

**DUE TO THESIS COORDINATOR
& THESIS COMMITTEE**

Monday, April 18, 2022 =

Thesis Registry Form to Thesis Coordinator (*Renee*)

Monday - April 25, 2022 =

Create Time Line with Thesis Committee – send to Renee

Monday – October 10, 2022 =

ROUGH DRAFT due to Thesis Committee -*Send to all members*

FACULTY ARE ENCOURAGED TO SUBMIT COMMENTS TO THEIR STUDENT WITHIN 2 weeks

Monday, February 20, 2023 = FINAL DRAFT

In order to get Approval Signatures on April 1st

Send to Thesis Coordinator and Thesis Committee. ****If you miss this deadline you may be ineligible to graduate with Honors and/or Departmental Honors**

Monday - April 3, 2023 = THIS DATE IS NOT NEGOTIABLE Signature Sheets

Monday - April 10, 2022 = THIS DATE IS NOT NEGOTIABLE - Completed Theses
NEGOTIABLE

Completed Theses

The Thesis

The following section has been freely adapted from chapter 16 of *Getting What You Came For* by Robert Peters. You can find a copy of the original book in the Library of the Honors Observatory.

What is a Thesis? An honors thesis is a piece of original research or creative activity that adds to the general body of knowledge in a discipline or to the body of work in the creative arts. Originality may mean that the thesis tries to uncover new facts or principles, suggest relationships that were previously unrecognized, challenge existing truths or assumptions, afford new insights into little understood phenomena, or suggest new interpretations of known facts.

For many students, the word originality in conjunction with their thesis produces a kind of paralysis. How can I do anything original? Knowledge is something that I have always been trained to acquire from others, not produce on my own! But, originality does NOT mean that you must come up with a Nobel or Pulitzer Prize-winning research idea or creation. Most original work builds upon similar work done by other previous researchers or artists. For example, if a sociology student comes across an interesting study on the effects of long-term unemployment on family structure in a large city like Detroit, her original research might consist of using the same techniques to study the effects of unemployment in a small town such as Albion. Similarly, using existing artistic techniques to examine new subject matter such as the autobiographical details of a student's own life would add an original element to the creative thesis project.

If you chose to do a research-based thesis, it may help if you think of the thesis as the answer to a research *question* rather than as just a written report on research. To begin the process of writing a thesis, you must therefore begin by finding a thesis question, i.e., a question that is intriguing enough that you are willing to take a year or so in answering it. Thinking of questions will help you to see the thesis as the outgrowth of an investigational process. You begin with a major question, develop subordinate questions that help you answer it, and plan, refine and carry out research to answer these questions.

What is the Time Frame and the Credit for Writing a Thesis? Normally, you will begin serious research or creation for your thesis by the second semester of your junior year by enrolling for ½ unit of Honors Thesis credit (HSP 422H) under the supervision of your thesis advisor. The research and writing process then continues during your senior year when you will normally enroll for an additional ½ to 1 unit of thesis writing credit each semester. In the semesters that you register for thesis writing credit, you may take up to 5 total units of classes without additional tuition charge. The deadline for thesis completion is April 1 for May graduates and December 1 for December graduates.

What Forums are there for Presenting Thesis Results? Each year in the middle of April, the Elkin Isaac Student Research Symposium is held in which students have the opportunity to report the results of their research or creation to the College community. While there is no formal requirement that you present the results of your thesis at this symposium, you are strongly encouraged to do so. Also, some departments may ask their thesis writers to present their results at a department meeting or at a regional meeting of one of their discipline-related societies. FURSCA funds are available to support off-campus research presentations.

Is There Any Special Recognition that Comes from Writing an Honors Thesis? Each year the Honors Committee selects one or more Honors theses of particular merit and recognizes their authors by awarding them the Outstanding Senior Thesis Award. If you are selected for this award, you will have your name inscribed on a permanent plaque in the Honors Observatory Classroom and also receive a monetary award. Also, all students who successfully complete a thesis and the other requirements of the Honors Program, are recognized at commencement and on their diploma with the special designation: graduation "With Albion College Honors."

