



## Application for Thesis Program – HAL

**Student Name** (Please print): \_\_\_\_\_

Local Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

R#: \_\_\_\_\_ TTU E-mail: \_\_\_\_\_

Faculty member who will serve as your **Thesis Director** (Please print): \_\_\_\_\_

Email: \_\_\_\_\_ Dept. \_\_\_\_\_ Mail Stop: \_\_\_\_\_

Faculty member who will serve as your **Thesis Reviewer** (Please print): \_\_\_\_\_

Email: \_\_\_\_\_ Dept. \_\_\_\_\_ Mail Stop: \_\_\_\_\_

Semesters of research hours (3 per semester): Course \_\_\_\_\_ Semester \_\_\_\_\_  
(Approved application required prior to registration) Course \_\_\_\_\_ Semester \_\_\_\_\_

Current Cumulative GPA: \_\_\_\_\_ Graduation Semester: \_\_\_\_\_ Semester of Thesis completion: \_\_\_\_\_

Have you participated in paid undergraduate research? \_\_\_\_ With whom or what program? \_\_\_\_\_

**HAL Track:** \_\_\_\_\_ **Second major** (If applicable): \_\_\_\_\_

**Honors Thesis Proposal:** Please submit a formal Honors Thesis Proposal with this application. The Thesis Proposal should include, at a minimum, the working title of the Thesis (if known), a thorough description of the proposed work (including how the “original research” criterion will be met), probable sources of information for your Thesis, your reason(s) for pursuing this Thesis, and a detailed timetable which, at a minimum, includes the three required Honors College deadlines. Please use the “How to Write an Honors Thesis Proposal” document to guide you in writing your Proposal.

Student’s Signature: \_\_\_\_\_ Date \_\_\_\_\_

Thesis Director’s Signature: \_\_\_\_\_ Date \_\_\_\_\_

Thesis Reviewer’s Signature: \_\_\_\_\_ Date \_\_\_\_\_

Honors College HAL Director’s Signature: \_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY			
Final copy deadline _____	Grade: _____	Dean approv. _____	
Final copy Rec’d: _____	SS Entry: _____	Grad. Date _____	Registrar _____



# **Honors Arts and Letters Students - THESIS HANDBOOK**

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# Texas Tech University Honors College

## *Honors Arts and Letters Degree – Honors Thesis*

### **The Honors Thesis**

The Honors Thesis is meant to be the culmination of a student's Honors experience. It gives the student an opportunity to conduct *original research* while being guided by a faculty member who serves as the student's Thesis Director (or Thesis Mentor, as it is sometimes referred to). The Thesis is required for graduation "with Highest Honors" from the Honors College (in addition to accumulating thirty total Honors credit hours). While Theses are typically written documents, other formats may also be accepted (e.g., recital or exhibition) with approval from the HAL Director and if compliant with the original research requirement (see below). Students may enroll in two semesters of research coursework (at three credits per semester) while completing the Thesis.\* These credits will count towards the thirty Honors credit hours needed for graduating with Highest Honors.

*\*Students who have already obtained thirty Honors credit hours at the start of Thesis work are not required to enroll in research hours, although some students may find it advantageous to enroll in the research hours, regardless.*

### **Student Responsibilities**

Prior to submitting an application to do an Honors Thesis, a student should meet with the Honors College HAL Director for a consultation. During this consultation students will receive information about the Honors Thesis process and a copy of the application. Only students "in good standing" with the Honors College are eligible to apply and an **approved application must be on file in the Honors College BEFORE enrollment in Thesis research hours.**

Student responsibilities related to the Honors Thesis include:

