HONORS IN THE MAJOR

STUDENT HANDBOOK

2017-2018

The Burnett Honors College
Office of Research and Community Engagement
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Dear Prospective Honors in the Major Student:

The Burnett Honors College is pleased that you are interested in pursuing research and creative activity that can lead to Honors in the Major (HIM) recognition. This handbook contains information to guide you through the HIM thesis process from inception to completion. Modeled after a master's thesis program, the HIM program enables capable and qualified students to pursue advanced undergraduate research and creative activities. This program structures opportunities for you to experience the rewards of independent research that would be otherwise unavailable through standard course offerings. In addition, your efforts will be recognized by the award of an Honors medallion upon graduation, and Honors distinction on your transcript and diploma. What follows is an overview of the major steps that you will need to follow in order to graduate with HIM distinction.
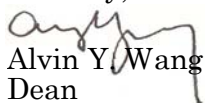
The crucial first steps are to identify a topic and to approach a faculty member in your major who shares an interest in your topic. Once you have identified a topic and an advisor who agrees to serve as your thesis committee chair, you may formally apply for admission to the HIM program. Upon acceptance into the program you will enroll for a semester of Honors Directed Readings to research your topic. This is followed by a semester of Honors Thesis when you write your thesis. Toward the end of this semester you will orally defend your thesis or project. Finally, you undertake the submission process so that your thesis becomes a permanent part of the UCF library collection.

In sum, you will identify, research, write, defend, and publish an academic thesis. But neither this letter nor the more detailed procedures in the handbook that follows convey the rewards of the research endeavor itself. You will experience the joy of exploring ideas and concepts in depth; the accomplishment of being thoroughly conversant with an area of knowledge.

Moreover, you will gain the satisfaction of knowing that your original work will be available to other scholars as part of the library collection. Students also find that completing HIM helps them to define his or her career and personal goals. Furthermore, HIM helps students develop the skills needed to succeed in graduate school and is particularly helpful as preparation for graduate programs that value research and scholarly activities.

I am sure that even after reviewing this handbook you will have several questions. I encourage you to contact Vanessa McRae, Director of Research and Community Engagement (Vanessa.mcrae@ucf.edu) at any time. If you decide to pursue HIM, remember to submit your signed HIM application to us in BHC room 102.

Sincerely,

Alvin Y. Wang
Dean

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Table of Contents

I.   Section 1: Honors in the Major Program

A. General Information

The Burnett Honors College coordinates the Honors in the Major (HIM) program, which is designed to encourage the best juniors and seniors to undertake original and independent work in his or her major field of study. Working closely with a faculty committee, students work over at least two semesters to design an Honors thesis or project.

The faculty committee consists of a UCF faculty mentor from the student's declared major who serves as the Thesis Chair and a second committee member that can be from the major area or outside of the major area as long as the member meets the minimum requirements (see Thesis Chair and Committee Member eligibility). Additional committee members from UCF, other academic institutions, or community members may be added in consultation with the Thesis Chair.

The Burnett Honors College provides the structure and oversight for the HIM program, but the academic direction and approval of the thesis project is the responsibility of the student's faculty thesis committee and academic department. In some cases, departments or colleges have additional requirements for students who are pursuing the HIM program. These majors include, but are not limited to, Psychology, Nursing and English. In addition to formal requirements, each department will have its own standards as to what constitutes a proper thesis or project report. Students must consult his or her Thesis Chair or HIM Coordinator for specific thesis guidelines.

Program deadlines for incoming and current students can be found in the Office of Research and Community Engagement website or the Honors in the Major Webcourse.

B. Admission Requirements

At a minimum, the following criteria must be met for admission into the Honors in the Major program:

- Sixty (60) completed hours of college credit
- Twelve (12) completed upper division hours of college credit
- At least a 3.4 Overall GPA
- At least a 3.2 UCF GPA
- At least two semesters remaining prior to graduation

Students must maintain the minimum HIM GPA requirements in order to be certified for Honors in the Major distinction at the time of their graduation. Note: Students with a Z designation on his/her final transcript are not eligible to graduate with Honors in the Major distinction.

Eligible students will receive instructions on how to complete the electronic Honors in the Major application and registration agreement form. The registration agreement form should be uploaded into the Honors in the Major online application. Electronic signatures are acceptable for the registration agreement form (**see** eSignature Software). For more information on the registration agreement form see the Course Enrollment section.

C. Completion Requirements

To graduate with Honors in the Major, students must complete all of the following:

- Three (3) credit hours of Honors Directed Readings in which a grade of "A", "B", or "S" is earned.
- Three (3) credit hours of Honors Thesis in which a grade of "A", "B", or "S" is earned.
- A formed committee that meets the requirements of the HIM program, and a proposal that has been approved by the entire thesis committee.
- Meeting all of the HIM deadline requirements, including the submission of the HIM proposal, registration forms, schedule of oral defense, notice of defense, successful completion of the format review, Turnitin.com review, oral defense, Thesis Approval and Thesis Attachment form.
- Successful submission of the thesis to the UCF library.
- A GPA of at least 3.4 for Overall GPA and at least a 3.2 for UCF GPA

Every student who successfully completes the Honors in the Major program graduates with Honors in the Major distinction. This distinction is printed on the students' diploma and final transcript. Students with a "Z" designation on his/her final transcript are not eligible to graduate with Honors in the Major distinction.

