

University Honors Program

Honors Thesis Guidelines

**University of
Northern Iowa**

UNIVERSITY HONORS PROGRAM
HONORS THESIS GUIDELINES

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I. Introduction

The Honors Thesis is the final step towards earning a University Honors designation from the University of Northern Iowa. The thesis gives Honors students the opportunity to explore a scholarly area of interest and engage in original research or creative work under the guidance of a faculty member. It is intended to serve as the culmination of the Honors experience.

The thesis provides you with an opportunity to explore discipline-specific interests in depth as well as to demonstrate your knowledge, expertise, and abilities. While the process may at times be challenging, it will also be rewarding. The work you produce for your thesis must demonstrate both familiarity with existing research or creative work relevant to your thesis topic as well as original work on your part, such as an entirely new argument that differs from existing findings, or a new twist on existing arguments (synthesizing them in order to produce a new claim, for example), or the production and, when appropriate, performance of creative work you have composed. Whatever your topic or manner of approach, one key goal of the Honors Thesis experience is to provide an opportunity for you to gain a sense of pride for the contribution your thesis offers to existing work in your field of study.

The Honors Thesis allows you to demonstrate your knowledge, expertise, and abilities in your chosen field of study. Because the thesis option is open to all majors, some Honors students will choose to complete a traditional, research-oriented thesis, and others will choose to complete a thesis that is creative and/or performative in nature. In order to accommodate the diversity of topics and approaches Honors theses may cover, these guidelines are meant to be sufficiently flexible so that both kinds of theses may be addressed. Whichever sort of thesis you write, the following guidelines detail the thesis process, including the selection of a thesis advisor, the development of a thesis proposal, and the presentation of your final product in both written and presentational forms.

A thesis manual is always bound to be both helpful and intimidating! Of course, this is entirely appropriate given the unusually important work a thesis represents. Despite the many steps involved in the process, you should, above all else, enjoy the thesis experience! This is an opportunity to work independently, to contribute original work to your field of study, and to celebrate your creation of rich, meaningful scholarly and/or creative achievements. It is our hope that you come to regard this experience and as a valuable capstone to your time in the Honors Program at UNI.

II. Honors Thesis Overview

The graded aspects of the Honors Thesis will be completed over two semesters during the senior year. Semester One will be spent identifying a topic, securing an advisor, and writing a thesis proposal to be carried out during Semester Two. Three hours of credit will be earned through 010:197 (Honors Thesis), a course completed individually under the supervision of a thesis advisor. Students can enroll in 010:197 during either the fall or spring semester of their senior year with the understanding that additional work related to the project will also take place during the semester they are not enrolled. (In other words, those enrolling in fall will earn an RC—Research Continued—for projects extending into the spring.) If you plan to graduate early or to

be off campus to study abroad, student teach or complete an internship, you may adjust the suggested timeline with the approval of your thesis advisor and the Honors Director.

Ideally, you should begin thinking about your thesis early in your junior year. Start examining areas of interest, take note of ideas that intrigue you, and make a list of possible research topics. At the same time, begin identifying faculty members with whom you enjoy interacting. Develop a list of possible thesis advisors from those faculty members, and feel free to discuss with them your interest in pursuing an Honors Thesis under their direction.

Working With a Thesis Advisor

It is your responsibility to approach a member of the faculty to request his or her involvement as your thesis advisor. It is important that you establish a relationship with your thesis advisor as early as possible in the process so that you can learn whether he or she will be available to work with you during the semesters you will devote to the thesis project. Remember that many faculty are also advising graduate students, and some are occasionally on research leave, so there is no guarantee that any member of the faculty will be available to work with you for an uninterrupted thesis sequence; in other words, it is your responsibility to make sure that your potential advisor is able and willing to commit to working with you throughout your thesis project.

The selection of an advisor is one of the most important steps in the process of writing an Honors Thesis, since this is the individual who will lead you through the thesis process, review your work, and provide guidance each step of the way. It may be wise to ask yourself if you are eager to work with this person, if he or she is easily accessible for scheduling appointments, and if you can foresee a mutually beneficial experience resulting from your work together. The thesis advisor should be knowledgeable about your area of interest, and he or she should also be an individual with whom you have already established a good working relationship. You may approach a potential thesis advisor based on the individual's knowledge of your thesis topic, or you may choose a faculty member who can help you identify an appropriate thesis topic. You may even find that some faculty members will invite you to explore a component of their ongoing research!