- *Selecting a topic for the Thesis:* Due to the significant time and effort involved with an Honors Thesis, it is highly recommended that you chose a topic in which you have a strong interest. This topic need not be in the area of your major, but it should be a topic for which you enjoy reading about and research—a topic you can see yourself still being passionate about nine months to a year after starting Thesis work. Your Thesis topic can certainly be in your major field of study but the research and finished product should NOT be viewed similarly to a semester term paper or a journal article. This is a much more substantial work.
- *Selecting a Thesis Director and Thesis Reviewer:* You must select a faculty member to serve as your Thesis Director. This individual must be a member of the TTU or TTU Health Sciences Center *teaching* faculty and must normally be on the Lubbock campus for the for the duration of your Thesis work. The Thesis Director will help guide you through the Thesis process to include topic formation, research, writing, and revision. The student is also **encouraged** to select a faculty member to serve as the Thesis Reviewer. This person will be a second reader of your Thesis drafts and will advise you if your Thesis Director is unavailable. With an interdisciplinary Thesis, the Reviewer may provide additional content expertise which the Director may not have. However, the Director should be the primary overseer of the Thesis. You must select the Thesis Director and Reviewer before applying. It is critical to maintain contact with your Director throughout the Thesis process. Upon completing the Thesis, your Director will sign the title page, indicating his or her approval of the work. You are also welcome to have the Reviewer sign the title page as well. From there, the Thesis will be submitted to the Honors College for final review by the HAL Director and the Honors Dean who have the final say on whether the Thesis is acceptable and has met the Honors College's standard of graduating with Highest Honors.

- *Conducting responsible research:* Guidelines for responsible research must be followed (e.g., using reputable sources, citing all sources in a professional format, and *never* plagiarizing). All of your citations will be checked. No Thesis containing plagiarized content will receive credit and the student will not graduate with Highest Honors. Students conducting research with human subjects must receive approval through TTU's Institutional Review Board. The following website has more details:  
[http://www.ors.ttu.edu/Newors/newhome/Policies\\_Procedures/Human\\_Subjects\\_TTU\\_policies.html](http://www.ors.ttu.edu/Newors/newhome/Policies_Procedures/Human_Subjects_TTU_policies.html) The Honors College will not accept an Honors Thesis application for a Thesis involving human subjects without proof of approval from TTU's Institutional Review Board.
- *Ensuring the Thesis contains original research:* The Thesis must contain original research from you. That is, you are expected to produce some new insights on the topic investigated. For example, if the research is a laboratory investigation, it should do more than simply reproduce someone else's experience; it should go beyond previous work to seek to answer new questions. The same guidelines apply to other types of research such as field or historical investigations, surveys, evaluations of literature in a particular area of study, or artistic productions (which should offer original interpretations in the chosen medium of expression). Your Thesis Director can help guide you away from work that has already been done and in the direction of work that has yet to be done.
- *Making the Thesis accessible to multiple audiences:* Technical Theses should contain sufficient contextual information so that a non-specialist reader can have a limited understanding of the content and significance of the work. Students often use research they have completed for a scholarly journal article as the foundation for their Theses. Those students wishing to do this must build on the journal article content, as the Honors Thesis must contain, among other elements, significant contextual information which would likely not be included in the journal article submission and should be a more substantial work.
- *Producing a work worth of six Honors College and TTU credit hours:* Students often ask, "How long does my Thesis need to be?" The answer will be different for each student and is dependent upon the discipline from which the student is research and the nature of that particular Thesis. While quality is more important than quantity, the Thesis should thoroughly cover your topic and contain all of the required elements of a solid work as set forth by the Honors College. This is information that will be provided to you at the beginning of the Thesis process. What should be consistent among all students, regardless of discipline, is the amount of time and effort that each student puts into the completion of their Honors Thesis. **Keep in mind that an Honors Thesis is the outcome of two, three-credit, upper-level Honors courses and the work should reflect that.**
- *Turning in the Thesis:* A final hard copy of your Honors Thesis (with the title page signed by the Thesis Director) should be submitted to the Honors College by the date determined by the Honors College HAL Director. The Thesis will be submitted to the Honors Dean for final approval. If the Thesis is not approved by the Dean, it will be returned to you. Students will have the option and opportunity of revising the Thesis and resubmitting it for approval. Theses approved by the Honors College will be stored electronically through the University Library.

## Receiving Dual Degrees?

If you are receiving dual degrees, the transcript notation of "with Highest Honors" will only accompany the major associated with the HAL Thesis.

