

College of Arts & Sciences
Departmental Honors Program Guidelines – 2006-2007

The following criteria are based upon University guidelines for the Departmental Honors Program:

1. Departmental Honors Coordinator (DHC) – Each department with a Departmental Honors program will designate a DHC. The DHC (in consultation with the chair and the faculty) will establish requirements for the Departmental Honors program in their area, as well as the procedures for students to apply and be selected. The DHC will monitor the progress of all their Departmental Honors students and keep appropriate records. The name of the DHC and the guidelines approved by the department will be forwarded to the Dean. Guidelines should include information regarding eligibility and selection of students, method of choosing the thesis/project advisor, significant nature of the thesis/project, and evaluation procedures.
2. Eligibility and Selection – Guidelines will include eligibility requirements (grade point average and/or other criteria) that students must meet to qualify for Department Honors and will identify deadlines for selecting these students.
3. Thesis/Project Advisor (TPA) – Each Departmental Honors student must work with a full-time faculty member serving as the supervisor of the thesis or project. Other faculty may serve as the TPA with prior written approval from the Dean or her designee. The responsibilities of the TPA may include: working collaboratively with the student in developing and critiquing the thesis or project proposal; advising the student regarding coursework needed to prepare the thesis or project; reading and critiquing the written component of the thesis or project; and helping the student with a forum in which to share the results of the thesis or project.
4. Nature of the Thesis or Project – Guidelines will describe the type of work acceptable for the thesis or project. These may include specific information about the length of the research paper, types of acceptable projects, and specific style requirements (e.g., MLA or APA). All departments will conform to minimal college formatting requirements (see attached).
5. Evaluation of the Thesis or Project – The Departmental Honor student's thesis or project must be evaluated by at least two faculty, one of which must be the TPA. The process for evaluation needs to be consistent for all students in your Departmental Honors program.
6. Thesis/Project Submission Form –The thesis/project submission form (see attached) is completed after the thesis or project is approved by all appropriate faculty. This form requires signatures from the TPA and DHC and is sent to the Office of the Dean with the completed thesis/project. **Students must schedule an appointment with Dr. Rose Isgrigg (isgrigg@ohio.edu or 740-593-2845) to review the thesis for formatting.** Once approved by Dr. Isgrigg, the Dean (or her designee) will review the thesis/project and approve by signing. A copy of this thesis/project submission form will be sent to the DHC for information and record keeping. The thesis/project will be submitted to the library for archival purposes. If approval is not granted by the Dean or her designee, the form and thesis/project will be returned to the DHC.
7. Deadlines –

- A. Departmental Honors (DH) Designation on Transcripts:
Theses and projects (along with the completed Thesis/Project Submission Form) must be submitted to the Office of the Dean by the A&S deadlines (in bold) listed below in order for the DH designation to appear on the student's transcript for that quarter. Please include appropriate deadlines with the guidelines you issue to students.

	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Summer</u>
Registrar's Deadlines	12/18/06	4/10/07	5/15/07	9/18/07
Arts & Sciences Deadlines	12/11/06	4/03/07	5/8/07	9/11/07

- B. Departmental Honors (DH) Designation in the Commencement Program:
For spring quarter, if you have students who will not complete their theses/projects by the **May 8, 2007** deadline but expect them to do so by **July 8, 2007**, you may include their names for DH in the Commencement Program. Please email this request by **May 8, 2007** to the assistant dean (asleson@ohio.edu) and include the student's name, SS#, academic department, thesis advisor, and thesis title. Once these students finish their theses/projects, complete the Thesis/Project Submission Form described earlier. Students who complete their thesis or projects after **September 12, 2007** can have Departmental Honors added to their transcript at a later date. Questions about these deadlines should be directed to the assistant dean.

Thesis/Project Submission Form

Student Name _____ SS/ID# _____

Current Address _____ Phone# (____) _____

City, State, Zip _____ email _____

Thesis/Project Advisor _____ Major _____

Title of Thesis or Project: _____

For Department Use Only – Signature Indicates Approval of Thesis/Project

Signature - Thesis/Project Advisor _____ Date _____

Signature - Dept. Honors Coordinator _____ Date _____

Date Received by the Office of the Dean _____

Signature – Dean/Designee _____ Date _____

Comments:

STUDENT CHECK LIST FOR DEPARTMENTAL HONORS

- Thesis must be submitted on a **20 lb, 8 ½ x11 paper of at least 50% rag content**. Check the **watermark**. You may **not** use erasable or copier paper.
- Thesis must be submitted in a **black Smead Pressboard Binder** or equivalent. *Buy it early!* You will also need to purchase a **blank label** for your use.
- Number of copies to be submitted: 1 minimum. Typically one is also given to the thesis advisor as a courtesy. Check to determine if your department requires a copy. You may also wish to keep a fully signed and approved copy.
- Prepare a proper label showing title, name, month and year of graduation. Label should be affixed to the center of the binder.
- Check with the Departmental Honors Coordinator regarding deadlines.
- Enclosures that include videos, films, recordings, photographs, or software should be discussed with your thesis advisor early in the process of completing your thesis.
- Use the sample Title Page and Approval Page enclosed. The Title Page comes first and the Approval Page is inserted after the Title Page. The Approval page needs to be centered and started 2” from the top of the page. Be sure to include the proper graduation date, advisor’s name and rank (check with him/her or the campus directory) and be sure your degree title is correct.

COMMON ERRORS

- Wrong binders – Use only pressboard binders with flat metal spindles, hole-punched.
- Bad Labels – Use only the label sold with the binder. Do not type on cloth ribbon typewriters – use a carbon ribbon. Labels on videotapes or other materials attached to the thesis must be typed.
- Corrections are visible – No whiteout, erasures, etc. should be used.
- Table of contents is missing.
- Blank sheet in front of the title page is missing- There should be a blank “guard sheet” both in front of and behind the thesis.
- Pagination – Page numbers should be properly located at the upper right of the page. Please be certain that all page numbers are the same font and size. We cannot accept theses with inconsistent pagination.
- Label and title page show incorrect date of degree – Your label and title page should show the date of graduation, not the date of approval (i.e., June, August, November or March 200_).
- Incorrect degree – Please check your DARS for the correct degree and use it on your application for graduation as well as on the title page of your thesis.