Before you ask a member of the faculty to serve as your Honors Thesis advisor, you should provide a copy of the Honors Thesis Guidelines with him or her so that your potential advisor will be fully aware of the following responsibilities.

Student responsibilities:

- Students and thesis advisors must stay in close contact during the entire process of researching and writing the Honors Thesis. No more than two weeks should pass without contact between a student and advisor (in person, telephone, email, etc.) regarding progress on the project. The student is responsible for initiating this contact and providing updates on progress or descriptions of any problems he or she may be encountering.

- The thesis is intended to make an original contribution to the student’s field of study. As such, the student is responsible for doing original work as defined in paragraph two of the introduction.
- To encourage appropriately high standards of writing, the student is responsible for having a complete draft approved by The Writing Center prior to the second-semester deadline. See Appendix D for the “Writing Center Review” form.

Advisor responsibilities:

- The thesis project is *guided* by the advisor, whose role includes serving as a sounding board for ideas, recommending articles and books for the student’s consideration, commenting on subject matter and writing, and challenging the student to think in new directions. Throughout work on the thesis, the advisor will suggest specific guidelines and, later in the process, revisions regarding structure, methodology, content, standard use of English, and a discipline-specific documentation style. More generally, the advisor will guide the student’s work to ensure that the thesis offers an original contribution to the student’s field of study.
- The advisor should respond in a timely manner (usually 1-2 weeks) to the student’s requests for feedback in order to guarantee the continued progress of the thesis.
- The advisor must provide a brief summary of the student's work when the final grade is submitted to the Honors Director. A student who has not stayed in contact with his or her advisor or who has not completed the thesis according to Honors Program guidelines should not, under any circumstances, receive a passing grade; at the same time, students and advisors should remain aware that the thesis must receive a grade of C or better in order to fulfill the final requirement for an Honors designation.

Semester One Requirements

Student/Advisor Agreement

After you select a thesis advisor—and the individual agrees to participate in your project—you will submit a completed Student/Advisor Agreement. This form can be turned in at any time, but it is due absolutely no later than the fourth Friday of Semester One. The Student/Advisor Agreement is intended to help you and your advisor discuss expectations for the project as well as to encourage you to identify your thesis topic by early in the first semester of your work on the Honors Thesis. The faculty member’s signature on this form provides official notification to the Honors Director that he or she has agreed to serve as your thesis advisor. See Appendix C for the “Student/Advisor Agreement.”

At this point you should also determine whether your major offers a departmental honors or research designation. If so, it is very important that you visit with *both* your thesis advisor and the Honors Director about how departmental requirements may or may not correspond with your thesis. Although in some cases, efforts for departmental projects may be combined for the honors thesis, no student may receive course credit from these two areas for identical work.

Thesis Proposal

During the first semester of your work on the Honors Thesis, you will select an advisor in your chosen field of study, undertake research as appropriate to your scholarly, creative, and/or performative interests, and complete a thesis proposal that describes the project you plan to complete and present during the final semester of your work on the Honors Thesis. Because theses vary in style and content across the disciplines, you should refer to Appendix A for general guidelines for both research-oriented and creative theses.

In general, your proposal should be no shorter than three pages and may be much longer than that. While there is no upper page-limit on proposals, it is important to remember that the proposal is a starting-point—a description of the work you plan to complete. The proposal should remain sufficiently open-ended so that you can incorporate the suggestions for revision you may receive from your proposal's reviewers. As you write your proposal, you should work closely with your advisor to make sure that he or she supports the direction of your work, understands your survey of existing scholarship in the field, and endorses the results or conclusions you anticipate your thesis will produce. Your proposal must be submitted to the Honors Director no later than the end of the tenth week of Semester One. The Director will provide copies of your proposal to your College's representative on the Honors Faculty Advisory Board, who will in turn ask his or her colleagues to review and comment on the proposal. By the end of the thirteenth week of the semester, your proposal will be returned to you with requirements for revision, if revisions are deemed necessary. In such a case, you will be required to submit a revised version of your proposal, along with the original proposal and the requirements for revision, to the Honors Director, who will again convey the proposal to your College's representative on the Faculty Advisory Board, who will arrange for a re-reading and approval.

