

## **Honors Study Guidelines**

### **Connecticut College Standardized Format**

Proposed by the Academic and Administrative Procedures Committee (AAPC)

Updated January 2008

Honors Study at Connecticut College reflects the highest academic or creative achievement of a student in his or her chosen discipline or interdisciplinary program. It challenges students to pursue original work and develop expertise in their area of study. Through Honors Study, student scholars and artists work closely with faculty scholars and artists to create knowledge, test questions, or produce artistic creations which enhance, their intellectual, personal, and professional growth. This provides an opportunity for those seniors who have previously demonstrated work of exceptional quality in their discipline and possess high potential for further accomplishment, as determined by the department or program.

When successfully completed, Honors Study leads to an award of Honors in the discipline, which is so noted on a student's transcript. Therefore, the criteria for honors study are determined by each department or program, and more than one faculty member is involved in determining whether a student has successfully completed Honors work.

Connecticut College encourages properly qualified students to undertake Honors Study (497-498). At the end of their junior year students may request permission of their department or program to be admitted to Honors Study. To be eligible to apply, students must have maintained, during their sophomore year and the first semester of their junior year, a 3.5 average in their major courses at or above the 200 level. Each student should check early for specific details with his/her thesis adviser or department chair. An individual request for an exception to the minimum grade point average of 3.5 should be based on criteria determined by a department/program and approved by a department chair or program director.

## **REGISTRATION**

Students enroll in their department or program's Honors course (497-498).

It is recommended that students enroll in the library workshop on honor thesis research strategies and resources.

## **RECOMMENDED CALENDAR**

### **1) JUNIOR YEAR—Spring Semester**

**February-March**—Students should discuss proposals with relevant faculty members and submit them to departments or programs, before the first week of May. Students who are studying away should discuss their proposals with faculty advisers and submit their proposals by e-mail. The student should write a proposal (3-5 pages) for a senior project that outlines a yearlong research project or equivalent assignment in the creative or performing arts in terms of topic, method, and timeline.

**A research proposal might include:**

1. Purpose of the study.
2. Relevance of the study.
3. Brief review of the literature. The identification of the main question/hypotheses in the existing literature.
4. Main questions addressed by this study.
5. Methodology.
6. Preliminary timetable for completing the study.
7. Annotated bibliography with at least five sources approved by the thesis adviser.

**Early May**—Departments or programs determine which applications to accept for Honors Study based on criteria that each department or program has developed in accord with the standards of the discipline. The department should approve the adviser, second reader, and any additional reader. The completed Honors Thesis Card is to be submitted to the Office of Records and Registration before the end of classes in May (copies are distributed as indicated on the bottom of the Honors Thesis Card). Under exceptional circumstances the department/program chair and thesis adviser may jointly permit a later application, but no students may be accepted for honors study after the beginning of their senior year. In the event that an application is received between May and the beginning of the senior year, the Office of Records and Registration should be informed no later than the end of the Add/Delete Period in the fall semester of the senior year.

### **2) SENIOR YEAR—Fall Semester**

**Student must be enrolled in 497.**

**By end of the first semester**—Students should have submitted to their thesis adviser and reader(s) an outline of the thesis and a draft of at least one chapter (for example, the methodology chapter) plus a bibliography of the sources cited and consulted in that chapter. Students in the arts should provide an equivalent basis for evaluation as determined by their department or program. It is strongly advised that students move beyond these minimal requirements by this mid-point in their senior year.

### 3) SENIOR YEAR—Spring Semester

#### **Student must be enrolled in 498.**

Departments and interdisciplinary programs are responsible for setting standards for submission of drafts or the equivalent in the creative arts. This includes drafts (or the equivalent) of parts of the work in progress (such as chapters or sections, or stages in an artistic creation) and the draft or equivalent of the completed work prior to the final bound copy. Departments and programs are encouraged to develop a process and schedule for student work that allows adequate time for the thesis adviser and readers to evaluate and provide written feedback to the student plus sufficient time for the student to revise the work for the final bound copy. Readers who do not receive drafts by **five weeks prior to the end of classes** have the right to be excused from the committee. It is strongly advised that readers be involved through the year rather than just at the stage of the final draft. Advisers and readers should determine the best way to accomplish this.

**One week prior to end of classes in the second semester of the senior year, the completed thesis is due. Late submissions will not be considered for Honors**— the student will upload the thesis using a drop box on a Moodle site for course 497-498. At that time, the student will also submit to the registrar's office the thesis submission form. After the conclusion of the academic year, the library will post the thesis to Digital Commons, granting the thesis the level of access requested by the student and adviser. Other copies will be distributed as the department/program or thesis adviser requires. See the current college calendar for the date (<http://www.conncoll.edu/academics/8263.htm>).

#### **The thesis should follow this Standard Format:**

Recommend use of MLA ([http://www.lib.usm.edu/help/style\\_guides/mla.html](http://www.lib.usm.edu/help/style_guides/mla.html)) format or what each department or program considers most appropriate in its field.