D. Course Enrollment

Students must enroll in a minimum of two Honors independent study courses for the Honors in the Major program: **Honors Directed Readings** (xxx 4903H) and **Honors Thesis Writing** (xxx 4970H). Each of these independent study courses are weighted as 3 credit hours and may be taken in addition to any other course work each semester. If a student needs additional time to complete Honors Directed Readings or Honors Thesis, he or she may request to enroll in Honors Directed Readings II (xxx 4904H) or Honors Thesis Writing II (xxx 4970H*) at the end of his or hers Honors Directed Reading and Honors Thesis semester. The progression of enrollment is as follows:

- Honors Directed Readings I (xxx 4903H) – **required course (3 hours)**
- Honors Directed Readings I (xxx 3165H) – required course for Nursing students during Summer C semester only (3 hours)
- Honors Directed Readings II (xxx 4904H) – optional course (1- 3 hours)
- Honors Thesis I (xxx 4970H) – **required course (3 hours)**
- Honors Thesis II (xxx 4970H*) – optional course (1 – 3 hours) ** the course number will change to 4971H in the 2017-2018 Undergraduate Catalog.

To ensure students receive credit and recognition as participants in the Honors in the Major Program, students are required to register for Honors in the Major using only the designated course numbers as listed above.

Students enroll in Honors in the Major coursework by completing a registration agreement from the Office of Research and Community Engagement. Requesting the registration form via email is acceptable.

1. Registration Agreement

The Honors in the Major Directed Readings and Thesis Registration Agreement Form is a crucial part of the application and program process. Without this form, students cannot register for the Directed Readings or Thesis course.

Students will be required to complete a registration agreement before each semester in which the student selects to enroll in Honors in the Major course credit.

When completing this form, students must fill out each section (excluding "class section") and obtain all required signatures (except Vanessa McRae's signature). Students should consult the Thesis Chair, as to the appropriate prefix for the class that will relate to the research. With the appropriate prefix, the Honors in the Major courses can count towards the major.

Students register for the created Honors in the Major course through myUCF using the registration information provided by the Office of Research and Community Engagement. The Office of Research and Community Engagement is not authorized to register students for the Directed Readings or Thesis course. Students must be registered for the course before the Late Add/Drop deadlines for the semester in which they wish to enroll.

2. Course Grading

Honors in the Major course work may be graded on either a letter-scale or as a pass/fail. The Thesis Chair is responsible for grading these courses at the end of each semester. Students should discuss his or her preference of a letter grade or a pass/fail grade with his or her Thesis Chair prior to submitting the Honor in the Major registration form for the semester.

If a student is seeking to have Honors in the Major coursework replace electives or other degree requirements, the student must speak with an academic advisor in his or her department. Departments must grant permission for Honors in the Major coursework to replace other degree requirements if the department currently does not allow these courses to serve as elective credit.

3. Course Overrides

Only the major department can grant permission for excess credit hour overrides. Overrides are necessary if a student plans to exceed 17 hours in the Fall or Spring semester, or 14 hours in the Summer.

If a student expects they will need an override, they must turn in the registration form as early as possible to allow enough time to have the override processed by The Burnett Honors College. Contact the Department or the Office of Research and Community Engagement (BHC 102) in the Burnett Honors College to find out what procedure a student must follow to receive the override. The Burnett Honors College can process all credit hour overrides for Honors in the Major courses.

E. Active Program Participation

Semesters of enrollment in the Honors in the Major program do not need to be sequential. However, in order to keep our records accurately updated students are required to notify the Office of Research and Community Engagement of enrollment plans as well as the anticipated semesters of thesis completion and university graduation.

If a student does not have contact of any kind with the Office of Research and Community Engagement for more than two subsequent semesters, the student will be removed as an Active Student from the Honors in the Major program. In this instance, students must set up a formal meeting with Vanessa McRae, Program Director and submit a letter of support from the Thesis Chair for reinstatement consideration as an Honor in the Major student.

Honors in the Major students receive the benefits of being a University Honors student. The honors privileges are terminated when a student withdraws from the program. This is the case regardless of whether students have registered to participate in any events or submitted any voluntary donations to the College.

F. HIM Webcourse

Students are encouraged to enroll in the Honors in the Major Webcourse. The Webcourse is updated every semester. It includes the Honors in the Major deadlines, orientation video and Directed Reading resources. It also includes the Honors in the Major Formatting workshop, so that students may access it during his or hers Thesis writing semester.

The Webcourse allows students to post questions and comments on the discussion board, participate in the program quizzes, and create student groups. It will remain open for student to use as a reference throughout the thesis process. We encourage students to utilize all of the resources listed on the Webcourse:
https://webcourses.ucf.edu/enroll/XH6XYR

G. Thesis Chair (and Committee) Eligibility

The Thesis Chair serves as a mentor for the Honors in the Major student. The Thesis Chair will aid a student in selecting the thesis committee as well as in narrowing his or her topic of study within the discipline. Students selecting a thesis chair, should seek a faculty member with interests and expertise in areas compatible with the intended thesis or project topic. Faculty members have their own guidelines and structure for a student' thesis projects.

1. Thesis Chair

The Honors in the Major Thesis Chair should be tenured, tenure earning, **or** possess a terminal degree and a multiple-year contract at UCF and is a subject matter expert in the major of which the student is applying for the Honors in the Major program.

Exceptions may apply to students from departments or colleges with grandfathered agreements (i.e., Legal Studies, Nursing, and Regional Campuses).

2. Thesis Committee Member

The Honors in the Major program requires that at least one additional person serve on the thesis committee. The additional member can be selected from within or outside of the major. The committee member must hold a terminal degree and/or be a subject matter expert in the field of the student's Honors in the Major thesis.

Exceptions may apply upon the recommendation of the Department Chair to the Dean of TBHC. The Department Chair would be required to provide a justification statement explaining why the proposed committee member should be considered to serve on the thesis committee. The recommendation and justification statement along with a copy of the proposed committee member's CV should be submitted to the Dean of TBHC for final review and approval

3. Optional Committee Members

Students have the option of choosing up to two additional members to serve as part of the thesis committee. It is advised that students consult with his or her Thesis Chair prior to selecting additional members.