Semester Two Requirements

Thesis Consultation

All thesis students are required to schedule a fifteen-minute individual thesis consultation with the Honors Director sometime during the first three weeks of Semester Two. This short appointment will give you the opportunity to ask any remaining questions about the thesis process and to update the director on your progress.

Complete Rough Draft

You must submit a complete rough draft of your thesis to the Honors Program office by the end of the twelfth week of Semester Two. In order to encourage the highest possible standards of writing, you must have the complete draft reviewed by The Writing Center prior to submission. The Writing Center provides help in identifying errors in grammar, punctuation, and usage as well as guidance with overall focus, structure, content, and discipline-specific documentation style.

To make a Writing Center appointment, call 273-2361 or stop by 008 ITT. Please mention that you're working on an honors thesis when you schedule the appointment, and plan to drop off your draft at The Writing Center in advance of your appointment to give your writing consultant a chance to read the document. Give yourself adequate time to complete the writing consultation before the draft is due. See Appendix D for the "Writing Center Review" form.

Honors Presentation

The thesis presentation provides an opportunity for you to present your original work to the public. Typically, students present their work at the Honors Research Day in April, although accommodations may be made at other times during the year to allow for the public presentation of the thesis project. In every case, the presentation must be made before finals week of Semester Two. A complete draft of your thesis should be given to your thesis advisor no less than one week prior to your scheduled presentation. It would be wise to consult your advisor regarding necessary revisions prior to submitting this draft to ensure that you are submitting a final copy that is worthy of approval at the time of your presentation.

The presentation should be approximately thirty minutes long, with a twenty-minute oral presentation followed by a question and answer session. You should meet with your advisor at the close of your presentation to get feedback. Some advisors may ask for last-minute revisions before signing off on the thesis, while others may approve your thesis and complete the signature page immediately following your presentation.

All thesis presentations are open to the public. Feel free to invite other faculty, students, or family members to attend your presentation. While the presentation is primarily an opportunity for you to present your original work in a professional, academic setting, the presentation should also be regarded as a celebration of your accomplishments!

Final Copy of the Honors Thesis

A final copy of your thesis must be submitted to the Honors Program office by the beginning of finals week in Semester Two. This copy will not be returned to you but will instead stay in the archives of the University Honors Program.

Specifications for the final copy:

1. You must follow all Honors Program guidelines for title and signature pages of your thesis. (See Appendix B for these requirements.) The signature page must be an original copy with your advisor's signature. The Honors Director will complete the signature page upon his or her final approval of your work, which includes your advisor's submission of a passing grade (C or above) for work on your thesis.
2. The title and signature pages must be the first and second pages of your submission. Optional pages may follow, which may, with your advisor's approval, include an abstract, dedication, and/or acknowledgments.

3. Begin numbering pages with the first page of Chapter One. Consult with your advisor regarding discipline-specific requirements for the placement of page numbers throughout the thesis.
4. You must follow a consistent writing and documentation style appropriate to your discipline and approved by your thesis advisor. Your advisor will be able to suggest a manual to guide your writing.

A Reminder about Academic Ethics

Before beginning the thesis process, it is each student's responsibility to familiarize him- or herself with UNI's policy on academic ethics, which can be accessed at <http://www.uni.edu/pres/policies/301.shtml>. All Honors Theses *must* demonstrate absolute academic honesty and integrity. Students should be especially careful to avoid plagiarism as they prepare their honors theses. To plagiarize is to take and use another person's thoughts, writings or inventions as one's own without acknowledging the true source of such ideas and expressions by way of discipline-specific methods for citing and documenting any quotations, summaries, or paraphrases of the ideas, findings, or language of others. Before you begin writing any aspect of your thesis, you should visit with your advisor and, if necessary, the Honors Director about how to avoid plagiarism and other forms of academic dishonesty. **Honors theses that fail to observe these requirements will not be accepted under any circumstances, and the Honors designation will not be awarded to students who plagiarize or otherwise violate the terms of academic ethics. In the unusual case that such violations are discovered after the student has graduated from UNI, the grades for thesis research will be retroactively changed to Fs, and the Honors designation will be retroactively revoked.**