## **Faculty responsibilities**

The Thesis Director is responsible for advising the student about the content, structure, and style of the Thesis, as well as editing and reviewing the project.\* The Director should discuss in depth the idea of original research and how this component of the student's Thesis will be developed. When the student finishes the Thesis, the Director is responsible for signing the title page which indicates his or her approval of the work. If the student has enrolled in research hours, the Thesis Director will indicate a grade for the student for those hours. The student will submit a final hard copy of the Thesis with the Director-signed title page to the Honors College by the appropriate deadline. The Dean of the Honors College will evaluate the Thesis and provide a final signature, if approved. For more information on the Director's responsibilities, consult the Honors College's *"Guide for Honors Arts and Letters (HAL) Thesis Directors."*

*\*Though we do not expect the Honors Thesis to require as much time or effort as the Master's Thesis or project in the faculty advisor's discipline, the Master's Thesis provides an appropriate model for the subject, content, and structure of the Honors Thesis.*

## **Timetable for the Honors Senior Thesis**

As part of the application, students are required to submit a detailed timetable for their Senior Theses. The following timeline is offered as a guide. The Honors College requires a minimum of three dates to be listed, although we encourage students to include more dates to ensure steady progress on the work. The Honors Thesis is designed to be an eighteen month process. In the first segment of the schedule (which can be a semester or a summer), the student is to contemplate and choose a topic, find a Thesis Director, and begin doing preliminary research. The last two semesters of work will have specific deadlines as set by the Honors College HAL Director. For the first required deadline, the student must submit a work-in-progress and a Progress Report signed by his or her Thesis Director. For the second required deadline, the student must submit a second work-in-progress. By this point, the work should closely resemble what the final product will look like. For the final required deadline, the student should submit one final hard copy of the thesis, with a title page signed by the student's Thesis Director.

## Suggested Timeline

Event	Timeframe
<ul style="list-style-type: none"> <li>Read information about Thesis on the Honors College website</li> <li>Make an appointment for a consultation with the Honors College's HAL Director</li> </ul>	Anytime but <i>at least</i> by the 2 <sup>nd</sup> semester of junior year
<ul style="list-style-type: none"> <li>Brainstorm topic ideas</li> <li>Approach faculty members about potentially serving as Thesis Director and Reviewer (optional)</li> </ul>	2 <sup>nd</sup> semester of junior year
<ul style="list-style-type: none"> <li>Complete Thesis Application and return to the Honors College for approval</li> <li>If approved, schedule an appointment with the HAL Director and selected Thesis Director/Mentor to discuss Thesis and Honors College expectations</li> <li>If approved, enroll in Thesis research hours for following semester (consult HAL Advisor) Begin preliminary research and prepare outside of Thesis</li> </ul>	2 <sup>nd</sup> semester of junior year
<ul style="list-style-type: none"> <li>Submit first work-in-progress and signed Progress Report to the HAL Director</li> <li>Enroll in second semester of Thesis research hours (consult HAL Advisor)</li> </ul>	Last class day for 1 <sup>st</sup> Thesis semester
<ul style="list-style-type: none"> <li>Complete "Intent to Graduate" form with the Honors College; on form, remember to indicate plans to graduate "with Highest Honors"</li> </ul>	Semester <i>prior</i> to graduation
<ul style="list-style-type: none"> <li>Submit second work-in-progress and signed Progress Report to the HAL Director</li> </ul>	2 <sup>nd</sup> Thesis semester <ul style="list-style-type: none"> <li>October 1<sup>st</sup> (if finishing in fall)</li> <li>March 1<sup>st</sup> (if finishing in spring)</li> </ul>
<ul style="list-style-type: none"> <li>Turn in one (1) final hard copy of Thesis with Thesis Director/Mentor's signature on title page</li> </ul>	2 <sup>nd</sup> Thesis semester <ul style="list-style-type: none"> <li>November 1st (if finishing in fall)</li> <li>April 1st (if finishing in spring)</li> </ul>

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**Your Contacts at the Honors College**

Prof. Kurt Caswell

HONS 3300 & HONS 4300 Instructor

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Senior Academic Advisor / Coordinator

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# How to Select Your Honors Thesis Faculty Mentor/Director

Your selection of a faculty mentor/advisor for your Honors thesis is extremely important, so make the invitation to work with you thoughtful and informed. Your faculty mentor/advisor will be the person who directs your Honors Thesis and who works one-on-one with you throughout the research and writing phases of your project. This faculty member will advise and direct your project; he or she will also be your tutor and mentor. The Thesis Director should be someone who is dedicated to helping you with your Thesis research as well as someone who is dedicated to the writing process that goes along with the Thesis.

