

UCF Burnett Honors College

Coronavirus Updates:

Frequently Asked Questions (FAQs)

If your question isn't answered here, please email honors@ucf.edu (do not call). You will get a response within 24 to 48 hours during the business week.

For general UCF information, visit the [UCF Coronavirus website](#).

CURRENT STUDENTS

Current students should also check their Knights Email for the most up-to-date information.

Will the Graduation Banquet take place or has it been canceled?

In keeping with UCF and Government policies regarding COVID-19, and out of an abundance of caution for the safety of our scholars and their families, we must cancel the Spring 2020 Honors Graduation Banquets.

Memories will still be made. When students are approved to return to campus, we will arrange certain times (to be announced at a future date) that graduates can come to the BHC lobby to receive their medallions and take a photo with Deans Sheila and Marty in regalia.

UNIVERSITY HONORS (UH)

Can I still schedule an advising appointment?

Yes! Although the honors advisors are not seeing students in person until further notice, they are available to meet with you via Skype and Zoom. To schedule an appointment, please email one of the following advisors to schedule a virtual appointment with them, including several dates and times that would work for you. Instructions on how to use Skype for honors advising are linked here for [mobile](#), [Windows](#), or [Mac](#).

- Jessica Mestre Jeffery – jmj@ucf.edu
- Laura Czerkies – laura.czerkies@ucf.edu
- Rex Roberts – rex.roberts@ucf.edu

Can I register for 2020-2021 classes?

Yes! Honors students could begin registering for classes on myUCF for Summer 2020, Fall 2020, and Spring 2021 on Thursday, March 26.

This page was last updated on May 12, 2020.

Office of Honors Research – Honors Undergraduate Thesis

Frequently Asked Questions

Updated May 14, 2020

ALL
Students

1. Do I have to fulfill the workshop requirement?

The HUT Programs requires all students to attend and participate in **at least one** support workshop to aid and enhance their research pursuit in each enrolled semester. Approved remote workshops are listed on the [Summer C Workshop Schedule](#) in the HUT Webcourse.

If you attend a workshop with the Office of Undergraduate Research (OUR) or Academic Advancement Programs (AAP), submit the Proof of Workshop Attendance Form to HonorsResearch@ucf.edu before the last day of the Summer C semester. Please note: Attending OUR's *Getting Started in Undergraduate Research Workshop* will not fulfill this requirement.

ALL
Students

2. How do I contact OHR staff?

OHR staff is currently working remotely. Please email HonorsResearch@ucf.edu with HUT questions and form submissions. Please allow 24 business hours for a reply.

ALL
Students

3. How should I plan to conduct my research remotely?

If you are enrolled in Summer C semester with the HUT program, please discuss and plan your research activities with your thesis chair and committee. They will help you to craft a feasible plan of action to enable you to progress towards completion of your Honors thesis.

- If your research requires you to physically be on campus (e.g., lab work), you will want to plan only research activities that can be carried out remotely, i.e. literature reviews, analysis of already-collected data or other available databases.
- Check in regularly with your thesis chair: A weekly email and/or an occasional Zoom meeting to discuss your progress can help you stay focused.
- Decide together on milestones that will allow you to meet the official deadlines on the Deadlines Calendar in the HUT Webcourse.

ALL
Students

4. I already submitted an Intent to Graduate, but I need to update it. What do I do?

It is important to confirm your graduation plan with your academic advisor and update your Intent to Graduate with UCF, your college/department, and the Burnett Honors College (if you are also a University Honors student). If your graduation plans have changed, please submit an Intent to Graduate Form to OHR **as soon as possible** if you have not already done so. The form is located in our Webcourse. Email HonorsResearch@ucf.edu to inform us of this update and attach the updated form.

ALL
Students

5. **How will I obtain my committee's and HUT liaison's signatures?**

Request all signatures (Thesis Committee & HUT Liaison) via [HelloSign](#). HelloSign video tutorials are found in the HUT Webcourse.

ALL
Students

6. **How do I access the HUT Webcourse?**

Upon being enrolled in HUT, you were invited to join the Honors Undergraduate Thesis Resources Webcourse. The Webcourse contains many guides (such as the Student Handbook), resources, tutorials, PowerPoint Presentations (Virtual Oral Defense Tips, Writing a Proposal), and more. **This should be your first stop for questions about the HUT program.**

If you have not already accepted the invitation to join this Webcourse, check your Knights inbox and junk folder for the email. If you are unable to find it, email HonorsResearch@ucf.edu to request another invitation.