APPENDIX A
THESIS PROPOSAL GUIDELINES

HONORS THESIS **Guidelines for a Thesis Proposal**

—Research—

Your thesis proposal has two main functions: (1) to enable reviewers of your proposed research to fully understand its nature, scope, duration, feasibility, and importance, and (2), more importantly your proposal will be a guide for you as you work toward completion of your thesis. Scientific endeavors are much more likely to have a positive outcome when they are well thought out prior to initiation. No doubt, aspects of your thesis/project will evolve somewhat as they go along, but your proposal will cover the main aspects of the work.

There is no set length for your proposal. Essentially, it should be as concise as possible while still fully addressing each of the following components. Follow the outline format provided unless there is specific reason for making adjustments.

I. Title

Your title should be as brief as possible while still capturing the essence of the project.

II. Purpose

This should be a very brief statement of what the project is about, what you hope to accomplish, and the importance of the work. Think of this section as an abstract of the proposal. Keep this in mind: If you cannot state your purpose in just a few sentences, you've probably not thought about it enough.

III. Literature Review

Before engaging in any scientific project it is important to discover what is already known about the current problem or question. By doing this you will avoid repeating work that is already done and will have a better understanding of the needed direction of your work. You will also discover how the work you intend to do will expand on what is already known. In your reading you may very well discover ideas and methodologies that had not occurred to you before.

Keep your review of the literature focused on your problem or question. It is easy to go too far afield in your review. That's not to say that you will not read more broadly – you should! But your written review needs to be more focused. Work out with your thesis advisor the format that will be used to cite literature. It should be the standard format in your field of study. Expect to spend quite a bit of time on this aspect of your project.

It is expected that the review will be in a form fairly close to what it will be in the finished thesis/project.

IV. Hypothesis(es) to Be Tested **Research Question(s) to Be Answered** **Central Themes to Be Addressed**

Depending on the nature of your proposed work, this section will have one of the above titles. In this section be as specific as you possibly can. State your hypotheses concisely and be sure that

they are fully testable. State each hypothesis in such a way that it can, at least in principle, be proven wrong. Research questions and central themes, likewise, need to be narrowly focused.

V. Methodology

Here is where you tell the reader the details of how you will accomplish your goals. Be as concise as you can and be sure to properly cite the sources of your methods. It is possible that as you work through your project your methods will evolve. That is fine and is to be expected. However, you should go into the project with a clear understanding of how the work will be initiated.

Because you need to finish your thesis/project in a limited period of time, it is important that you include a timeline in your methodology section. Be sure to include specific stages of work and due dates. Don't forget to allow yourself plenty of time to both analyze your results and to write up your thesis.

If you will be working with human or animal subjects you will need to work closely with your advisor to be sure that all of the proper forms are filled out and that your research follows all ethical norms.

VI. Anticipated Results

What do you expect your work to accomplish? What answers might you find? What new insight, methodology, product, etc. do you expect to find? Although researchers typically go about their work expecting a particular outcome, one of the beauties of research is that what we find is often not what we expected to find. That's great and makes research fun!

VII. Literature Cited

Here you will cite all of the literature that was referenced earlier in your proposal. Be sure to follow the accepted format in your field.

Note: It is conceivable that your thesis proposal will need to deviate from the above format. In that case, work out an acceptable format with your advisor and the Honors Program Director.

ON THE RELATIONSHIP OF YOUR PROPOSAL TO YOUR COMPLETED THESIS: A FINAL WORD

In addition to providing a concrete basis for the work you will complete in your thesis, your proposal also offers an outline of the thesis itself. In other words, your thesis will follow your proposal to the letter in terms of the following: *what kind of work you will undertake; how your work will show a relationship between the literature you have studied and the new work you will produce; and, finally, what your thesis offers that is original and new.* The completed version of your thesis may differ slightly from what you describe in your proposal, but the proposal is meant to serve as a platform from which your work will begin as well as to offer a model of what you will produce in your final product. It is therefore very important that you approach and complete your proposal carefully and conscientiously, since doing so will frontload much of the work for your thesis and will, therefore, free you to devote more time to the development of the thesis itself.