## When to Begin Considering a Faculty Mentor/Advisor

You will want to start thinking about and visiting with potential faculty mentors/advisors during your junior year or at least one year prior to your actual work on the thesis. Even earlier than your junior year, you may want to plan coursework or seminar selections with specific faculty members who might later function as your Honors Thesis Mentor.

Consider participating in the Undergraduate Research Fellowship (URF) program which is an excellent opportunity to foster a working relationship with a faculty member who can later serve as the advisor of your Honors Thesis.

Talk to the Honors College Advisors and other students in the college about faculty who will make effective Thesis Mentors.

Make appointments with prospective faculty mentors/advisors and visit with them about your ideas and their own research and academic schedules to find out whether they are in a good place to supervise your Honors Thesis. You want to determine whether this faculty member is a good match for you but remember, the mentor is a volunteer.

Begin a folder or packet of your Honors Thesis preparations right now with working ideas and notes from conversations. Think about the schedule of future courses that will provide you with the background you need for your thesis and/or that will be taught by faculty that you think might be a good choice for a mentor/advisor. Include in your folder the course, seminar, or URF papers that you believe might be useful to your Thesis project. Include all Honors Thesis forms and handouts.

Start your homework on this important selection process early.

## What to Look for in an Effective Faculty Mentor/Advisor

You want to work with a faculty mentor/advisor who is good for you in a number of ways:

- Your faculty mentor/advisor should have a comfortable, working relationship with you, and preferably, this relationship has been established by your having taken coursework or seminars with the faculty member and/or worked with the faculty member in undergraduate research.
- Your faculty mentor/advisor should be knowledgeable in the field (content, methodology, theory, specialization) of your thesis project and preferably engaged in research and scholarship that is connected in some ways to your own work.
- Your faculty mentor/advisor should have the time, energy, and commitment to work on an Honors Thesis with you as you learn how the process of a large, complex project for the first time; preferably a faculty member with experience in directing a Master's thesis or a Ph.D. dissertation.
- Your faculty mentor/advisor should be accessible; when faculty and students try to work across distances, the quality of the project is compromised.

- Your faculty mentor/advisor should be someone who reads and responds promptly to your work in progress.
- Your faculty mentor/advisor should be open-minded and willing to foster your ideas to allow you to pursue the avenue of investigation you find engaging.
- Your faculty mentor/advisor should be able to help you achieve your career goals (graduate schools, conferences or professional meetings in the field, networking with professionals in the field, internship or employment avenues, publication possibilities). This faculty member will be a person you will draw upon for letters of recommendation and professional references.
- Your faculty mentor/advisor will need to partner with the Honors College to achieve optimum scholarship experience for you and to meet the thesis requirements, expectations, workshops, and deadlines established by the Honors College. Early in the process schedule a meeting with your mentor, yourself, and the HAL Director to go over procedures and expectations.

### **Having Difficulty Making a Selection?**

If you are finding it difficult to find a faculty mentor/advisor who works in your field of interest, is accessible and available, and/or wishes to work with you, then speak to the Honors College HAL Director about facilitating discussions and meetings with potential faculty members.

# How to Write an Honors Thesis Proposal

## What is a Thesis Proposal?

Your Thesis proposal is directed at a limited audience: you, your Thesis Mentor, and the Honors College HAL Director. Your proposal is a document that gives this audience a road map that identifies your topic, explains the nature of your research, presents the project's working argument and major points of development, names the project's analytical approaches, research methodology, and resources, and outlines a plan of completion. Your proposal is a fluid, flexible, foundational document, capable of handling changes and new avenues of investigation or resources that might occur during the research and writing phases of the Thesis project itself.