****Special Instructions for Research Involving Human or Animal Subjects**

Albion College is committed to the ethical treatment of all human research participants who take part in research conducted by its faculty, staff and students. All research that involves the use of human research participants (e.g., interviews, experiments, questionnaires) MUST receive prior approval from the college's Institutional Review Board (IRB). Additional information, including an IRB protocol review form, can be found at: http://www.albion.edu/research/research_board.asp.

Additionally, Albion College is committed to the humane and proper care of all animals used in teaching and research. The College endorses the guidelines of the Office for Laboratory Animal Welfare as specified in the PHS Policy on Humane Care and Use of Laboratory Animals. Additional information, including Institutional Animal Care and Use Committee (IACUC) applications for animal use can be found at: <http://www.albion.edu/psychology/iacuc/IACUC.htm>.

Directions for Preparation and Submission

Department and Student Thesis Responsibilities

1. You must submit a Thesis Registry Form to the Thesis Coordinator **no later than April**. On the form, you will indicate the tentative title of your thesis and obtain the signatures of each of your thesis committee members.
2. Each thesis committee must consist of at least three Albion College faculty members: a primary thesis advisor and at least two additional readers. Ideally, your committee should include at least one faculty member whose expertise is in an area different from your major or thesis topic. The Honors Director will review your thesis committee and must approve any subsequent changes to the committee.
3. You will create a Time Line with your Thesis Advisor that will be due to the Thesis Coordinator on or before April 25th.
4. Your thesis must be reviewed in progress and in final form by your entire thesis committee. **You must have a rough draft to your committee by the 10th of October**. It is your responsibility to work with all members of your thesis committee, not just your thesis advisor, and to keep all committee members informed of your progress by meeting with and regularly submitting to them written drafts of your work for comments and suggestions.
5. **You must have a FINAL draft to your committee by February 20** (*If you miss this deadline you may be ineligible to graduate with Honors*).
6. If credit is given for work on your thesis during your graduation semester, the grade will represent an evaluation of the final product. **You must have an overall GPA of 3.5 and a minimum grade of 3.3 on your Thesis to graduate with Albion College Honors. If the grade is 3.49 or below, you can still graduate with Departmental Honors but not Albion College Honors (you must have at least two committee members from the same department in order to get Departmental Honors)**. If the grade is lower than 3.49, the units involved will be treated simply as units toward graduation and you will not receive any Honors designation upon graduation.
7. Your thesis committee members will indicate their approval of your thesis for Departmental Honors by emailing the Thesis Coordinator their approval on or before the April 1 deadline. If your committee members believe that your work does not merit Departmental Honors, they will not send an approval email in.
8. If thesis credit is given prior to the graduation semester, evaluation may be in the form of either a numerical grade for the work accomplished during that semester or a grade of **P** (work in progress) if it is not possible to evaluate the research project until its completion.

Final Deadlines and Requirements

1. There are 5 deadlines that students must observe in submitting a finished Honors thesis for spring graduation.
 - a. **April 25** - Time Line must be created with the Student and Thesis Advisor and turned into the Coordinator in the Honors office.
 - b. **October 10** - Students will turn in a first draft of their thesis to all committee members
 - c. **February 20** – Approval Draft – send to Thesis coordinator ***if you miss this deadline you may be ineligible to graduate with Honors***
 - d. **April 3 by 4:00pm** - You must submit to the Thesis Coordinator 2 copies of your Thesis Approval Form (see attached) with all the signatures of your committee members. The second signature sheet Renee will get the Signatures from the Director and the Provost, **you will need to fill out your information and turn in 2 copies**. The Coordinator's office is located on the second floor of the Observatory.
 - e. **April 10 by 4:00 pm** you must submit at least 2 final copies of your thesis and email an electronic copy (Word or PDF) to the Honors Assistant Director.

Failure to meet these deadlines will result in the Thesis not being accepted for Honors for the impending commencement. It is your responsibility to see that These deadlines are met.

2. The thesis submitted to the Honors Committee for final approval must be in final form, free of typographical, spelling, and grammatical errors. Any thesis that does not meet these standards will be returned, and, if the April 1 deadline has passed, will be rejected.
3. You are strongly encouraged to present the results of your thesis at Albion's annual Elkin Isaac Research Symposium.