HONORS THESIS Guidelines for a Thesis Proposal

—Creative and/or Performative Work—

Students working in disciplines in the College of Humanities and Fine Arts may choose to produce either a research-based thesis, a creative thesis, or a performative thesis. Students pursuing researched-based theses should follow the guidelines for the Research thesis, and students pursuing creative and/or performative theses should consult the guidelines below.

Your thesis proposal has two main functions: (1) to project the full range of your creative/performative work, indicating the form that work will take (such as a performance or the publication of a chapbook) and the ways in which that work will engage in a conversation with similar creative/performative work (such as canonical musical pieces, anthologized stage pieces, or award-winning publications or works of art), and (2) to offer a set of guidelines you will observe as you complete the research and preparation that inform the nature of your creative/performative project. Of course, especially given the vitality of creative and performative work, some aspects of your thesis will evolve as your work progresses, but your proposal will describe in general *what* you plan to create and/or perform as well as *how* your creation contributes to existing work in the creative and/or performing arts.

There is no set length for your proposal. Essentially, it should be as short as possible while still addressing the following **required** components.

I. Title

Your title should be as brief as possible while still capturing the essence of the project. Given the creative nature of your work, your title may change before the final copy of the thesis is submitted, but your title and any alterations to it should both name your project and, perhaps in a subtitle, suggest a relationship between your thesis and existing creative/performative work. Several examples follow:

- “The Road to Nowhere”: Poems in the Tradition of American Folk Songs
- “Piano Concerto in C Minor”: A Variation on Chopin in the Style of Glenn Gould
- “Harassment? A Debate”: A Stage Piece Addressing Violence in College Dormitories
- “A New *Mona Lisa*”: Digital Manipulations of Enigmatic Expressions in Homage to Da Vinci, Dalí, and Warhol

II. Purpose

This should be a very brief statement about what the project will entail, what final, permanent object your thesis will produce (such as a musical manuscript, a collection of short fiction, a script and digital recording of a stage piece, or a digital recording of paintings or sculpture). Equally importantly, your statement must describe the importance of your work in terms of its unique contribution to existing creative/performative work in print, production, exhibition, or recording. Keep this in mind: if you cannot state your purpose in just a few sentences, you’ve probably not thought about it enough, and if you cannot place your creative/performative work in

the context of existing objects, you are probably not familiar enough with your field of study to make a truly unique contribution to it.

III. Source Review

A Source Review is specific to a creative/performative thesis. As such a document, it may resemble, to some degree, the Literature Review of a research-based thesis, but it will differ in significant ways. The Source Review provides an opportunity for you to describe existing work in print, exhibition, or recording that bears a relationship to the work you will create as part of your thesis. Your Source Review, then, might list specific recordings in C minor and describe how the technique, style, or structure of each will contribute to your musical composition; or it might list established stage pieces and describe how some aspect of the staging of each, such as lighting, blocking, and the use of sound, will inform your own; or it might survey existing chapbooks of ballad-like poems or musical folk recordings will influence your use of tone, imagery, or metaphor; or it might consider works by Da Vinci, Dalí, and Warhol as well as critical material (reviews and interpretations) written about them that will guide your thinking as you create digital portraits for a new *Mona Lisa*.

Regardless of how you approach the Source Review, the goal here is to demonstrate your familiarity with a wide variety of existing sources that are relevant to the creative/performative work you will produce. While there is no “magic number” of sources to include here, it is important that your list demonstrates your strong background in appropriate materials. Specifically, your sources review should consider at least a dozen, and perhaps as many as 50, sources that exist in print or recorded form (such as in print, CD, digital or video tape, painting, sculpture, and the like). Given the significant nature of this part of your work—your attempt to demonstrate your intellectual grounding in existing materials—you should expect to spend a great deal of time on this aspect of your project.

IV. Central Themes to Be Addressed

In this section, you should be as specific as you possibly can. State as concisely as possible the themes your work will address. These should not appear in a list but should instead be explained fully. If your work is to investigate race relations on university campuses, for example, you might explain how you will make certain creative and/or performative decisions—such as artistic medium, use of imagery, allusions to events in culture, and so on—to achieve this effect. As you do so, remember that you are making a commitment to the kind of work you describe, so you must be both sufficiently *specific* to ensure that these themes will be visible in your completed thesis and sufficiently *general* to allow for a variety of manifestations of these themes as your creative/performative work develops.

