

The Honors Program Guide

and

Manual for the Honors Thesis

for the

College of Arts and Sciences
Published Spring 2000

Dear Honors Student:

This guidebook is designed to provide you with all of the information you need about the University Honors Program as a student in the College of Arts and Sciences. It includes a description of the requirements to earn a University Honors degree, and in the appendices are forms you need should you choose to pursue this degree.

Included in this guidebook is a manual which provides a comprehensive set of guidelines for preparing an Honors Thesis Proposal and an Honors Thesis in the 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 expectations and 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 or myself or one of the other members of the College of Arts and Sciences Honors Committee.

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

We wish you all the best as you progress through the Honors Program and throughout the Honors thesis process. We think you will find the Honors Program and the thesis experience highly challenging, educational, and rewarding. Earning a University Honors degree is an accomplishment of which you can be proud.

Sincerely,
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The Honors Program Guide

Honors Committee Members

of the
College of Arts and Sciences

1999-2000

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Participation in the Honors Program

in the 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 College of Arts and Sciences. Each college has a specific set of requirements for earning the University Honors degree. Those requirements for the College of Arts and Sciences are presented on page 9 of this guidebook.

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, AUC 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, it will make you a more desirable candidate for graduate schools and set you apart from other job applicants.

Eligibility

First-semester freshmen are eligible to participate in the Honors Program if they (a) were awarded a University of Hartford President's or Regents' Scholarship or (b) have a combined SAT score of at least 1200.

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 an “Authorization to Enroll” card** which you normally will receive every semester in the mail at your local address. **If you do not receive a card but meet the eligibility requirements, contact Dr. Lynne Kelly in the Gray Center Room E216 or Donna Galin in Auerbach Hall Room 204K.** You can take Honors courses, if you are eligible, even if you do not intend to pursue an Honors degree.

If you intend to earn a University Honors degree, (see the next section on requirements) complete the **“Declaration of Honors” Form in Appendix A** of this guidebook and deliver it to Dr. Lynne Kelly, Gray Center E216. This form should normally be submitted by the end of your sophomore year.

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.

Freshman Year -- Six to nine credits of Honors sections of General Education or AUC courses.

Sophomore Year -- A 3-credit Honors seminar or a 3-credit contract Honors course.

Junior Year -- A 3-credit Honors seminar or a 3-credit contract Honors course. 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.

Senior Year -- In the fall semester, HON 493 Honors Research. 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.

Requirements for the University Honors Degree

For a student enrolled in the College of Arts and Sciences or as a student matriculated in another college but planning to earn the University Honors degree through the College of Arts and Sciences, the requirements below must be met to complete the University Honors program and earn the designation of University Honors on the diploma:

***at least 18 credits of Honors work including:**

-- **6-9 credits of Honors sections of General Education** (e.g., an Honors section of RLC 110, Pol 100, Phil 110) **or honors sections of All-University Curriculum (AUC) courses or "contract Honors courses"** (described below).

-- **6 credits of Honors seminars** (specially designed 300-level courses listed in the Honors section of the schedule of classes). Two or three seminars are offered on varied topics each semester. Students in the natural sciences, with the permission of the A&S Honors Committee, may substitute a 300- or 400-level "contract Honors" course for **one** of the seminars. In extraordinary circumstances only, and with the permission of the College's Honors Committee, other students may make such a substitution.

-- **A 6-credit Honors thesis** (HON 493 Honors Research and HON 494 Honors Thesis) **or a 6-credit University Scholar independent project** approved by the Arts and Sciences Honors Committee (See section below on the University Scholar program) **or 6-credits in the Humanities Center Seminar and a major research paper** (See section below on the Humanities Center).

***An overall Grade Point Average of 3.25 and a 3.0 in Honors work.**

Transfer students who enter the University of Hartford with junior status or above need to complete 12 credits of Honors work to earn the University Honors degree, including two 3-credit Honors seminars or one seminar and one 3-credit upper-level "contract Honors," and the 6-credit thesis or University Scholar project. Transfer students must meet the G.P.A. requirements noted above.

Additional Information

“Contract Honors” Courses

To take a “contract Honors” 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 a “contract Honors” 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 Contract Honors Guidelines presented in Appendix B of this guidebook.

To take a “contract Honors” course, you need to complete the Contract Honors Form in Appendix C of this guidebook. The course instructor must sign the form, and you need to deliver it to Dr. Lynne Kelly, Gray Center E216 **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 12 credits, but to use the project to fulfill requirements for the Honors degree, you need to earn 6 credits and you must follow the procedures for submitting an Honors thesis proposal and thesis to the College of Arts and Sciences Honors Committee for approval (See pages 14-18).