In writing a proposal, you are narrowing the scope of your study and defining the preliminary argument of your project. You give yourself organization and structure. You sketch handy points of development and resources. You create a timetable and deadlines that help to preserve the process-oriented work necessary on a project of this length and complexity.

Your Thesis proposal reflects your pre-writing thinking, reading, and discussing of your topic and thesis project. Your proposal reflects thinking, refining, and studying on paper. Your proposal reflects your preexisting knowledge of the project's topic and identifies what experiential knowledge you bring to it. At this stage in the project, you may ask questions in your proposal that you cannot yet answer. You may be able to identify avenues of investigation for which you do know the outcome.

A well planned, structured, and written Thesis proposal gets you off to a strong start on your project and will serve you well during the entire process of writing your Honors Thesis.

## Key Points to Include in Your Proposal

- Working (though not necessarily final) title of the project
- Working argument (thesis or hypothesis) of the project
- Why your project matters (it's importance to the field in which it contributes)
- Knowledge and skills or credentials you bring as an emerging expert on this project; credentials your faculty mentor will bring to your project
- Analytical approaches and/or research methodologies
- Ways in which your project is accessible to experts in the field as well as interested, informed, and educated lay readers
- Preliminary list of resources or bibliography
- Schedule of activities leading to the completion of the project

## Revising Your Thesis Proposal

Because this document is so vital to the success of your entire Honors Thesis, be willing to revise it several times. Following your initial draft, share and discuss it with your Thesis Director, Thesis Reviewer, and/or the Honors College HAL Director. These conversations often enable you to clarify and specify elements of your proposal. The collective thinking about your Thesis project on the front end is extremely helpful in making it manageable.

The revision process enables you to mold, improve, and sharpen the project and to assist the actual research and writing stages of the process. Be willing to receive feedback from multiple reviewers and revise thoughtfully, based on those suggestions and comments.

## Helpful Tips at the Proposal Stage of Your Honors Thesis

- The more you discuss your project at the proposal stage, the better your proposal.
- The more reading you do about your project area at the proposal stage, the better your proposal.
- Keep careful notes and full formal citations. The more correct and complete you make your bibliographic notes and citations of materials you read, the better your proposal.
  - Annotate everything you read, making sure to include page numbers for summaries, paraphrases, and direct quotations. Begin your working Bibliography or Works Cited list now.

## Tips for Your Overall Project

- Begin thinking of your project in divisions or sections, so that you can begin to plug in ideas and materials to those divisions—refer to the Honors Thesis Format Guidelines to see how the project will take shape at the end. This is the stage at which you generate a working organization for the project.
- Begin the process of describing your analytical or theoretical approaches as well as your research methodologies. Begin to identify those analytical perspectives and methodological procedures that converge and diverge from those you intend to use in your project.
- Describe your own knowledge base about your project, coursework, lab work, research projects, experiential knowledge that you can bring to bear upon this project. Are there parts of previously generated scholarship that could be revised and integrated in this project?
- Identify and define your audience (expert and lay) so that you can begin to anticipate what information they may need packaged differently so your research will be accessible to them.
- Keep a “brainstorming” section of your project so that you can write down ideas when they come to you or when you are having discussions about your project with others. If you don’t write down these ideas at the time they occur, you will not retain them.
- Set reasonable but weekly expectations for yourself in your timetable toward the project’s completion. Give yourself ample time for every phase of the project. Be aware that every stage of a large project of this kind takes more time than you think it will. Avoid jamming up everything at the end by working every week on your project and by writing and revising as you progress through the project’s stages. The researching and writing aspects are recurring and constant.
- Share work in progress with your faculty mentors as you generate it. Faculty are accustomed to reading and responding to work in progress. If you run into an obstacle, let your faculty mentors help you with it right away.
- Meet regularly with your faculty mentors. Build meetings into your schedule. Each meeting should have a specific purpose. Before you meet with your faculty mentors, send them work in progress so that they will have time to review what you are working on and make your conversation as specific and as helpful as possible.
- Be willing to discard some work that you generate in the early stages of your project. Some resource materials will simply not be relevant to the final manifestation of the project. Some ideas will not be useful to the direction and focus your final project takes. Knowing when to discard materials and when to integrate materials is part of the thesis writing process.