V. Timeline

Here is where you tell the reader the details of how you will accomplish your goals. Because you need to finish your thesis in a limited period of time, it is important that you include a timeline in your methodology section. Be sure to include specific stages of work and due dates. Don't forget to allow yourself plenty of time to work with existing sources *and* to develop new material of your own, and *don't forget to consult with your thesis advisor before you develop this timeline* to make sure that s/he is confident you will complete the work you have proposed in the sequence your timeline suggests.

If you will be working with human or animal subjects, you will need to work closely with your advisor to be sure that all of the proper forms are filled out and that your research follows all ethical norms.

VI. Anticipated Form for the Thesis

What form will your creative/performative work take? If yours is a performance piece, will your thesis include the script/manuscript itself, or will it also include a recording of the work? If yours is a painting or a sculpture, how will you present this work to the public, and how will this presentation remain sufficiently permanent to allow it to be viewed by others once you have left UNI (such as through photographs or a digital recording, perhaps)? Be clear, in other words, about the form your creative/performative work will take as well as about how you will make such a work—especially works that require something more than *the page*, such as performance pieces and the visual and plastic arts—permanently available.

VII. Bibliography

Here you will provide complete bibliographic citations for all of the literature that was referenced in the Source Review section of your proposal. As you develop your bibliography, you should work with both your thesis advisor and a Writing Center consultant to determine the most appropriate documentation style to use throughout this section of your formal proposal. In all cases, this should be the standard documentation format in your field of study (such as the MLA or the Chicago style, for example).

Note: Students working in the creative and performing arts may find that their thesis proposals will need to deviate from the format described above. In such a case, be sure to work out an acceptable format with your advisor and the Director of the Honors Program, again to make sure that your work will meet all Honors Program requirements independent of requirements for work in your major field of study.

ON THE RELATIONSHIP OF YOUR PROPOSAL TO YOUR COMPLETED THESIS: A FINAL WORD

In addition to providing a concrete basis for the work you will complete in your thesis, your proposal also offers an outline of the thesis itself. In other words, your thesis will follow your proposal to the letter in terms of the following: *what kind of work you will undertake; how your work will show a relationship between the sources you have studied and the new work you will produce; and, finally, what form your work will take*—such as a painting, a stage piece, a musical score, or a chapbook. As with a more traditionally research-based thesis, the completed version of your creative/performative thesis may differ slightly from what you describe in your proposal, but the proposal is meant to serve as a platform from which your work will begin as well as to offer a model of what you will produce in your final product. It is therefore very important that you approach and complete your proposal carefully and conscientiously, since doing so will frontload much of the work for your thesis and will, therefore, free you to devote more time to the development of a creative and/or performative object.

**The Reflection:
A Central, Required Feature of the Creative and/or Performative Thesis**

Regardless of the nature and form of the creative and/or performative thesis, one central feature of the finished document must be a written evaluation—a reflection, which may open or close the thesis and which will place the creative/performative work in a larger cultural and intellectual context. Such a document marks one of the ways in which the creative/performative thesis differs significantly from a more traditionally research-based project. The reflection must include: (a) an explanation of the project and your reasons for choosing it, (b) the steps taken to complete the project, (c) a description of your final work, (d) an assessment of the importance of the creative/performative activity with an indication of the activity's unique contribution to existing creative/performative works, and (e) a brief statement about the value of your experience.

