

## School of Earth and Space Exploration Barrett Honors Thesis Guidelines

The purpose of this document is to outline the School of Earth and Space Exploration (SESE) procedures for students completing an honors thesis or creative project with a faculty member in SESE.

Barrett, The Honors College, mandates the requirements for the honors thesis/creative project and therefore these procedures should be followed in addition to the procedures set forth by Barrett. More information about the Barrett requirements can be found at the [Thesis and Creative Project website](#).

The Barrett Thesis Preparation requirement should be completed by this point. Students should also refer to the [Barrett checklist](#) throughout the process of completing the thesis/creative project.

### **Faculty Mentor and Supporting Faculty Member(s)**

If a student chooses to do their honors thesis/creative project with a faculty member in SESE, the following items must be taken into consideration:

- Enrollment in the Honors Directed Study and Honors Thesis courses requires a mutual agreement between the student, the faculty advisor and the committee member(s).
- Enrollment in the Honors Directed Study and Honors Thesis courses requires SESE Associate Director for Undergraduate Programs approval.
- The Honors committee must have three members. The advisor and 2<sup>nd</sup> reader must be SESE faculty (professor or lecturer). The 3<sup>rd</sup> reader can be a non-SESE faculty member, an “adjunct” or “affiliate” SESE faculty member, or another person with permission of the advisor and Associate Director. The committee members must be identified at the time of submission of the Honors Thesis/Creative Project Prospectus form.
- Supporting faculty from outside the university, including faculty from other universities, ASU lab managers and research staff, or professionals with equivalent qualifications, must be approved by the SESE Associate Director for Undergraduate Programs. The supporting faculty committee member(s) must be identified at the time of submission of the Honors Thesis/Creative Project Prospectus form.

### **Honors Thesis approval**

Students should complete the following steps prior to the start of the semester in which the thesis/creative project begins:

- Students communicate with prospective faculty advisors to identify a research/creative project and identify an appropriate committee.
- Students submit the thesis/creative project agreement (a copy of the Honors Thesis/Creative Project Prospectus form) to the SESE Academic Programs Office (APO) in ISTB4 795 or to Becca Dial (bdial@asu.edu). The three committee members should be identified on the form.
- The Honors Thesis/Creative Project Prospectus form gets reviewed for approval by the SESE Associate Director for Undergraduate Programs.

## **Registration Requirements for Senior Thesis**

### **SES 492 Honors Directed Study**

This course is intended as an independent study in which a student, under the supervision of a faculty member/thesis advisor, conducts research or creative work that is expected to lead to an undergraduate honors thesis or creative project. While registration in this course is not required for students doing an honors thesis or creative project, it is highly encouraged. Once the Honors Thesis/Creative Project Prospectus form is received and approved by SESE APO, an override will be issued. Students will register for the course selecting the faculty advisor as the instructor of record prior to the first day of classes for that semester.

### **SES 493 Honors Thesis**

This course is intended for supervised research or creative activity focused on preparation and completion of an undergraduate honors thesis or creative project. Barrett students doing an honors thesis/creative project with a SESE faculty advisor must enroll SES 493 during the semester of thesis completion. Students who took SES 492 should send email approval from the thesis advisor to Becca Dial ([bdial@asu.edu](mailto:bdial@asu.edu)) confirming continuation of the thesis/creative project work for the next semester. Students who did not take SES 492 will be given permission to register for SES 493 once their Honors Thesis/Creative Project Prospectus form is received and approved by SESE APO. Students will register for the course selecting the faculty advisor as the instructor of record prior to the first day of classes for that semester.

SES 492 and 493 are sequential and may not be taken in the same semester. Students must register for and successfully complete at least SES 493 (or its equivalent) to graduate from Barrett, The Honors College.

## **SESE Requirements for Completion of an Honors Thesis or Creative Project**

To receive credit for SES 493 a student must do the following while enrolled in the course:

- Complete the proposed research/creative project with guidance from the faculty advisor and committee members.
- Complete a write-up of the research/creative project and results in the form of an undergraduate thesis. Students should use the [Graduate College format manual](#) for formatting guidelines.
- Give a final oral presentation/defense that is open to the public and moderated by the faculty advisor and committee members. The defense should be completed no later than a week before the last day of classes.
- Submit the completed thesis/creative project report to the faculty advisor and committee members at least two weeks prior to the oral presentation.
- Receive final approval of the written thesis/creative project report by the faculty advisor and the committee members no later than the last day of finals in that semester. The advisor will indicate approval by signing section D of the Announcement and Report for Senior Thesis/Creative Project Defense form.
- Submit final copies of the thesis and the defense form to the SESE Academic Support Group (APO). Electronic copies of the thesis are encouraged.

## **SESE Schedule and Deadlines**

All of these deadlines assume a student is taking SES 492 and SES 493. If a student opts only to take SES 493, all of the procedures below will take place during the semester of the defense.

Two semesters before thesis/creative project completion:

- Students identify a faculty advisor and honors thesis or creative project topic
- Students identify two committee members
- Students work with committee members on a thesis/creative project plan/timeline (Honors Thesis Prospectus form required by Barrett).
- Students submit the Honors Thesis/Creative Project Prospectus form to SESE APO before the semester of registration in SES 492
- Student registers for SES 492

Semester of thesis/creative project completion:

- Student sends faculty advisor permission to continue in SES 493 to SESE APO (Becca Dial, [bdial@asu.edu](mailto:bdial@asu.edu) ).
- Student registers for SES493.
- Student completes thesis research/creative project work under supervision of faculty advisor and committee members.
- Student writes thesis/creative project report using [Graduate College format manual](#) as a guideline.

A minimum of two weeks before defense date students must:

- Students should work with their advisor and committee members to select a date and time for the defense. Thesis/creative project defenses should take place at least one week before the end of the student's final semester.
- Students should work with SESE front desk staff to schedule a room for the defense.
- Students submit the completed thesis/creative project report in final format to the faculty advisor and committee members.
- Submit defense announcement information to SESE APO (Becca Dial, [bdial@asu.edu](mailto:bdial@asu.edu) ) for distribution. This should include the defense date, location, time, name of the faculty advisor, names of committee members, the thesis/creative project title and abstract. Announcements should be no longer than 1 page.

To the defense, the student should bring a copy of the Announcement and Report for Senior Thesis/Creative Project Defense form, which is at the end of this document.

SESE APO and front desk are located in ISTB4 795 and can also be reached at 480-965-5081.

## Announcement and Report for Senior Thesis/Creative Project Defense

### SECTION A

"I verify that I have conducted this research and scholarship in accordance with ASU academic integrity, copyright and research on human and animal subjects' policies. I understand that failure to comply with these policies could lead to sanctions including revocation of my degree."

<b>STUDENT</b>		<b>ASU ID NO</b>	
<b>DEGREE</b>		<b>MAJOR</b>	
<b>DOCUMENT TITLE</b>			
<b>DATE OF DEFENSE</b>	<b>TIME</b>	<b>LOCATION</b>	

### LEVEL OF PASS OR FAIL

- **Pass:** Only minor format corrections needs to be made (ex: typographic errors, pagination)
- **Pass with minor revisions:** Extensive format/editorial corrections and/or minor substantive changes need to be made (ex: rewrite some text, correct grammatical errors).
- **Pass with major revisions:** Extensive substantive changes need to be made (ex: chapter rewrite)
- **Fail:** The overall execution of the study is flawed or the candidate's performance in the oral examination is seriously deficient

### SECTION B (To be completed by Thesis/Creative Project Advisor)

Preliminary Examination Results:  Pass     Pass with minor revisions     Pass with major revisions     Fail

<b>REVISIONS NEEDED (To be completed by Committee Chair)</b>

### SECTION C (Examination Results)

PASS	FAIL	NAME	SIGNATURE	PASS	FAIL	NAME	SIGNATURE
		ADVISOR					

**SECTION D (Final Approval of Document).** Faculty Advisor's signature certifies that all revisions noted above have been completed.

<b>NAME</b>	<b>DATE</b>
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