4. Changes to Thesis Committee

Any changes to the committee identified on the thesis proposal will require the submission of a committee change form to the Office of Research and Community Engagement. Please note, any changes to the thesis committee must be addressed well ahead of the defense date. The committee change form can be located on the Office of Research and Community Engagement webpage.

H. Scholarships

Each academic college at UCF (Arts and Humanities, Business Administration, Education, Engineering and Computer Science, Health and Public Affairs, Hospitality Management, Medicine, Nursing, the Office of Undergraduate Studies, and Sciences), and the Cocoa, Daytona Beach, Palm Bay, and Western regional campuses offer a limited number of $1,000 scholarships on a competitive basis to students pursuing Honors in the Major during the Fall and Spring semesters. Students are encouraged to contact the HIM Coordinator of his or her college or campus about the application process and deadlines. In order to be eligible for the Honors in the Major scholarship, students must:

- Be enrolled in Honors in the Major coursework (Honors Directed Readings or Thesis) in the semester that the student applies for the scholarship
- Not been awarded an Honors in the Major scholarship in a previous semester
- Must be working on his or her thesis (i.e. thesis has not been completed and submitted to the UCF library for publication)

An Honors in the Major student may only be awarded the scholarship once. If an Honors in the Major student receives the Honors in the Major Scholarship but does not complete the program, the student will be required to repay this award. Failure to repay the scholarship in this instance will result in a hold on his or her academic record.

I. Graduation and HIM Distinction

Like the academic college, the Burnett Honors College requires that students submit an Intent to Graduate form at the beginning of the semester in which the student plans to graduate from the University of Central Florida. Every student who completes the Honors in the Major completion requirements earns Honors in the Major distinction on his or her diploma and transcript.

1. Graduation Banquet and Honors Regalia

During the student's graduating semester, the student and his or her Thesis Chair will receive an invitation to The Burnett Honors College Graduation banquet. Banquet is traditionally held the week of commencement. Students who have met the Honors in the Major completion requirements will receive an Honors Medallion. The medallion is then worn with his or her academic regalia at commencement.

II. Section 2: Directed Readings Semester

For Honors in the Major, students must enroll in a minimum of three credit hours of Honors Directed Readings. However, students may take up to six hours of Honors Directed Readings (xxx 4903H and xxx 4904H).

During Directed Readings students will, in consultation with the Thesis Chair, initiate bibliographic research on the topic of interest and develop a research design. At this stage, the remaining members of the thesis committee must be selected. Students will submit a thesis proposal to the thesis committee for approval no later than the deadline posted for the semester in which Directed Readings is undertaken. If students are taking a sequence of two Directed Readings courses, the proposal must be submitted by the deadline posted for the second Directed Readings term.

The grade for this semester is dependent upon the communication with the Thesis Chair and committee, the quality and depth of the work, and the completion of the Directed Readings semester requirements in a timely manner.

If a student is interested in taking advantage of Directed Readings II (xxx 4904H), they must e-mail the Office of Research and Community Engagement during the Directed Readings I semester. After notifying the program, students may finalize the committee and complete the proposal during the Directed Readings II semester.

A. HIM Orientation

All incoming Honors in the Major students are required to attend one of the face to face or online HIM Orientation sessions normally held within two weeks of his or her starting semester. This Orientation is designed to provide students with a complete overview of the Honors in the Major program, and address questions and concerns that students may have about the thesis writing process. Orientation dates will be posted and updated on the Office of Research and Community Engagement website.

B. Thesis Committee Formation

The thesis committee's role is to guide students in the research. The members of the committee should be carefully selected to include individuals who will contribute to the conceptualization and development of the thesis. Students and the Thesis Chair will work together in selecting additional committee members. Students and the Thesis Chair may add additional members to the thesis committee as needed. The thesis committee is finalized with the submission of the thesis proposal cover page, which should include each committee member's signature.

C. Thesis Proposal

The final requirement of the Directed Readings course is a thesis proposal. Students can find discipline- specific examples of proposals and the signed cover pages on the Office of Research and Community Engagement website.

Students must attach a cover sheet with the proposal that lists the members of the committee as well as the Department Chair or HIM Coordinator and Vanessa McRae, Director of Research and Community Engagement. Students may utilize Hellosign.com (see eSignature Software) to obtain the necessary signatures.

1. What is a Thesis Proposal?

A thesis proposal is a document that outlines the thesis topic, defines the issues that the thesis will address, and explains why the topic warrants further research. It should identify a problem and provide a proposed solution to that problem.
Proposals representative of the sciences (both hard sciences and social sciences) should generally include the following:

1. A brief introduction, which will define the thesis topic and explain the purpose of the thesis.
2. A literature review that outlines the most relevant readings and theories which pertain to the thesis topic.
3. A methodology section, which should include the research questions, hypotheses, participants, materials, and procedures.
4. A bibliography or reference list. Most of the sources should be from peer reviewed articles or books. As with other academic papers, the use of internet sources should be limited.

For students conducting more theoretical or comparative analyses, the structure could also take the form of chapters that define and specify each concept, and a concluding chapter that brings all of these ideas together.

For students in the arts, a proposal and thesis may take the form of a creative project. In this instance, the proposal may include:

1. A brief introduction, which includes the thesis statement, general intent of project, what the project should accomplish, and justification for considering the project a legitimate endeavor.
2. A literature review, which includes any supporting literature that justifies the intention of the project.
3. A method for accomplishing the project. Include any necessary background or equipment needed for the project, where the project will be conducted, and a proposed timeline for completion.
4. A bibliography or reference list.