# Honors Arts and Letters Thesis Format Guidelines

Honors Theses are digitalized with access available through the University Library.

Careful Thesis manuscript preparation is important and reflects on the quality of your work, and it can be accessed electronically by the public. You want to be consistent with citations in your critical apparatus and the presentation of your scholarship. You want other readers in your field as well as anyone interested in your project to be able to access what you bring to the scholarly conversation that exists about your subject matter and so make your manuscript “reader-friendly”, regularized, and appealing.

## Documentation Style

For style and documentation, students should consistently follow the most recent edition of the manual of style accepted in their discipline. Some of the most commonly used are the *MLA Handbook for Writers of Research Papers*, *Manual of the American Psychological Association (APA)*, *American Institute of Physics Style Manual*, and *The St. Martin’s Handbook* by Andrea A. Lunsford.

## Manuscript Organization

Generally, a Thesis will be organized with the following sections:

- Title Page
- Abstract
- Acknowledgements and Other Front Matter (Optional)
- Table of Contents
- List of Illustrations/List of Tables/List of Figures (Optional)
- Introduction
  - Thesis (Statement of position, arguments, and hypothesis)
    - Methodology and theoretical paradigms
    - Literature review (Situating your work within the context of published scholarship)
- Body of Thesis
  - Analytical discussion (Presentation of results with discussion and conclusions)
- Conclusion
  - Implications of study (Include possible limitations or possibilities of further study)
- Endnotes (Optional)
- Appendices (Optional)
- Bibliography (Includes both works consulted and works cited)
- 

## Manuscript Style

- 12 point Times New Roman Font
- Double-spaced (including blocked quotations)
- One inch borders (top, bottom, left, and right)
- Paginate with numbers centered at the bottom of each page; all front matter is paginated with lowercase Roman numbers; the rest of the manuscript is paginated with regular Arabic numerals
- Headings:
- Tables and figures occur in the text of the Thesis and are each numbered consecutively and labeled; i.e. labeled as Table 1, Figure 1, etc. and referred to in the text as Table 1, Figure 1, etc.
- Copy paper is acceptable as long as it is clean and bright white
- Title Page must include: title, author, date, Thesis Director’s signature line, second reviewer’s signature line (if applicable), HAL Director’s signature line, and Honors College Dean’s signature line; a standard Title Page will be sent to you toward the end of the Thesis process along with your previous edited drafts
- Submit a hard copy of your finished and formatted Thesis to the HAL Director; an electronic copy will also be required for the digitalized version for the University Library

*Title of Thesis*

by  
Author

AN HONORS THESIS  
for the  
UNIVERSITY HONORS COLLEGE

Submitted to the  
University Honors College  
at Texas Tech University in  
partial fulfillment of the  
requirement for  
the degree designation of

HIGHEST HONORS

MONTH AND YEAR (Ex. MAY 2015)

**Signatures**

Approved by:

\_\_\_\_\_  
FACULTY MENTOR (Insert actual name here)  
(Insert actual department here)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prof. Kurt Caswell  
Honors College Professor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Michael San Francisco  
Dean, Honors College

\_\_\_\_\_  
Date

The author approves the photocopying of this document for educational purposes.

# HONORS COLLEGE THESIS

## *Guide for Honors Arts and Letters (HAL) Thesis Directors*

The Honors Thesis is meant to be the culmination of a student's HAL degree. It gives the student an opportunity to conduct **original research** with a faculty mentor during the senior year, and it is the requirement for graduation in the HAL degree. Only faculty members who are members of the graduate faculty at Texas Tech are eligible to act as a Director for a student completing an Honors Thesis. Directors whose students successfully complete their Theses and have them approved by the Honors College will receive modest compensation from the Honors College for their efforts. While Theses typically take the form of written documents, other formats may also be accepted (e.g., recital or exhibition) with the approval of the HAL Director. Students completing such theses will need to submit a short, written piece to accompany the work of the alternative format; and this written piece should explain the work and its scholarly context.