Directed
Readings I
Students

7. **How do I fulfill the HUT Orientation requirement?**

All Directed Readings I (and NUR-3165H) students are required to carefully review the Online Orientation PowerPoint in the HUT Resources Webcourse. Then, take the Orientation Quiz with a passing score of at least 80% between **May 18th and May 22nd**. More information, including the link, will be sent to your Knights email on the morning of May 18th.

Directed
Readings I & II
Students

8. **How do I submit my thesis proposal and cover page?**

Please submit both documents to HonorsResearch@ucf.edu by **August 3rd at 4:30 PM**. ***Your Registration Form for Thesis I (Fall 2020), complete with all required signatures, should be included in the same email.***

Thesis I & II
Students

9. **How will I have my thesis defense?**

The Office of Honors Research has approved virtual oral thesis defenses during this time of remote instruction. UCF's officially provided and accepted methods for virtual defenses are Skype for Business, Zoom, and Microsoft Teams, which are software platforms provided to faculty.

Your thesis chair can set up a virtual meeting for the whole committee and invite you to it. All committee members are required to be virtually present for the defense.

Remember to submit a Notice of Defense via email to HonorsResearch@ucf.edu at least 1 week prior to the defense date. Examples of the Notice of Defense are in the HUT Webcourse.

For more information on preparing for and conducting your Virtual Oral Thesis Defense, click [here](#). This page also contains the Virtual Oral Defense PDF, which is a carefully crafted presentation by Dr. Waldron to equip you with the best tips and tricks to perform well before, during, and after your defense- check it out! Invitations for Summer 2020's Virtual Oral Defense Workshop will be sent in June.

10. How do I submit my thesis approval form?

Thesis I & II
Students

Please submit your completed Thesis Approval Form via email to HonorsResearch@ucf.edu by **July 27th at 4:30 PM**. This must be done **in order to receive instructions to upload** the final thesis submission to the UCF Library.

11. How do I submit my final thesis to the UCF Library?

Thesis I & II
Students

Once the Office of Honors Research has received your Thesis Approval Form, you will receive instructions via email to upload your final thesis to STARS. The final submission upload window **begins on Monday, July 20th at 9:00 AM and ends on Monday, August 3rd at 5:00 PM**.

12. How do I submit my course registration form?

ALL
Students

If you are taking a HUT course in Fall 2020, please submit your Registration Form via email to HonorsResearch@ucf.edu by **August 3rd at 4:30 PM**.

13. What if I cannot meet this semester's deadlines?

ALL
Students

Consult with your thesis chair, academic advisor in your department/college, and financial aid (if applicable) about the possibility of enrolling in Directed Readings II or Thesis II in the Fall semester.

If approved to take Directed Readings II or Thesis II, email the completed Registration Form to HonorsResearch@ucf.edu by **August 3rd at 4:30 PM**.

14. Who should I contact if I have questions?

ALL
Students

The HUT Webcourse is a helpful resource with the Program Handbook, guides, and more. It should be your first stop for answers relating to the program.

If your question is not answered by the resources found there, do not hesitate to reach out to the appropriate person. With questions regarding:

- a) thesis process & HUT requirements, email HonorsResearch@ucf.edu.
- b) thesis content, including length and format, email/consult with your Thesis Chair.
- c) technical questions about uploading to STARS, email STARS@ucf.edu.

OFFICE OF PRESTIGIOUS AWARDS (OPA) FAQs

I wanted to make an appointment to find out about opportunities through the Office of Prestigious Awards. Am I able to still make an appointment?

Yes! We have always accommodated students who are unable to come meet in person. Please email opa@ucf.edu to schedule an appointment which can be done through Skype, Zoom, or phone.

I have or will be applying to an external prestigious scholarship. What is the status of these awards?

Please visit the scholarship foundation award site for the most up to date information. We have a list of all scholarships with their links on our website which can be [found here](#). If you still have questions regarding a scholarship, please email OPA.

BHC SCHOLARSHIPS

I have applied for a BHC scholarship for the Summer/Fall 2020 semester. How can I find out about the status of the award?

Apart from the study abroad category, BHC Scholarships in all categories will be awarded by early April. You will be notified by email of the status of your application shortly after. UCF has suspended all study abroad for the summer 2020; therefore, no study abroad scholarships will be awarded for summer 2020.

I have questions about future BHC scholarships. What should I do?

Please email opa@ucf.edu with any questions regarding BHC scholarships.

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