An alternative structure would be for students who are writing his or her own short stories, novellas, or screenplays.
Here, the thesis should include a clear mastery of the skill set by producing chapters of the novella, poetry selections, or the working/final screenplay.

2. Formatting a Thesis Proposal

The Thesis Chair and committee will specify a formatting style to be used for the proposal (e.g. APA, MLA, Chicago, IEEE). The proposal should be formatted according to the guidelines set forth in the selected style guide. The most recent editions of formatting style manuals for APA, MLA, Chicago, and others are available from the "reserves" section of the UCF library. The OWL at Purdue is also a largely reliable online resource for formatting.

3. Length of Thesis Proposal

The proposal must a be a minimum of five content pages (excluding the bibliography or reference list). An average proposal for the Honors in the Major program ranges between 10 and 20 pages (excluding graphs, charts, references, or bibliography), is double-spaced, uses a 12 pt. standard Serif or Sans-Serif font, and has at least a 1-inch margin on each side. Each discipline is different and students should ask the Thesis Chair and committee about the length of the proposal and what sections/chapters that need to be included.

4. Thesis Proposal Cover Page

The proposal will need to include a cover page. This cover page verifies the members of the thesis committee, and also verifies that the student supports the proposal. This cover page needs to also include the signature of the Department Chair or HIM Coordinator. Lastly, students must include a signature line for the ORCE Director, Vanessa McRae.

When creating the proposal cover page, students want to make sure that the degrees and titles of the committee members are correct. The best way to do this is to visit the UCF online faculty phonebook at www.phonebook.ucf.edu/, UCF department/college websites, or the most recent version of the UCF undergraduate catalog. Examples of the cover page can be found in the Honors in the Major Webcourse and in Appendix A.

D. Submission of Proposal

To the Committee

At least two weeks before the proposal is due to the Honors College, students must submit a completed draft of the proposal to the committee. Typically, students and the Thesis Chair will work on the proposal throughout the Directed Readings I (and Directed Readings II, if applicable) semester.

Once students and the Thesis Chair agree that the proposal is ready to be distributed to the committee, students are responsible for sending the proposal to the committee for review and approval.

The committee members will provide comments and suggestions about the proposal and research. The student and the Thesis Chair then decide how to incorporate these suggestions into the proposal.

To the Office of Research and Community Engagement

To the Office of Research and Community Engagement

A signed copy of the approved proposal must be uploaded by the deadline posted for the Directed Readings I (or Directed Readings II, if applicable) semester, unless the student has obtained prior approval from the Director of the Office of Research and Community Engagement. Students should upload their proposals to the online application portal. Instructions can be located in the HIM webcourse under the resources link. Please note this Webcourse is separate from the HIM Webcourse provided through the faculty thesis chairs.
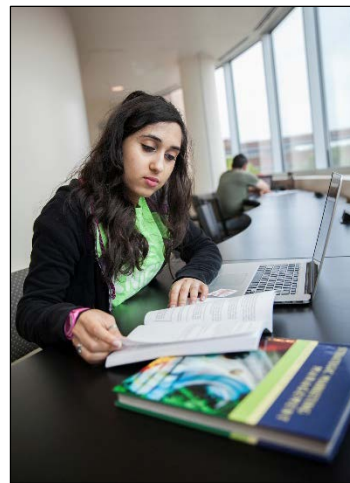
When turning in the proposal to the Office of Research and Community Engagement, all signatures except Vanessa McRae's must be completed. The Thesis Chair, all other members of the thesis committee, and the Department Chair or Department HIM Coordinator must sign the Thesis Proposal Cover Page. Students will not be able to register for the Thesis I course until the signed approved proposal is submitted.

Students who are planning on taking two semesters of Directed Readings will turn in the proposal at the end of his or her second Directed Readings semester.

E. Proposal Examples

Discipline-specific proposal examples with cover pages can be found on our website at:http://research.honors.ucf.edu/honors-in-the-major/him-thesis-formatting.The examples should be used for reference only and not necessarily as templates.

Students should note that each academic discipline is different and students should ask his or her Thesis Chair about what should be included the proposal and how it should be formatted.

III. Section 3: Thesis Semester

Following the successful completion of Honors Directed Readings and the preparation and approval of the proposal, students will enroll in three hours of Honors Thesis Writing (xxx 4970H). During this semester, a student will work closely with his or her Thesis Chair to develop the Honors in the Major thesis. When appropriate, other committee members should be consulted to review and comment on the student's written work.

Students may also choose to take a subsequent semester of thesis credit for 1 or 3 additional hours if it is determined that more time is needed to complete the thesis requirements.

A successful Honors in the Major thesis will make a substantial contribution to the discipline. Students can read theses published between 1990 and 2010 in The Burnett Honors College Reading Room, BHC 122. Theses published in the year 2011 and later are available online through the UCF library website at: http://stars.library.ucf.edu/honorstheses/.

A. Format Review

Students are required to meet with the Thesis Editor for the thesis format review by the deadline posted for the Thesis writing semester. Students will not receive the information to upload his or her thesis unless this review is completed.

During the format review, the Thesis Editor is looking at formatting not content. The Thesis Editor will be looking to make sure that the title page is correct, headings and subheadings are formatted consistently, margins are correct, tables and graphs are formatted properly, etc.

The thesis does not need to be complete for the format review, but enough information must be present so that the format review is useful. If a student successfully completes the format review, he or she will not be required to resubmit the document for a secondary review. If a student is asked to make changes and resubmit the document for approval, he or she must send the Thesis Editor a digital copy of the thesis for review before submitting a final copy to the UCF library.

A student may review Thesis Formatting in Appendix C.