Students have the option of enrolling in up to two semesters of research coursework while completing the Thesis. These hours can be applied towards the 30 hours of Honors credits needed (along with completed and approved Thesis) to graduate with Highest Honors from the TTU Honors College. Though we do not expect the Honors Thesis to require as much time or effort as a Master's Thesis/project in the Director's discipline, the Master's Thesis/project provides an appropriate model for the subject, content, and structure of the Honors Thesis. While most students will choose a Thesis topic within their major, it is not required; and interdisciplinary approaches are often taken. With interdisciplinary theses, the Director and student may choose a Thesis Reviewer who can provide content expertise in the other discipline.

**Originality of the research:** The Honors Thesis must contain original research on the part of the student. That is, the student conducting the research is expected to produce some new insights on the topic selected for investigation. For example, if the research is a laboratory investigation, it should do more than simply reproduce someone else's experiment; it should go beyond previous work or seek to answer new questions. The same guidelines apply to other types of research such as field or historical investigations, surveys, evaluations of literature in a particular area of study, or artistic productions (which should offer original interpretations in the chosen medium of expression).

**Role of the Thesis Reviewer.** Each Thesis student may have, in addition to a Thesis Director, a Thesis Reviewer. In most cases, the role of the Reviewer is that of a second reader. The Director should assist the student in choosing a Reviewer who will work well with the team already formed. When a Thesis takes a more interdisciplinary approach, the Reviewer may be asked to play a larger role and advise from his/her field of study, which may be different from the Director's field. However, preliminary signature approval of the Thesis will rest with the Director. Final signature approval of the Thesis project as a whole will rest with the HAL Director and the Dean of the Honors College.

**Human Subjects.** Any student conducting research with human subjects must receive approval for the study through Texas Tech's Institutional Review Board (IRB). You can visit the following website for more details on the IRB:

[http://www.ors.ttu.edu/Newors/newhome/Policies\\_Procedures/Human\\_Subjects\\_TTU\\_policies.html](http://www.ors.ttu.edu/Newors/newhome/Policies_Procedures/Human_Subjects_TTU_policies.html)

The Honors College will not accept a Thesis application for a thesis involving human subjects without proof of approval from the TTU's Institutional Review Board.

**Application:** The student may need help in developing the application in the following areas: 1) defining an appropriate scope for the Thesis; 2) setting expectations for Thesis length, criteria for assessment, and other considerations and assumptions relating to research in the discipline; 3) help in identifying an appropriate Thesis Reviewer; and 4) identifying the necessary resources to undertake the project. The Thesis student has in his/her possession the Thesis application which must be signed by the student, the Thesis Director and the HAL Director in the Honors College. It is the Thesis student's responsibility to have the Thesis Director sign the application. **Applications must receive final approval from the HAL Director before work begins on the Thesis.**

**Meetings with the Thesis Student.** Directors should be fully aware of the direction the Thesis is taking and the student's progress. The Honors College recommends substantial meetings at least once a month—more frequently if warranted. While students may work closely with graduate students during their research, Director responsibilities should only be undertaken by a member of the graduate faculty of Texas Tech. The Director should expect to be in residence at TTU for the duration of the thesis.

**Reading Drafts.** Students typically complete an Honors Thesis over a period of two long semesters. Students should periodically submit written work to the Thesis Director and Reviewer for comments and recommendations. Students will turn in written work to the Honors College on three occasions, the last of these being the submission of the final work (see student's application materials for a list of these dates).

**Grading.** No thesis containing plagiarized content should receive credit, and the student will not graduate with Highest Honors from the Honors College. Grades are assigned by the HAL Director.