Typically, the student has an idea for a project and asks a faculty member in the field of study to serve as faculty sponsor. With the advice of 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 carries out the project under the direction of the faculty sponsor. The University Scholar Committee requires the student to make a brief progress report about 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 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. Participants must have either a major or a minor in the Humanities. If you are selected to join the seminar, you can take it one or both semesters of the next year for up to 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, Dr. Robert Logan, Auerbach Hall 212E, logan@mail.hartford.edu.

To use the Humanities Center seminar to fulfill the Honors thesis requirement, you must take the seminar for 6 credits and complete a major research paper for the seminar. This means you must take 6 additional seminar credits because the Humanities center seminar cannot count as both the thesis and the seminar requirement. You will need to notify the Humanities Center seminar professor that you are using the paper for the thesis and you need to notify Dr. Lynne Kelly, A&S Honors Coordinator (x4647 or in Room E216 of the Harry Jack Gray Center) of your intentions. Dr. Kelly will assign one other faculty member to serve as a reader of the paper, so your committee of readers will include Dr. Kelly, the Humanities Center Seminar professor, and one additional faculty member. These readers will evaluate the paper to determine if it is of sufficient depth and quality to take the place of a standard thesis. This committee may require you to make revisions before they approve the work. **You must obtain the approval of this committee; simply writing the paper does not guarantee approval.**

**Writing an
Honors
Thesis Proposal
and
Thesis**

Preface

The following guidelines have been compiled to guide you in the preparation of an Honors thesis proposal and thesis at the University of Hartford. A major purpose of the manual is to provide an overview of the thesis process, beginning with choosing a topic and thesis advisor through submitting the final version to the College of Arts and Sciences Honors Coordinator. We do not deal with the question of whether or not writing an Honors thesis is a good choice for you. You should speak with your advisor and other members of the faculty in making that decision. This manual is concerned primarily with the process of preparing and submitting the thesis proposal and thesis. It is not intended to serve as a guide for many other important aspects of thesis-writing, such as use of quotations, elements of grammar, use of abbreviations, capitalization, punctuation, format of the references, and the like. For these aspects, a style manual approved by your thesis advisor is recommended.

Overview of 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

If you are trying to fulfill the requirements of the University Honors degree, you must choose either an Honors thesis or a University Scholar Project (See pp. 8-10 of this guidebook). You need to begin by discussing the idea of a thesis with your academic advisor and/or the professor most likely to serve as your thesis advisor. He or she can help you decide whether the thesis option or the University Scholar option makes the most sense for you. If you choose the Honors thesis option, the remainder of this manual applies to you.

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. 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, your thesis advisor and the Coordinator of the Honors Program for the 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.

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 that he or she 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, then, you should have your topic narrowed and may even have written a specific research question, hypothesis, thesis statement, or research purpose.

Step 4: Preparing the Thesis Proposal

Once you have your specific topic and have done some reading on that subject, 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 deadline for submission to the College Honors Committee is November 1** (for students planning to complete the thesis in the spring semester) **or March 1** (for students planning to complete the thesis in the fall semester). **Deliver the proposal and cover sheet to Dr. Lynne Kelly, Gray Center E216.**

Step 5: College Honors Committee Review of Proposal

The members of the 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 [Appendix F](#).

Step 6: 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 7: 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. It is fine to make changes as long as 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 8: 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.

Later in this manual is a description of the thesis format. Be sure to follow the guidelines presented there. If you are writing a thesis in the natural sciences, you should follow the guidelines in the section "Writing a Thesis in the Natural Sciences."

Step 9: Submitting the Thesis to the Thesis Advisory Committee for Review

When you have a completed draft of your thesis that your thesis advisor considers ready to be defended, you will distribute copies of the thesis to your thesis advisory committee to read and evaluate. **If you are planning to graduate in May, the deadline to submit your thesis to your committee is April 15. For December graduates, the deadline is November 15.**

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 10: 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. Lynne Kelly, Gray Center E216 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 who want to see what a defense is like, and anyone you personally invite.