B. Thesis Defense

Students will establish with his or her Thesis Chair and committee a mutually agreed upon thesis defense date that will be no later than the deadline published by the program. For the thesis defense, students are expected to prepare a formal presentation about his or her thesis and answer questions about the thesis that are posed by each committee member.

The thesis defense is open to all faculty, staff, and students of the university. Students are also welcome to attend other defenses of students who are in the Honors in the Major program.

Because each discipline and committee is different, students should ask his or her Thesis Chair what is expected for the defense. In many cases, the entire committee will approve the thesis immediately following the defense. In other instances, the committee will approve the thesis after some revisions are made to the document.

C. Thesis Forms

These forms must be submitted to the Office of Research and Community Engagement during the final thesis semester. These forms are available in the HIM Webcourse and Office of Research and Community Engagement website.

1. Notice of Defense

Students will establish with his or her Thesis Chair and committee a mutually agreed upon thesis defense date that will be no later than the deadline for the respective semester. Students must provide an electronic PDF version of his or her notice of defense, signed by the Thesis Chair, to the Office of Research and Community Engagement (BHC 102) in the Burnett Honors College at least one week prior to the date of the student's defense. Notice of Defense should be emailed to orce@ucf.edu.

Students are encouraged to review notices of defense each semester, which can be found online at: http://www.research.honors.ucf.edu/him/NOD.aspx. A template can be found in Appendix B.

2. Thesis Approval Form

It is recommended that students take the Thesis Approval Form to his or her thesis defense. After a student successfully completes the defense, the committee, Department Chair or HIM Coordinator (if applicable) and the Dean of the Burnett Honors College may sign the form.

After the Department Chair's or HIM Coordinator's signature is obtained, the form must be submitted to the Office of Research and Community Engagement (BHC102) in the Burnett Honors College where the Dean will provide the final signature. Students should note that changes in the thesis title and committee are unacceptable once the form has been submitted.

The committee identified on the Thesis Approval form must match the committee that the Office of Research and Community Engagement has on file. If any changes were made to the committee this matter must be addressed well ahead of the defense date.

3. Thesis Attachment Form

Prior to submitting the thesis, students must complete the Honors in the Major Thesis Attachment form and have it signed by his or her Thesis Chair. This form allows:

- The Thesis Chair and committee to verify that they have reviewed the results of the thesis submission to Turnitin.com and that the thesis is an original document.
- Students to indicate how he or she would like the thesis to be made public once it is submitted to the UCF library.

Students who have pending patents, U.S. copyrights, or permissions may delay the electronic dissemination of his or her thesis for six months, with available consecutive six month extensions available for approval upon request.

Turnitin.com

Students must submit a copy of his or her thesis to the plagiarism website Turnitin.com by the deadline listed in the Thesis writing semester. While this review can be done early in the semester, students should wait to submit his or her document until it is near completion or completed for this review to be most useful.

The Thesis Chair is responsible for reviewing the student's thesis through Turnitin.com. The Thesis Chair will ask for the student's thesis so that he or she can upload it. Most faculty have undergone training by the Faculty Center for Teaching and Learning (FCTL) and have access to Turnitin.com. If the Thesis Chair has questions about Turnitin.com, they should contact FCTL for assistance: http://fctl.ucf.edu/.

The results of the submission to Turnitin.com are not reported to the university. The results should be discussed by the student, the Thesis Chair, and the committee. The Thesis Chair will sign off on the Thesis Attachment form to verify that this review has been completed and that no issues exist with plagiarism.

Please note that Turnitin.com will flag any citation that students used from other works and will also flag the reference list. While flagged, the Thesis Chair will be able to see that cited work is not plagiarized work. What Thesis Chairs are looking for is any long statement, whether paraphrased or directly copied, that does not have a proper accompanying citation.

D. Thesis Submission

After a student successfully completes his or her format review and submits the Thesis Approval Form and Thesis Attachment Form they will receive instructions regarding the upload of the final thesis document to the university library. Students should follow these instructions carefully prior to submitting his or her document.

Changes to the thesis cannot be made once the document is submitted to the UCF library. This includes any formatting changes, grammatical errors, or misspellings.

There is a deadline by which student must submit the thesis to the library each semester. If the student misses this deadline for a particular semester, he or she will not complete the Honors in the Major program that semester.

E. Thesis Binding

For the Honors in the Major program, thesis binding is optional. Students may have personal copies bound by a binding vendor. Since the binding of personal copies is optional, there are no special paper requirements. It is the student's responsibility to ensure that the thesis meets all of the requirements of UCF prior to having it bound by a third party vendor. It is also the student's responsibility to negotiate binding costs and timelines with the chosen vendor. Students may request a list of vendors at orce@ucf.edu or the UCF library.

F. Exit Survey

In the student's graduating semester, he or she will be asked to submit the Honors in the Major Exit Survey. This survey is online and a staff member in the Office of Research and Community Engagement will distribute a link for students to take this survey at the end of the semester.

Students should use this survey to provide honest, detailed, and constructive feedback about his or her experience in the Honors in the Major program. We will use the comments as a means of improving this program for future students.

IV. Section 4: Student Resources

The Burnett Honors College, as well as other offices at the university, have a variety of resources available to Honors in the Major students. These resources include, but are not limited to, Honors courses, scholarship and fellowship opportunities, advising, student involvement and community engagement opportunities, workshops on publishing research, and access to research grants.

A. Honors College Offices and Services

1. Office of Research and Community Engagement

This office is home to two research focused programs including the Honors in the Major program as well as the Burnett Research Scholars grant funded program.

Thesis Development Workshops

The Office of Research and Community Engagement host workshops to assist students in the completion of thesis, graduate school admissions and career readiness. The purpose of the workshops is to help students navigate through the thesis process. Workshops topics include gathering resources through the UCF Library, citation management, preparing a committee and proposal, preparing for the thesis defense, and submitting the thesis for journal publication and more.