Thesis Writing Mechanics

Beyond the general guidelines above, you must follow these additional instructions in preparing two copies of your final draft for submission to the Honors Committee.

1. **Word Processing.** The thesis must be typed on a personal or Lab computer using word processing software so that the final draft can be printed on a laser printer.
2. **Typeface.** The text of the thesis must be printed in a clearly readable 12-point typeface. Exotic forms of type, such as “script,” are not acceptable.
3. **Color Printing.** The computer labs in Ferguson and Library have color printers available.
4. **Figures and Graphs.** If figures are hand drawn, photocopies of the original illustrations may be used for the second thesis copy submitted to the Honors Committee but the originals of all figures, graphs and illustrations must be included with the first copy. This original will be bound at library expense and will become a permanent part of the Albion College Library's Collection. The second copy will be bound at the expense of the Honors Institute and permanently housed in the Honors Center Library.
5. **Binding Personal Thesis Copies.** You may have as many additional copies of your thesis bound for your personal use. Additional copies will be bound at a cost to you (as of this writing \$10.00 for comb binding and \$18 for hardcover binding). Anyone needing a sleeve for a CD or DVD the cost will be \$4.00 each. All binding costs will be charged to your student account.
6. **Title Page.** You must follow the required form for the title page.
7. **Margins.** Carefully observe all margins: **1½ inches at the left**, 1 inch on the top, bottom and right. Make sure all graphs and figures are drawn or reduced by a photocopier so they fall within these same text margins.
8. **Page Numbering.**
 - a. Begin separate sections or chapters on a new page, **unless your thesis committee's directions are based on a system**, such as for submission for a particular journal, where this is not done.
 - b. Page numbering can be at the discretion of your Thesis Committee
9. **Line Spacing.** Double space the text throughout except for long quotations, or in the case of tables and figures where a discipline's customary writing style so allows.
10. **Writing Guides.** Finally, remember that a high standard of accuracy and clarity in written expression is expected. When in doubt about style or form, consult with your thesis advisor and/or a standard manual of style such as *A Manual for Writers*, Turabian; Harbrace's *College Handbook*, or *The MLA Style Sheet*.

Final Thesis Submission Procedures

1. Each of the thesis copies that you submit for binding must be in a separate envelope. These envelopes may be picked up from the Honors Assistant Director.
2. On each thesis envelope in the upper right hand corner, write your name, copy number (#1, # 2, # 3, etc.), and binding instructions (hardcover or comb bound). Copy #1 is required, Library. Copy #2 is required, Honors Thesis library. Copies #1 and #2 will be hard bounded at the college's own expense. Copies #3 and beyond are optional and are for your own purposes
3. You must pick up a Library Release Form from the Thesis Coordinator and include it as the last page of the Library copy. This form gives or denies the Library permission to make pies, in part or in whole and to view it online for scholarly purposes.
4. Be sure to double check each thesis to make sure that all pages, including title, approval, diagram and text pages are in the correct order, the Assistant Director and the Bindery will not do this for you.

Postponing Graduation to Complete a Thesis

If you have enough units to graduate in May (December) but are unable to meet the April 1 (December 1) deadline for completion of your Honors Thesis, you may elect to postpone your graduation for one semester in order to complete your thesis, provided that you:

1. obtain the written permission of your thesis committee and submit it to the Honors Director in a timely manner. A form for this purpose is available from the Honors Coordinator.
2. complete your thesis no later than the following August (April), if you complete all your other graduation requirements in May (December). You will then graduate with Albion College Honors after the Summer (Spring) semester.
3. enroll for ½ units of thesis writing credit for this final semester.

[**SAMPLE TITLE PAGE.** The margins for the title page must be as follows: left margin 1½ inches, right margin 1 inch, top margin 2½ inches. For the bottom margin, the words “Albion College” must appear 3 inches from the bottom of the page.]

CENTER TITLE IN CAPS

(If title has more than one line, double space between lines.)
(4 spaces)

A Thesis submitted for Honors in “Major/Minor/Concentration”
(4 spaces)

Your Complete Name

April 3, 2023
(2 spaces)

Albion College