For the first 10-15 minutes of the defense, you do a presentation of your thesis. Then the committee members ask questions about what you did, your results, and so forth. 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. If you have the signature page of your thesis with you (See Appendix G), you can ask members to sign it at this time. Otherwise you will have to obtain the signatures at a later date. If you failed 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 11: Submission of the Thesis

Once you have completed the oral defense, the final version of the thesis needs to be delivered to Dr. Lynne Kelly, Harry Gray Center E 216. You need to use some method of having it bound so that it stays together like a book. Your thesis advisor and thesis advisory committee members should be given a copy. **The final version of the thesis must be delivered to Dr. Kelly by May 5 if you are graduating in May. If you are graduating in December, the final version of the thesis must be delivered by December 15.**

The Thesis Proposal

In this section we present 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 looked at in Dr. Lynne Kelly's office in the Gray Center E216.

The "Audience" of the Proposal

The group of faculty who read and evaluate your thesis proposal is the College of Arts and Sciences Honors Committee (See p. 6 for the current committee members). 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:

- * identify your research problem, question or purpose
- * provide a rationale for the proposed research
- * present a research plan

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:

- I. **The Honors Thesis Proposal Cover Sheet** (see Appendix D)
- II. **Title Page**
Include the title of the proposed thesis, your name, the date of submission of the proposal, and your thesis advisor's name.

III. **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.

IV. **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.

V. **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.

VI. **Methods or Research Plan**

The final major section of the thesis proposal is your 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. That is, what you will do to address your research question or hypothesis or fulfill your research purpose. **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.

VII. **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.

VIII. **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 administrative unit in the 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 mixed salt with water,” the author should write, “Salt and water were mixed together.”

Contents and Format of the Natural Sciences Thesis Proposal

I. **The Honors Thesis Proposal Cover Sheet** (see [Appendix D](#))

II. **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.

III. **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.

IV. **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.

V. **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.

VI. **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 found in the Journals from the American Society for Microbiology. 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:

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

The Thesis

In this section we present 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 look at a sample Honors thesis in Dr. Lynne Kelly's office in the Gray Center E216.

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 Thesis Format

If you are writing a thesis in the natural sciences, follow the format presented in the section on "Writing a Thesis in the Natural Sciences."

The Honors thesis needs to include the sections outlined below. 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 appropriately revised.** The length of the thesis cannot be specified because it varies too greatly depending on the discipline and the specific nature of the research. Natural science Honors theses tend to be shorter than those from the Humanities, and social science theses are somewhere in the middle. Your thesis advisor is your best source of advice on this matter.

- I. **Title Page** *
Include the title of the proposed thesis, your name, the date of completion of the thesis, and your thesis advisor's name.
- II. **Signature Page**
Appendix G displays a sample signature page. All of the members of your thesis advisory committee need to sign this sheet indicating their approval of your thesis.
- III. **Table of Contents**
Consult your style manual for the format of the Table of Contents.
- IV. **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 attempted to address the issue or problem.

V. **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 was 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 conducted 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 thesis research involved a feminist analysis of contemporary romance films, in this section, you need to discuss the feminist perspective adopted for your analysis.

VI. **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.

VII. **Methods or Research Plan ***

This section of the thesis presents the research plan or procedures you actually followed to carry out your thesis to address your research question or hypothesis or to fulfill your research purpose.

VIII. **Results or Findings or Other Appropriate Heading**

This is the section in which you present the results of your research. **In the social sciences**, this is where you present the results of your data analysis if you did a quantitative study. If you conducted a qualitative study, this is where you summarize your observations or synthesize the interviews you did or analyze the social artifacts you studied. **For a Humanities thesis**, this is the main part of your thesis and it probably will be quite lengthy. This is where you analyze the literary texts or discuss the themes you identified in the writings of a philosopher or analyze the films or other works of art.

- IX. **Discussion or Conclusion**
This last major section of the Honors thesis presents your conclusions. Based on your analysis, what can you conclude? What is the answer to your research question? If you tested an hypothesis, did you support it? If you began the thesis with an assertion (i.e., a thesis statement), did your research or analysis support it? How does your work address the problem or issue you identified in the beginning of the thesis? **You should also discuss the limitations of your work.** No thesis is without limitations or weaknesses; you should identify the major ones here.
- X. **Reference Page or Bibliography** *
Use the format of whatever style manual you are using (i.e., APA, MLA). Consult your thesis advisor for the style used in your field.
- XI. **Appendix**
You may or may not need to include relevant materials in an appendix.

Writing a Thesis in the Natural Sciences

The Honors thesis needs to include the sections outlined below. 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.**

- I. **Title Page** *
See general guidelines.

- II. **Signature Page**
Appendix G displays a sample signature page. All of the members of your thesis advisory committee need to sign this sheet indicating their approval of your thesis.

- III. **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.

- IV. **Table of Contents**
See general guidelines.

- V. **List of Figures**
See general guidelines.

- VI. **List of Tables**
See general guidelines.