Thesis Editor

Through scheduled one-on-one consultations, the Thesis Editor will provide guidance on how to properly format the student's thesis. The Thesis Editor provides guidance in the following areas:

- Conforming to UCF thesis requirements and standards
- Formatting the document
- Meeting library binding requirements
- Solving editorial problems: consistency, documentation, and writing style

Burnett Research Scholars

The Burnett Research Scholars Program (BRS) is designed to help students identify and work on research with a faculty mentor in an area of shared interest. The award will assist Faculty-student teams with project funding. In order to be a Burnett Research Scholar, students must submit a research proposal application and be selected as an awardee.

BRS is open to all UCF students with a minimum overall GPA of 3.2. Students will be able to enroll in a zero credit IDH 4912 Course as part of the BRS Program. Based on available funds, a limited number of BRS grants will be awarded to students and faculty mentored teams during the fall, spring, and summer semesters.

Community Engagement

This office also houses the Elevation Fellows program and the Honors Educational Reach Out (HERO) programs. These programs provide students with opportunities to give back to the community through volunteerism, service learning and community engagement.

Honors Educational Reach Out (HERO)

The HERO program promotes opportunities for students to engage in one-time or short term volunteer events at local nonprofit organizations and underserved schools in the Central Florida community.

Honors Educational Reach Out II (HERO II)

The HERO II program is designed to engage UCF students in more structured and long-term after school and weekend educational enrichment activities based on needs identified by community partners and organizations.

Elevation Fellows Program

The Elevation Fellows Program provides a platform for UCF students to serve as mentors at underserved high-schools inspiring high-achieving students to reach their dreams of enrolling and succeeding in college.

For more information about research or engagement opportunities offered through the Office of Research and Community Engagement, please contact orce@ucf.edu or phone at 407-823-0847.

2. Office of Student Advising

Honors in the Major participants are eligible to obtain academic advising through The Burnett Honors College Office of Student Advising. Students are also eligible to enroll in Honors courses and Interdisciplinary Seminars (contingent to space availability). Honors courses include some general courses and discipline-specific courses and are designed to promote critical thinking and the synthesis of knowledge. Interdisciplinary Seminars provide students an opportunity to explore topics from the point of view of two distinct disciplinary perspectives.

For more information contact Rex Roberts, Director of Advising for the Burnett Honors College, Rex.Roberts@ucf.edu.

3. Office of Prestigious Awards (OPA)

Honors in the Major student possess qualities that are found in successful candidates for prestigious scholarships. Students are encouraged to look into scholarships and fellowships opportunities offered through the Office of Prestigious Awards. For more information, please contact Morgan Bauer, Director of the Office of Prestigious Awards, Morgan.Bauer@ucf.edu or visit their website at http://opa.honors.ucf.edu/.

4. Honors Computer Lab & Poster Printing

The Computer Lab, located in the Burnett Honors College, is available to Honors in the Major students. Students may also print research posters at a cost of $25.00 for research presentations. At least 3 business day advance notice is required to print posters, and at least one week for the UCF Showcase of Undergraduate Research Excellence (SURE).

5. Honors Reading Room

The Honors Reading Room, located in the Burnett Honors College, is available for students to use throughout the day for quiet study. This area houses previously bound copies (1990-2010) of Honors in the Major theses, and also is equipped with a water cooler, small refrigerator, and microwave for student use.

6. Honors Congress

Honors Congress exists to strengthen the Honors student community. Honors Congress fosters a spirit of unity through the facilitation of social, academic and volunteer activities, and cultivates a sense of community within The Burnett Honors College. To find out how to can get involved, contact HonorsCongress@gmail.com or visit their website at http://congress.honors.ucf.edu.

B. Research Preparation and Support

1. UCF Library

The UCF Library offers research consultations to assist students with using databases and finding appropriate sources. These consultations are free, and students will be matched with a Subject Librarian based upon his or her declared major and topic of study for the thesis. Also, upon acceptance into the program, students will be granted extended checkout of library books for a time period of eight weeks. Please note that this extended checkout does not include audio or visual tapes nor does it include items catalogued as special collection.

2. UCF Office of Undergraduate Research

The Burnett Honors College works closely with the UCF Office of Undergraduate Research (OUR) to support undergraduate researchers through professional development workshops, travel awards, and competitive research grants. OUR also encourages Honors in the Major participants to apply to be a peer mentor for the Summer Research Academy and on the Student Undergraduate Research Council.

Visit the Office's website (http://www.OUR.ucf.edu) for more information.

3. Institutional Review Board (IRB)

The Institutional Review Board is a committee created to protect the rights and well-being of research subjects. All "human subject research" conducted by UCF students, staff, and faculty must be reviewed and approved as ethical before data is collected. Human research includes, but is not limited to, surveys, interviews, focus groups, the collection of biological samples, experiments, and clinical trials.

For more information on IRB protocols and procedures visit the following site: http://www.research.ucf.edu/compliance/irb.html

C. Academic Presentation and Publication

1. UCF Undergraduate Research Journal

Established in 2005, the University of Central Florida Undergraduate Research Journal's mission is to showcase articles of exemplary works from a wide range of student scholarship in all fields. The journal seeks outstanding research submitted by undergraduate students who have been involved in faculty- mentored research projects or original thesis research and activities related to scholarship. The Burnett Honors College strongly encourages students to submit a version of their thesis to UCF's online Undergraduate Research Journal (urj.ucf.edu).

*Please note that students may pursue publication to URJ up to six months after his or her UCF commencement.

2. Showcase of Undergraduate Research Excellence (SURE)

SURE, held every spring during UCF's Research Week, is the preeminent opportunity for UCF undergraduates to showcase the results of his or her research and creative activities, and to compete for scholarship awards. The Burnett Honors College highly recommends that students take advantage of this opportunity.

