



Honors in the Major 2017-2018 *Student Checklist*

The purpose of this fact sheet is to serve as a guide for Honors in the Major students throughout the thesis process. For more detailed information about the program processes and deadlines, students should consult the *HIM Handbook* and *HIM Deadlines* which are available online at <http://www.research.honors.ucf.edu>.

The following is the timetable and checklist for progression toward graduation with Honors in the Major based on a minimum two-semester, six-hour sequence. Note that our program allows students to enroll for up to four semesters of Honors in the Major course work prior to graduation.

Prior to the First Semester a Student:

- Selects a Thesis Chair from his or her declared major. This will be the faculty member who will serve as the student's mentor for the writing of the thesis. 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 HIM program.
- Completes the online Honors in the Major application and course registration form. (These are sent via email to eligible students by the Office of Research and Community Engagement).
- Registers for Honors in the Major Directed Readings (4903H – 3 hours).

During the First Semester a Student:

- Creates a meeting schedule with his or her Thesis Chair. Begins working on project development and background research. Begins to formulate ideas for his or her research proposal.
- Participates in the required **Honors in the Major Orientation and one additional workshop** (Orientation dates will be sent to students via his or her Knights email. In addition, all students are sent a link to the Honors in the Major Webcourse).
- Selects, in consultation with his or her Thesis Chair, at least one additional thesis committee member. The entire committee should be formed at least six weeks prior to the end of the student's first semester. (Policies regarding committee formation are found in the *HIM Handbook*)
- Completes thesis proposal.
- Submits thesis proposal to the thesis committee no later than two-three weeks prior to the last day of classes.
- Uploads the thesis proposal with the signed **Thesis Proposal Cover Page** to the Office of Research and Community using the online application portal by the appropriate deadline.
- Completes registration form and registers for Honors Thesis (4970H – 3 hours). Students must use the **HIM Directed Readings and Thesis Registration** form, which is sent to students via email by the Office of Research and Community Engagement.

During the Second Semester a Student:

- Submits a **HIM Intent to Graduate** form to BHC 102A by the appropriate deadline if they are planning to graduate that semester. This form is available online at <http://www.research.honors.ucf.edu>.
Note: Students graduating in the Summer semester must follow the Spring Intent to Graduate deadline since the Honors Graduation banquet is only offered in the Fall and Spring semester.
- Establishes the date of oral defense with his or her Thesis Chair and committee at least 6 weeks prior to the last day of classes.
- Meets with the Thesis Editor for his or her initial format review. Students must bring the front matter, the body of his or her thesis, and a working reference list.
- Completes thesis.
- Submits a completed copy of his or her thesis to Thesis Chair and committee at least two-three weeks before scheduled defense date.
- Submits signed notice of defense through e-mail (orce@ucf.edu) to the Office of Research and Community Engagement at least one week prior to his or her date of defense.
- Completes oral defense.
- Incorporates committee's recommendations into his or her thesis. Makes all formatting corrections suggested by the Thesis Editor from the format review.
- Submits a copy of the thesis to Turnitin.com. The thesis Chair may submit this on the student's behalf through his or her Turnitin.com account, or the Thesis Chair may create a course section through his or her Turnitin.com account (or through Webcourses) for the student to upload a final draft of his or her thesis. ***This is a UCF requirement for thesis writers at both the undergraduate and graduate levels. Without this review and verification that the thesis is, indeed, original work, The Burnett Honors College, and UCF will not accept a student thesis for publication or completion of the program.*** If student's Thesis Chair does not have a Turnitin.com account, please ask him or her to contact the Faculty Center for Teaching and Learning which manages free Turnitin.com accounts for UCF faculty.
- Submits the signed Thesis Attachment form and Thesis Approval form to the Office of Research and Community Engagement (BHC102). Student will then receive instructions on how to upload his or her thesis to UCF's Showcase of Text, Archives, Research & Scholarship (STARS) system.
- Begins the thesis submission process as outlined in the email sent to the student.
- Completes the Honors in the Major exit survey which will be available online toward the end of each semester.

Students should contact the Office of Research and Community Engagement (orce@ucf.edu) at (407) 823-2076 for any questions about the Honors in the Major program. Also, students should inform our office of any changes to his or her contact information so that they may continue to receive important e-mail updates and reminders from the Office of Research and Community Engagement about the Honors in the Major program and other research-related opportunities.