#### **Public Presentations**

Departments and interdisciplinary programs are encouraged to have an oral defense or a public presentation of the thesis or artistic creation.

## **GRADING**

**Grading 497-498.** Satisfactory progress by students enrolled in course 497 will be given a temporary mark “In Progress” by their thesis adviser at the end of the first semester. This mark will be changed to a letter grade when the Honors Study has been completed. The thesis adviser shall assign the final grade after receiving evaluations from each reader. Departments or programs should determine whether adviser/reader evaluations may be submitted orally or in writing. A or A- work is the only work that may receive Honors. It goes beyond the norm in 400-level courses and should meet the highest standards of content and presentation. Work graded B+ and below will be changed from Honors Study to Individual Study 491-492.

**Connecticut College awards the degree of Bachelors of Arts with Honors Study** in the Major Field to students who complete their Honors Study with a grade of A or A-.

**The College awards the degree of Bachelor of Arts with Honors Study and Distinction** in the Major Field to students who complete their Honors Study with a grade of A or A-, and who have a minimum grade point average of 3.7 (beginning with the students matriculating in the fall of 2006 including transfer and RTC students) in their regular major courses, including those of the freshman year or its equivalent.

# Honors Thesis Card

(Department/Program of \_\_\_\_\_)

Thesis Student: \_\_\_\_\_

Honors Thesis Adviser (1<sup>st</sup> Reader): \_\_\_\_\_  
(Required)

Signature of Thesis Adviser \_\_\_\_\_

Second Reader: \_\_\_\_\_  
(Required; may be chosen outside of the Department or Program)

Signature of 2<sup>nd</sup> Reader \_\_\_\_\_

Third Reader: \_\_\_\_\_  
(Optional; may be chosen outside of the Department or Program)

Signature of 3rd Reader \_\_\_\_\_

Tentative Title of Thesis: \_\_\_\_\_

\_\_\_\_\_

Box # \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

**Instructions:** Complete four (4) copies of the thesis card — one copy should be delivered to the department/program office for your permanent file; one copy should be on file with your faculty thesis adviser; one copy to the Office of Records and Registration, and one copy should be for the library.



**CONNECTICUT COLLEGE HONORS THESIS SUBMISSION FORM**

**PART I: GENERAL INFORMATION**

**TITLE OF THESIS:** \_\_\_\_\_

**AUTHOR'S NAME:** (last name, first name): \_\_\_\_\_

**PERMANENT EMAIL:** \_\_\_\_\_

**PART II: APPROVAL OF ADVISER AND READERS**

This thesis by \_\_\_\_\_ is accepted in its present form by the Connecticut College Department/Program of \_\_\_\_\_ as satisfying the requirement for Honors Study in \_\_\_\_\_.

Date: \_\_\_\_\_

**Signature of Thesis Adviser** \_\_\_\_\_

**(Required)**

Professor of \_\_\_\_\_

Members of the Honors Committee:

Second Reader: \_\_\_\_\_

Professor of \_\_\_\_\_

Third Reader: \_\_\_\_\_

Professor of \_\_\_\_\_

**--turn over for Part III--**

### PART III: DIGITAL COMMONS ACCESS

Please carefully review the following statements with your thesis adviser, and select box 1 to release your thesis to the World Wide Web or box 2 to restrict access to the Connecticut College community. If you select box 2, also indicate the duration of the restriction. Once you have done this, confirm your selection with your signature and that of your adviser.

You will always have the option of contacting the Digital Commons administrator to move a thesis from unrestricted to restricted access in the future regardless of your current selection. If you do not make a selection, the thesis will be restricted to indefinite on-campus access by default. You, as author, will retain copyright to your thesis, regardless of your selection.

**1. Internet release:**

I hereby grant permission to make my Senior Honors Thesis, in its entirety, accessible to the Connecticut College community and the World Wide Web via *Digital Commons @ Connecticut College*. I understand that this choice will enable my thesis research to be available over the World Wide Web and searchable via Google, Bing or other Web search engines.

**2. Restricted to Connecticut College community:**

I hereby grant permission to make my Senior Honors Thesis, in its entirety, accessible only to the Connecticut College community via *Digital Commons @ Connecticut College* for the following time period:

- Access restricted to on-campus use indefinitely
- Restricted to on-campus access for six months
- Restricted to on-campus access for one year
- Restricted to on-campus access for two years

*Note: If you choose restricted access for a fixed time period, it is your responsibility to contact the Digital Commons administrator before it expires to renew the period of restriction. Once the restricted access period expires your thesis will become available over the World Wide Web and searchable via Google, Bing or other Web search engines.*

#### STUDENT SIGNATURE

I have read and fully agree to the Connecticut College Thesis Submission Form regarding my honors thesis. The distribution option I have selected is subject to my adviser's approval.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### THESIS ADVISER'S SIGNATURE

I am aware of the distribution option selected by my student:

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_