APPENDIX B

SAMPLE TITLE AND SIGNATURE PAGES

TITLE OF THE THESIS
IN ALL CAPITAL LETTERS

A Thesis or Project
Submitted
in Partial Fulfillment
of the Requirements for the Designation
University Honors with Distinction or University Honors
(select appropriate designation)

Your Full Name
University of Northern Iowa
May 2009

(Signature page to be typed by the student)

This Study by:

Entitled:

has been approved as meeting the thesis or project requirement for the Designation
University Honors with Distinction or University Honors (select appropriate designation)

Date

(type name), Honors Thesis Advisor, (type department)

Date

Jessica Moon, Director, University Honors Program

APPENDIX C
CAMPUS RESOURCES FOR STUDENTS

HONORS THESIS
CAMPUS RESOURCES FOR STUDENTS

- Academic Calendar
Website: <http://access.uni.edu/acal/bin/callist.cgi?cat=academic>
- Academic Ethics/Discipline/Plagiarism Policy
Website: <http://www.uni.edu/pres/policies/301.shtml>
- Copyright at UNI
Website: <http://www.uni.edu/osp/ip/copyright/index.htm>
- Rod Library
Website: <http://www.library.uni.edu/>

General Telephone Numbers

Circulation Desk: (319) 273-2462

Reference Desk: (319) 273-2838

TTY Number: (319) 273-7299

FAX Number: (319) 273-2913

- Ask Us!
<http://www.library.uni.edu/ris/askchat.shtml>
- Make a Research Consultation (Online Form)
Website: <http://www.library.uni.edu/ris/researchconsultation.shtml>
- Research Assistance
Website: <http://www.library.uni.edu/instruction/tips/index.shtml>
This Website includes the following online resources:
 - Boolean Searching (What is it and how can I use it effectively to search databases and the Internet?)
 - Evaluating Sources (Is this a good source to use for my paper?)
 - Glossaries of Library and Research Terms (What is "truncation" and how can I use it?)
 - Grammar and Punctuation Guides (Should I use a semicolon here?)
 - Images You can Use (Where can I get a graphic for my presentation?)
 - Journals vs. Magazines (I need professional journals for this paper. How can I identify them?)

- Narrowing/Broadening Your Topic (How can I narrow down my set of 500 entries to a manageable size?)
 - Plagiarism (What is plagiarism and how can I avoid it?)
 - Style Guides (I need to cite this Internet source in APA style. How do I do that?)
 - Classification Systems Used in Rod Library (Why do the call numbers on Youth Collection books look different from those in the UNI Stacks?)
 - Maps of the Rod Library (Where in the library can I find books with the location Stacks and the call number PN?)
- Writing Center
Website: <http://www.uni.edu/unialc/writingcenter/>
Telephone: (319) 273-2361
Location: 008 ITT

APPENDIX D

FORMS

HONORS THESIS
STUDENT/ADVISOR AGREEMENT

Please complete this form and attach a paragraph or more describing your thesis topic. The signature of your faculty advisor becomes notification to the Honors Director that he or she has approved the topic as described and agreed to serve as your thesis advisor. This form must be turned in to the Honors Program office by the end of the fourth week of Semester One.

Student Name: _____ Student Number: _____

Advisor Name: _____ Department: _____

The Honors Student and Thesis Advisor agree to the following:

Student responsibilities:

- Students and thesis advisors must stay in close contact during the entire process of researching and writing the Honors Thesis. No more than two weeks should pass without contact between a student and advisor (in person, telephone, email, etc.) regarding progress on the project. The student is responsible for initiating this contact and providing updates on progress or descriptions of any problems he or she may be encountering.
- The thesis is intended to make an original contribution to the student's field of study. As such, the student is responsible for doing original work.
- To encourage appropriately high standards of writing, the student is responsible for having a complete draft approved by The Writing Center prior to the second-semester deadline.

Advisor responsibilities:

- The thesis project is *guided* by the advisor, whose role includes serving as a sounding board for ideas, recommending articles and books for the student's consideration, commenting on subject matter and writing, and challenging the student to think in new directions. Throughout work on the thesis, the advisor will suggest specific guidelines and, later in the process, revisions regarding structure, methodology, content, standard use of English, and a discipline-specific documentation style. More generally, the advisor will guide the student's work to ensure that the thesis offers an original contribution to the student's field of study.
- The advisor should respond in a timely manner (usually 1-2 weeks) to the student's requests for feedback in order to guarantee the continued progress of the thesis.
- The advisor must provide a brief summary of the student's work when the final grade is submitted to the Honors Director. A student who has not stayed in contact with his or her advisor or who has not completed the thesis according to Honors Program guidelines should not, under any circumstances, receive a passing grade; at the same time, students and advisors should remain aware that the thesis must receive a grade of C or better in order to fulfill the final requirement for an Honors designation.