**Format/Publishing of Final Document.** For style and documentation, students should consistently follow the most recent edition of the manual of style accepted in their disciplines. Theses will vary greatly in length, depending upon discipline, Thesis topic, and the way the Thesis is presented. **Keep in mind that an Honors Thesis is the outcome of two, three-credit, upper-level Honors courses, and the work should reflect that.**

**Final approval.** The Thesis Director must sign the title page accompanying the final document. The student is welcome to have the Thesis Reviewer also sign the title page. The student should then submit the final document to the Honors College no later than April 1<sup>st</sup> (for spring) or the last day of semester classes (for fall). The HAL Director and the Honors College Dean will review the Thesis and provide final signatures, if approved. No student may graduate until the project is accepted by the Dean of the Honors College.

The Honors College appreciates your time and expertise in serving as a Thesis Director. For more information concerning the Thesis process, contact Dr. James Brink, Honors College's HAL Director, at 742-1828.



# HONORS COLLEGE THESIS

## *Guide for Honors Arts and Letters (HAL) Thesis Reviewers*

The Honors Thesis is meant to be the culmination of a student's HAL Degree. It gives the student an opportunity to conduct **original research** and is the requirement for graduation. While Theses typically take the form of written documents, other formats may also be accepted (e.g., recital or exhibition) with the approval of the HAL Director. Students completing such Theses will need to submit a written piece to accompany the work of the alternative format which should explain the work and its scholarly context.

Though we do not expect the Honors Thesis to require as much time or effort as a Master's Thesis/project in the discipline, the Master's Thesis/project provides an appropriate model for the subject, content, and structure of the Honors Thesis. While most students will choose a Thesis topic within their major, it is not required. Interdisciplinary approaches are often taken. Students may consult completed Theses found in the Honors College Conference Room.

**Originality of the research:** The Honors Thesis must contain original research on the part of the student. That is, the student conducting the research is expected to produce some new insights on the topic selected for investigation. For example, if the research is a laboratory investigation, it should do more than simply reproduce someone else's experiment; it should go beyond previous work or seek to answer new questions. The same guidelines apply to other types of research such as field or historical investigations, surveys, evaluations of literature in a particular area of study, or artistic productions (which should offer original interpretations in the chosen medium of expression).

**Your role as Reviewer:** The faculty member in charge of the primary supervisory duties of the student is the Thesis Director. Students will meet frequently with their Director throughout the Thesis process. Grades for any research hours and preliminary signature approval of the Thesis will rest with the Director (final signature approval rests with the Honors College Dean). Your role as the Reviewer is that of a second reader, and you will likely be asked to read over the student's preliminary drafts and provide feedback. Sometimes, when a student's Thesis is interdisciplinary in nature, the Reviewer will also provide critical expertise and feedback earlier in the student's Thesis process.

**Human subjects:** Any student conducting research with human subjects must receive approval for the study through Texas Tech's Institutional Review Board (IRB). You can visit the following website for more details on the IRB:

[http://www.ors.ttu.edu/Newors/newhome/Policies\\_Procedures/Human\\_Subjects\\_TTU\\_policies.html](http://www.ors.ttu.edu/Newors/newhome/Policies_Procedures/Human_Subjects_TTU_policies.html) The

Honors College will not accept a Thesis application for a Thesis involving human subjects without proof of approval from the TTU's Institutional Review Board.

**Reading drafts:** Students typically complete an Honors Thesis over a period of two to three long semesters. Students should periodically submit written work to the Director and Reviewer for comments and recommendations. Students will turn in written work to the Honors College on at least three occasions, the last of these being the submission of the final work. No Thesis containing plagiarized content should receive credit, and the student will not graduate.

**Format/Publishing of final document:** For style and documentation, students should consistently follow the most recent edition of the manual of style accepted in their disciplines. Copies of the Theses will be stored electronically through the University Library.

Theses will vary greatly in length, depending upon discipline, Thesis topic, and the way the Thesis is presented. **Keep in mind that an Honors Thesis is the outcome of two, three-credit, upper-level Honors courses, and the work should reflect that.**

The Honors College appreciates your time and expertise in serving as a Thesis Reviewer. For more information concerning the Thesis process, contact Prof. Kurt Caswell at [kurt.caswell@ttu.edu](mailto:kurt.caswell@ttu.edu).