



## Honors in the Major 2018-2019 *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 [honors.ucf.edu/research](http://honors.ucf.edu/research).

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.

### **Before You Begin HIM:**

- Select a Thesis Chair from your declared major. This will be the faculty member who will serve as the mentor during the writing of the thesis or creative project. The Honors in the Major Thesis Chair should be tenured, tenure earning, have a multiple-year contract at UCF and is in the department of your major **OR** have a terminal degree and a multiple-year contract at UCF and is in the department of your major.
- Complete the Honors in the Major Eligibility Form.
- Receive and complete the Honors in the Major Application and registration form. Department of English students will receive additional application instructions.
- Register for Honors in the Major Directed Readings (4903H – 3 hours).

### **During the Directed Readings Semester (Thesis Proposal):**

- Create a meeting schedule with your Thesis Chair. Begin working on project development and background research. Begin to formulate ideas for your research proposal or creative project!
- Participate 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).
- Select, in consultation with your 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 first semester. (\*Biomedical Science students must have two additional committee members)
- Complete the thesis proposal.
- Recommended: Submit the thesis proposal to the thesis committee no later than two-three weeks prior to the last day of classes.
- Submit the thesis proposal with the signed **Thesis Proposal Cover Page** to The Burnett Honors College in person or via email.
- Complete registration form and register for Honors Thesis (4970H – 3 hours). You must use the **HIM Directed Readings and Thesis Registration** form, which is sent to students via email by The Burnett Honors College.

### **During the Thesis Semester:**

- Establish a date for the oral defense with your Thesis Chair and committee at least 6 weeks prior to the last day of classes.
- Meet with the Thesis Editor for an initial format review. You must bring the front matter, the body of your thesis, and a working reference list. The Thesis Editor will review the formatting of your thesis not the content!
- Submit a completed copy of your thesis to the Thesis Chair and committee at least two-three weeks before your scheduled defense date.
- Submit a signed notice of defense through e-mail to The Burnett Honors College at least one week prior to your date of defense.
- Complete the scheduled oral defense.
- Incorporate the committee's recommendations into your thesis. Make all formatting corrections suggested by the Thesis Editor from the format review.
- Submits a copy of the thesis to Turnitin.com/iThenticate. The Thesis Chair may submit this on the student's behalf through his or her Turnitin.com/iThenticate 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.
- Finalize your thesis or creative project.
- Submit the signed Thesis Attachment and Thesis Approval form to The Burnett Honors College in person or via email.
- You will then receive instructions on how to upload your thesis to UCF's Showcase of Text, Archives, Research & Scholarship (STARS) system.
- Begin and complete the thesis submission process as outlined in the email sent to you.
- Complete the Honors in the Major exit survey which will be available online toward the end of each semester.

Graduating from UCF? Submit a **HIM Intent to Graduate** form to the Office of Honors Research in TCH 248 or via email at [HonorsResearch@ucf.edu](mailto:HonorsResearch@ucf.edu) by the appropriate deadline for your graduating semester.