Student Signature

Date

Advisor Signature

Date

HONORS THESIS PROPOSAL

Please complete the thesis proposal form, attach a thorough description of your project according to the set of guidelines appropriate to your project (research or creative/performative), and submit the proposal to the Honors Program office. The proposal is due no later than the end of the tenth week of Semester One.

Name: _____ Student Number: _____

Major(s): _____

Advisor Name: _____ Department: _____

Thesis Title: _____

Approval of Thesis Proposal:

Thesis Advisor	Department	Date
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College Reviewer	Department	Date
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Result of College Review: ___ Approved without revisions
 ___ Approved with suggested revisions (see attached)
 ___ Returned for revisions and resubmission* (see attached)

Honors Director	Date
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*If the designated College Reviewer chooses not to approve the thesis proposal, he or she must attach a paragraph or more of comments to guide the student's revision before a resubmission of the proposal for a second reading.

HONORS THESIS DRAFT - WRITING CENTER REVIEW

To the Honors Student: You are required to submit a copy of the evaluation below to the Honors office with your thesis draft. If your Writing Assistant evaluates any aspect of your work as “Incomplete (*I*),” you must revise and meet with that consultant or with Dr. Deanne Gute, Director of the Writing Center, so that your revisions may be reviewed and noted on this form.

NOTE: A “Weak (*W*)” evaluation means there is considerable work to do in that category and you may choose to get additional Writing Center help. “Adequate (*A*)” means acceptable for a draft, but still room for improvement in the final draft. “Strong (*S*)” means polished, “finished” quality. **Please mention that you are part of the Honors Program when you schedule your appointment, and drop your paper off at the reception desk in 008 ITT at least two days prior to your appointment to give your writing assistant time to read the document.**

To the Writing Assistant: Please evaluate this Honors student’s thesis draft according to the rubric below. Place one copy in the student’s file and give one copy to the student at the end of the appointment.

Name of Honors Student: _____

Name of Writing Assistant: _____ Appointment Date: _____

	(S)trong	(A)dequate	(W)eak	(I)ncomplete
Clear expression of purpose in the introduction (incl. statement of problem, major research question(s), key finding or argument)				_____
Development and logic of argument				_____
Structure; logical order; transitions connecting paragraphs and sentences				_____
Use of appropriate variety of discipline-specific sources				_____
Blending of source material and original analysis				_____
Use of discipline-appropriate documentation style				_____
Conclusion synthesizing and interpreting findings or performance; describes research limitations and argues significance of the project				_____
Clarity/precision of word choice & sentence structure				_____
Use of standard, edited English				_____

HONORS THESIS TIMELINE 2008-2009

Semester One – Fall 2008

- Schedule an appointment with Jessica during Week 2 or 3 if you did not attend an informational meeting last spring or if you have questions about the thesis process
- Turn in *Student/Advisor Agreement* by Week 4 (due by 4:00 pm on Friday, Sept. 19th)
- Gather resources, work on reading and note taking throughout Semester One
- Attend Thesis Proposal Workshop during Week 8 (dates TBA)
- Submit Thesis Proposal for College Review by Week 10 (due by 4:00 pm on Friday, Oct. 31st)
 - Proposals will be returned during Week 13 with approvals or necessary revisions
 - Proposals requiring revisions must be resubmitted by Week 15 for secondary review (due by 4:00 pm on Friday, Dec. 5th)
 - All proposals should be approved by the end of Semester One

Semester Two – Spring 2009

- Schedule *Thesis Consultation* with Jessica by Week 3 (January 26th – 30th)
- Attend Writer's Workshop during Week 6 (dates TBA)
- Submit *Complete Rough Draft* reviewed by The Writing Center by Week 12 (due by 4:00 pm on Friday, April 3rd)
- Present at *Honors Research Day* during Week 14 (Saturday, April 18th)
 - Students typically present at Honors Research Day. If extenuating circumstances prevent you from presenting on April 18th, contact Jessica to schedule an alternate date. All presentations must be completed prior to Finals Week.
- Submit *Final Copy of Honors Thesis* to the Honors Program office by the beginning of Finals Week (due by 4:00 pm on Monday, May 4th)
 - Your completed signature page must be included at time of submission.