Visit the SURE website (showcase.ucf.edu) or the Office of Undergraduate Research's website (OUR.ucf.edu) for more information.

D. Writing Support

1. The University Writing Center

The University Writing Center offers free non-remedial services to all UCF students. Students are encouraged to make appointments with the university writing staff to have their work reviewed by a consultant. The University Writing Center also houses style guides that are helpful to the formatting process.

For more information, please visit www.uwc.ucf.edu or contact them at (407) 823-2197.

2. eSignature Software

In our effort to make obtaining signatures for various forms required by the Honors in the Major program an easier process the program is now accepting electronic signatures. Students can create a free account at: https://www.hellosign.com.

The eSignature site will allow students to obtain an unlimited amount of signatures for up to three documents per month/ 30 days. While there are other electronic signature programs students may utilize our office will only accept signature requests links from HelloSign.com. It is free for up to three documents and it is a secured site and process. **If using hellosign.com please ensure signers are assigned in the correct order.** Instruction on how to assign can be found here.

Appendix A: Proposal Cover Page Template

The cover sheet should follow this exact format. All committee members are listed in the left column. The right column should list the Department Chair OR HIM Coordinator, and ORCE Director, Vanessa McRae.

Honors Thesis Proposal

for

Apathy About Apathy: Contemporary Assessments of the Problem of Non-Voting

Smith H. Doe

Note the order of your committee members:
1. Thesis Chair
2. Additional Committee Member(s)

Adjust spacing as needed if you have more than 2 committee members.

_____
John Doe, Ph.D.
Thesis Committee Chair
Department of Political Science

_____
Jane Doe, PhD.
Committee Member from Major
Department of Political Science

_____
David Law, J.D.
Committee Member from Outside Major
Department of Legal Studies

_____
Phil Inhere, Ph.D
HIM Coordinator
Department of Political Science

_____
Vanessa McRae, M.P.A
Director of Research &
Community Engagement
The Burnett Honors College

The Department Chair or Department HIM Coordinator (if department has one) signs on the right side of this form.

Vanessa McRae, Director of Research and Community Engagement will sign after committee is confirmed.

Appendix B: Notice of Defense Template

The Notice of Defense (NOD) includes student's name and major, defense time/date/location, as well as student's current title, an abstract of his or her thesis, and his or her complete committee listing (only Thesis Chair must sign). The NOD should be submitted at least a week before the defense date.
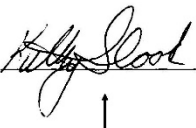
Type "NOTICE OF DEFENSE" approximately three returns down the page in font size 12, all caps. All margins need to be set at 1 inch.

All this information should be in font size 12, approximately three returns below "Notice of Defense" line. The information in the Notice of Defense should be single spaced.

NOTICE OF DEFENSE

Announcing the Defense of Thesis
of Andrew B. Albaugh
for Honors in the Major
Legal Studies

These sections should each be two or three returns from each other.

Monday, March 25th, 2013
3:00 P.M.
HPA 335
Health and Public Affair I

Thesis Title: **The Florida Jury: Technical Evidence and Bias**

The intent of this thesis is to explore the modern Florida jury and how it interacts with highly technical forms of evidence, the biases related to technical evidence, and potential solutions to these problems. Currently technical evidence is perceived in various ways that are harmful to the justice system. Modern media and the explosion of technology that pervades most people's daily lives have caused juries to unreasonably expect and rely upon technical evidence. For both the jury system to continue and justice to be meted out, there needs to be changes to the way Florida courts handle juries and evidence. Solutions which will be discussed include: amendments to jury instructions, an increase in the judge's role in teaching the jury, and propagation of various pre-trial alternative dispute resolution methods.

Committee:
Dr. Kathy Cook
Dr. David Slaughter
Dr. Jonathan Matusitz

Approved By: _____

Entire committee must be listed at the bottom of the notice of defense.

This line must be included. The Thesis Chair must approve by signing on the line.

Appendix C: Thesis Formatting

The following pages should provide students a general idea of the Honors in the Major thesis formatting requirements.

For detailed, step-by-step instructions on how to format each part of the thesis, student should follow the thesis formatting guides located on the Honors in the Major Webcourse and website. Students may also refer to the UCF Graduate Studies Thesis and Dissertation Manual, since the UCF guidelines for thesis formatting are the same for undergraduate and graduate students.

Thesis Order
At a minimum, the Honors in the Major thesis must contain (1) title page; (2) abstract; (3) table of contents; (4) thesis body (e.g. chapters or sections); (5) list of references OR bibliography.

Students may choose to include more sections within the thesis. The following list demonstrates the correct order of a thesis if a student were to include every possible page. Students may need to omit sections as needed, just so long as the required sections are present.

1. **Title Page -** *Required*
2. **Copyright Page -** *Optional*
3. **Abstract -** *Required*
4. **Dedication** *- Optional*
5. **Acknowledgments** *- Optional*
6. **Table of Contents** *- Required*
7. **List of Figures -** *If necessary*
8. **List of Tables -** *If necessary*
9. **List of Media/Abbreviations/Nomenclature/Acronyms -** *If necessary*
10. **Body of Thesis** *- Required*
11. **Appendices** *- Optional*
12. **Endnotes (may also be chaptered)** *- Optional*
13. **References OR Bibliography** *- Required*
14. **Index** *– Optional*

The format of the thesis body and the treatment of citations and appendices vary by discipline. The Thesis Editor and the Thesis Chair will guide student in this, but it is important at the outset that students select one of the established styles, such as MLA, APA, ASA, Chicago, CSE, or IEEE.