- VII. **Introduction** *
In this section, the author presents as clearly as possible the problem which 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 exactly 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?"

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

1. Plan
2. Methods
3. Apparatus
4. 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 exactly 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?"

Note: In chemistry theses 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.

IX. **Results (Biology)**

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

In a chemistry thesis, these two sections may be written separately or merged into one.

Here 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 limitation of the work and suggest where further study is required. 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?" "How do their results relate to yours?"

XI. **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.

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

See notes for the thesis proposal

XIII. **Tables**

Tables get titles above

XIV. **Figures**

Figures get captions below

XV. **Appendices**

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

Biology:

The Chicago Manual of Style. 14th ed. 1993, Chicago:
University of Chicago Press

General:

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

The Final Draft 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. Make copies for yourself, your committee and the College Honors Coordinator and have at least one copy bound.

Submitting the Final Draft

The final bound version of the thesis needs to be delivered to Dr. Lynne Kelly, Harry Gray Center E 216. **The final version of the thesis must be delivered to Dr. Kelly by May 5 if you are graduating in May. If you are graduating in December, the final version of the thesis must be delivered by December 15.**

Suggested Thesis Timetable

Spring Semester and Summer 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

Fall Semester of the Senior Year

- Step 4: Preparing the thesis proposal
- Step 5: College Honors Committee Review
- Step 6: Formation of the Thesis Advisory Committee

Winterterm and Spring Semester of the Senior Year

- Step 7: Conducting the research
- Step 8: Writing the thesis
- Step 9: Submitting the thesis to the thesis advisory committee for review
- Step 10: Oral defense of the thesis
- Step 11: Final revisions and submission to A&S Honors Coordinator

Appendices

Forms may be copied and used as needed.

Appendix A

Declaration of Honors Form

COLLEGE OF ARTS AND SCIENCES HONORS PROGRAM

DECLARATION OF HONORS

This form is to be used by College of Arts and Sciences students to declare their intention to pursue a University Honors degree. A summary of the University Honors program and degree requirements follow the form. **Keep the summary for your information, but complete and turn in the form to Dr. Lynne Kelly, Gray Center E216.**

Enter below those components of the Honors Program you have already completed, and indicate which components you are planning to pursue to complete the required 18 credits (See summary on the next page). The form needs to be signed by your academic advisor and by the College Honors Coordinator, Dr. Lynne Kelly, or in her absence, the Associate Dean of Arts and Sciences in Hillyer Room 230. **Submit the completed signed form to Dr Kelly, with copies to your advisor and the Associate Dean.**

Please print neatly.

Name: _____ Phone: _____

Major: _____ Expected Graduation Date: _____

Local Address: _____

Honors Course	Credits When Completed	Instructor
---------------	------------------------	------------

Required Signatures:

Student _____ Date _____

Advisor _____ Date _____

Prof. Kelly _____ Date _____

COLLEGE OF ARTS AND SCIENCES HONORS PROGRAM

Summary and Requirements

Admission: Students are admitted to the University Honors Program upon entry to the University on the basis of SAT and/or ACT scores as well as high school grades. Thereafter, students may be admitted to the program when they have achieved a G.P.A. of at least 3.0. Students must maintain a G.P.A. of 3.0 in their Honors work and must achieve 3.25 overall to graduate with University Honors.

Requirements: A student in the College of Arts and Sciences must fulfill the College's 18-credit Honors Program in order to graduate with University Honors.

The Arts and Sciences Honors Program includes:

-- **6-9 credits of Honors sections of General Education** (e.g., an Honors section of RLC 110, Pol 100, Phil 110) **or honors sections of All-University Curriculum (AUC) courses or "contract Honors courses."**

-- **6 credits of Honors seminars** (specially designed 300-level courses listed in the Honors section of the schedule of classes). Two or three seminars are offered on varied topics each semester. Students in the natural sciences, with the permission of the A&S Honors Committee, may substitute a 300- or 400-level "contract Honors" course for one of the seminars. In extraordinary circumstances only, and with the permission of the College's Honors Committee, other students may make such a substitution.

-- **A 6-credit Honors thesis** (HON 493 Honors Research and HON 494 Honors Thesis) **or a 6-credit University Scholars independent project** approved by the Arts and Sciences Honors Committee, **or 6-credits in the Humanities Center Seminar and a major research paper.**

Once you have completed 9 credits of Honors work (or by the end of the sophomore year), you should declare your intention to pursue a University Honors degree by submitting the "Declaration of Honors" Form to the College Honors Coordinator, Dr. Lynne Kelly, Gray Center E216.

