final draft. Failure to make these corrections may preclude Honors Program graduation. Duplex (double-sided) printing is acceptable for the complete draft you submit to the HP office at this time, but the final, bound copy must be printed single-sided on cotton bond paper.

7. Oral defense of the thesis project (approx. one hour long):
29 April 2019
If necessary, the Honors Program office should be notified via e-mail to Diane Haun of any last-minute changes to the time and place of the thesis defense or to the people serving on the examining panel. For more information regarding the thesis defense, see the Oral Defense and Submission Guidelines available on the Honors Program website, http://www.baylor.edu/content/services/document.php/61213.DOC.

Note: This is the last day to defend the thesis. **Students are encouraged to schedule the defense earlier.**

8-9. **Final submission of the Honors thesis** (including personal copies to be bound):

**Wednesday, 1 May 2019**

**Final Deadline: Friday, 3 May 2019 by 4:00 PM**

N.B.: Students may (and should!) submit completed theses before this deadline.

The final version of the thesis should include all of the revisions suggested by the defense committee and Honors Program staff; **copies of the signature page (one per copy to be bound) should be signed by the mentor after the revisions have been approved.** The HP office will remind each May graduate about specific formatting and printing guidelines, as well as about instructions for submitting copies to be professionally bound. (The detailed guidelines are also available online: see http://www.baylor.edu/honors_program/index.php?id=26145.) While not required, **students are encouraged to provide a bound copy of the finished thesis to their thesis mentor as a thank-you for their mentor’s service.**

**BearDocs** is the online repository for your thesis. After submitting your thesis to BearDocs, it will be available to you and other researchers and libraries via the internet. As such, it is important that the formatting of your thesis be polished and consistent with the standards of the Honors Program. BearDocs submissions are saved in archival PDF format, and converting your document into a single archival PDF may take some time. It is thus best to plan ahead and finish the thesis well before the final deadline.

**HON 4088, Honors Exit Review**, is not a test or exam. Rather, it is simply a review by the Honors Program that all of your Honors requirements have been satisfied. A student MUST register for HON 4088 and earn a grade of “Credit” to be recognized as an Honors Program graduate. Failure to register for this class or to earn credit for HON 4088 can prevent Honors Program graduation.

**IMPORTANT NOTE ABOUT THE FINAL DEADLINE:** In order to process the thesis in time for graduation, the thesis and **all** other Honors Program requirements must be completed by this final deadline. Failure to meet this final deadline will necessarily mean that you will either not graduate from the Honors Program in May or that you will have to delay graduation until a later semester. Please plan your schedule accordingly and make sure that you give yourself a cushion of at least a day or two in case something should go awry.

**FINAL REMINDS AND ENCOURAGEMENTS:**

1. Honors Program students graduating in May, August, or December next year will present their thesis research during Honors Week in April.
2. Don’t miss deadlines. Instead, beat these deadlines by a week or more.
3. **Regularly communicate with your thesis director.** Be persistent but polite; get practical feedback on how to improve the drafts.
4. A little writing over many days produces a better thesis than a lot of writing over a few days. Use time wisely.
5. **Regularly communicate with your thesis director.** Meet at least weekly during this final semester.
6. Rewriting is a necessary part of good writing. Make time for rewrites.
7. **Regularly communicate with your thesis director.** The Honors Program will defer to the judgment of your thesis director and the thesis committee in evaluating your work, so you need to thoroughly understand their expectations early in the writing process.
8. Review the information in the revised thesis guidelines and Honors Program handbook, particularly the notes about final deadlines and the requirements for theses incorporating creative work or translation.