UCF thesis and dissertation formatting manual guidelines for margins and pagination supersede standard style requirements.

Thesis Formatting Requirements

Margins
- **Top: 1.5 inches**
- **Bottom: 1 Inch**
- **Left: 1 Inch**
- **Right: 1 Inch**

Typeface and Size (font)
- A standard, easy-to-read Serif or Sans-Serif typeface for the document. Examples include Arial, Courier, Times New Roman, or Garamond. Font style should be consistent throughout the thesis.

- All body text should be placed in 12-point font

- All chapter headings should be placed in 14-point font. All subheadings should be placed at 12-point font.

- No smaller than a 10-point font and no greater than a 12-point font for tables, figures, and illustrations

- Italics for textual emphasis when necessary. No bold or underlining for this purpose

Page Orientation
- Portrait-oriented pages for the writing and for small tables, figures, illustrations.

- Landscape-oriented pages for large tables, figures, illustrations.

Spacing
- All manuscript text must be double-spaced, with the exception of the following:
  - Lengthy quotations (40 words or more) may be single or double-spaced, depending upon what documentation style used.
  - Table text may be single or double-spaced
  - Table or figure titles may be single or double-spaced
  - Headings or subheadings that span more than one line may be single or double-spaced

Paragraph Spacing
- Indicate paragraph breaks in one of two ways:
  - Indent the first line .5"
  - Align paragraph left, with no indent, and add extra space between paragraphs

- Text may either be left aligned or justified

- Apply the "Widow/Orphan Control" setting to document. This ensures that the first word of a paragraph is never the last word on a page, and that the last word of a paragraph is never the first world on a page.

Headings
Chapter or section titles and "back matter" sections (Appendices, Endnotes, List of References,) are headings. Headings help organize a thesis.

- Begin each chapters/section heading on a new page.

- Add adequate space below the heading to separate it from the text.

- Set the type size as 14-point font for all major chapter or section headings

- Center each heading. All caps or title caps (a combination of upper and lower case) may be used.

- Consistency: use the same font, style, size, spacing above/below, and alignment.

Subheadings

Using subheadings helps establish hierarchy the thesis and guides the reader through the information. Up to five subheading levels within each chapter or major section may be used:

First-level subheadings (heading 2):

    12-point font. Check documentation guide as to where this heading should appear on the page (left or center) and how it should appear (bold, italicized, underlined, etc.).

Second-level subheadings (heading 3):

    12-point font. Check documentation guide as to where this heading should appear on page (left or center) and how it should appear (bold, italicized, underlined, etc.).

Third-level subheadings (heading 4)

    12-point font. Check documentation guide as to where this heading should appear on page (left or center) and how it should appear (bold, italicized, underlined, etc.).

Fourth-level subheadings (heading 5)

    12-point font. Check documentation guide as to where this heading should appear on page (left or center) and how it should appear (bold, italicized, underlined, etc.).

- Add adequate space above and below each subheading to separate it from the text

- Place each subheading on the same page as its respective section

- Consistency: use the same font, style, size, spacing above/below, and alignment for all subheadings of the same level.

Page Numbering

For the preliminary pages of the thesis, select lower-case Roman numerals (ii, iii, etc.), without punctuation, centered at the bottom of the page. Begin numbering at ii on the page that immediately follows the title page. Modify page numbering based upon what is included:

- Title page (considered page i, but number does not appear on the page) Copyright page (page ii)
- Abstract (page iii)
- Dedication (page iv) Acknowledgments (page v) Table of Contents (page vi)
- List of Tables, Figures, Definitions, etc. (pages vii, viii, ix, x, etc.)

For the body of the thesis, begin page numbering at 1 and continue sequential numbering throughout the remainder of the document through the last page of the references OR bibliography. Page numbers should appear at the bottom center of each page, regardless of whether the page is oriented as portrait or landscape.

Figures and Tables
- Place tables and figures within the thesis as close as possible to the parts of the text the student supplement OR organize all tables and figures into a single appendix
  - If placing tables/figures within the manuscript, either combine them on the page with the body text OR place them on a page by themselves

- Generate a List of Tables, List of Figures, List of Illustrations, etc. following the Table of Contents in the thesis. This list will match up with tables, figures, illustrations, etc. with the page number that those tables, figures, illustrations appear on.

- Format consistently. For instance, if a table is centered in the page, all tables must be centered.

- Create captions for each figure, table, etc. When including multiple figures, tables, etc., make sure that each is numbered consecutively and that captions are consistently formatted.

- Figures and tables, and his or her titles, should all appear on the same page. If a table is too large and must be split over multiple pages, only repeat the heading (e.g. Figure 1). No need to repeat the entire caption or use the word "continued".

Table of Contents

All of the major headings and first-level subheadings must be represented in the table of contents.

- Use up to three heading levels in the table of contents. Set major chapter headings further to the left than subheadings.

- Align page numbers to the right. Use a dot leader between the table of contents entry its corresponding page number.

- Double space the table of contents.

Appendices

Appendices are used for items that supplement the thesis, such as surveys, IRB approval letters, copyright letters, previously used questionnaires, etc.

- A title page before each appendix should be created, with Appendix A (B, C, etc.) and the appendix title, centered on the page. Same font style as for headings should be applied.

- If thesis only has one appendix, label it Appendix.

- Type the appendix linearly or stack the title. For example:
  APPENDIX: IRB APPROVAL LETTER

  APPENDIX:
  IRB APPROVAL LETTER

References

- Select a documentation style and follow those guidelines for using in-text citations, and creating reference list or bibliography.

- Choose a consistent style of spacing. Either single-space references with an extra single-space between each citation OR double-space references with no extra space between each citation.

- Use a hanging indent on multiple lines if documentation style calls for it.