For a complete description of the Honors Program, see the [University of Hartford Undergraduate Bulletin](#) or pages 5-10 of the [Honors Program Guide for the College of Arts and Sciences](#).

Appendix B

Contract Honors Guidelines

COLLEGE OF ARTS AND SCIENCES HONORS PROGRAM

Contract Honors

Guidelines for Contracting to Take a Course for Honors Credit

1. A student may negotiate a contract with a faculty member to take a non-Honors course for Honors credit. The faculty member alone determines whether or not he or she wishes to be a party to this contract.
2. The contract must state explicitly the work that the student will undertake to earn the designation "Honors." The student's engagement with the course material should be more rigorous than that expected of the other students. Possible approaches for meeting this criterion include:
 - * The student pursues a course assignment(s) in greater depth or breadth.
 - * The student completes an additional assignment such as more extensive reading or reading primary rather than secondary texts; or a paper; or a project.
 - * 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, participating in a workshop with a faculty member, etc.

The student may be asked to write, at the beginning of the course, what he or she hopes to experience or learn through the modified course assignments and a self-reflection of the experience upon completing the assignment(s).

3. Successful completion of the requirements for an Honors contract requires that the student earn the grade of "B" or above.
4. Once the contract has been negotiated and signed by both the faculty member and the student, the student should send a copy to the College Honors Coordinator, Dr. Lynne Kelly, Gray Center E216, no later than four weeks after the beginning of the course. Should the Coordinator have any questions or reservations about the contract, she will first discuss these with the faculty member. If necessary, the Coordinator may seek the opinion of the University Honors Coordinating Committee about Honors contracts.
5. When the student has completed the contract to the faculty member's satisfaction, the faculty member must notify the College Honors Coordinator, Dr. Lynne Kelly, who, in turn, will inform the Registrar at semester's end of all the successfully completed contracts. The Registrar will then add the designation "Honors Section" next to the appropriate course on the student's transcript.
6. Once a year, the University Honors Coordinating Committee will review the contracts negotiated across the University with an eye toward maintaining consistency of standards.

Appendix C
Contract Honors Form

COLLEGE OF ARTS AND SCIENCES HONORS PROGRAM

Contract Honors Form

This form must be returned to the College Honors Coordinator, Dr. Lynne Kelly, Gray Center E216, no later than four weeks after the beginning of the semester.

Please print clearly.

Student Name & Social Security #: _____

Semester: _____ College: _____

Course Name & 5-digit Number: _____

Name of Instructor: _____

1. I contract to do the following work in order to receive Honors credit for this course:

2. State specifically how the work proposed by this contract is different from that required by the non-Honors version of this course.

3. The end product/products of this contract will be:

- | | |
|--|-----------------------------------|
| _____ a paper | _____ additional writing/homework |
| _____ paper and class presentation | _____ internship and paper |
| _____ additional reading & journal writing | _____ field work |
| _____ performance or presentation | |
| _____ other (please specify) | |

I understand that in order for this to count as an Honors course I must achieve a grade of "B" or above.

Student's signature _____ Date: _____

Professor's signature _____ Date: _____

Appendix D

Cover Sheet for Honors Thesis Proposal

COLLEGE OF ARTS AND SCIENCES HONORS PROGRAM

Cover Sheet for Honors Thesis Proposal

Name of student: _____

Student's phone number: _____

Student's e-mail address: _____

Address where College Committee response letter should be sent:

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.

Honors Coordinator signature indicating committee approval of the
thesis proposal: _____ Date: _____

Honors Committee member to serve on thesis advisory committee:

Appendix E

College Honors Committee Thesis Proposal Review Form

COLLEGE OF ARTS AND SCIENCES HONORS PROGRAM

College Honors Committee Thesis Proposal Review Form

This form guides the College Committee's review of Honors thesis proposals. It is NOT completed and distributed to the student. Instead, the Committee prepares a written response, in the form of a letter, to the student's proposal. This form is included here 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)?
6. 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?

Appendix F

Revised Honors Thesis Proposal Cover Sheet

COLLEGE OF ARTS AND SCIENCES HONORS PROGRAM

Revised Honors Thesis Proposal Cover Sheet

Name of student: _____

Address where College Committee response letter should be sent:

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 resubmission of proposal: _____

Advisor's signature: I, _____,

approve the revised proposal and agree to
supervise this thesis.

Honors Coordinator signature indicating committee approval of the
revised proposal: _____ Date: _____

Honors Committee member to serve on thesis advisory committee:

Appendix G

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: