

## **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 Barrett 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 is located at the [Thesis and Creative Project website](#). The first step toward the honors thesis/creative project requirement is to complete the [Barrett Thesis Preparation](#). Students should also refer to the [Barrett checklist](#) throughout the process of completing the thesis/creative project.

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

Students who choose to do their honors thesis/creative project with a faculty member in SESE should be aware of the following items:

- 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, ASU lab managers or research staff or persons outside of ASU 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, which is due prior to registration in SES 493.

### **Courses Available for a SESE Honors Thesis**

#### **SES 492 Honors Directed Study (3 credits)**

This course is intended as an independent study in which a student, under the supervision of a SESE 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 and most students take it in the first semester of their senior year. If a student takes SES 492, it must be completed prior to enrollment in SES 493.

#### **SES 493 Honors Thesis (3 credits)**

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 in SES 493 during the semester of thesis completion, which generally occurs in the last semester of their degree program. Students must register for and successfully complete at least SES 493 (or its equivalent) to graduate from Barrett, The Honors College.

### **Procedures for Honors Thesis or Creative Project**

#### **Semester before registration in SES 492:**

- Students identify a SESE faculty advisor and honors thesis or creative project topic

- Student sends SESE faculty advisor permission to register for SES 492 to [seseforms@asu.edu](mailto:seseforms@asu.edu)
- SESE will review request and once approved, student will register for SES 492 with the SESE faculty advisor listed as the instructor of record
- Student works with SESE faculty advisor to identify two additional committee members

Semester before registration in SES 493:

- 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 both Barrett and to [seseforms@asu.edu](mailto:seseforms@asu.edu)
- SESE will review request and once approved, student will register for SES 493 with the SESE faculty advisor listed as the instructor of record

Semester of SES 493 completion:

- Students complete the proposed research/creative project with guidance from the SESE faculty advisor and committee members
- Student completes 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.
- Student gives a final oral presentation/defense that is open to the public and moderated by the faculty advisor and committee members. The defense should be no later than a week before the [last day of regularly scheduled classes](#).

**Defense and Honors Thesis/Creative Project Completion Summary Timeline**

A minimum of two weeks before the thesis/creative project completion:

- 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
- Student submits the completed thesis/creative project report to the SESE faculty advisor and committee members at least two weeks prior to the oral presentation
- Student submits defense announcement information to [seseforms@asu.edu](mailto:seseforms@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.

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

After the defense:

- Students must complete any revisions and receive final approval of the written thesis/creative project report by the SESE 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 [seseforms@asu.edu](mailto:seseforms@asu.edu)

The SESE front desk is located in ISTB4 795 and can 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

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

### 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> |
|-------------|-------------|