

Office of Honors Research – Honors Undergraduate Thesis

Frequently Asked Questions

Updated August 28, 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 [Fall 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 Fall 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?

The Honors Undergraduate Thesis program will continue to operate remotely for the duration of the Fall semester. Our office in Trevor Colbourn Hall will not be open for in-person services, but all program components will be offered as usual. All communications with the Office of Honors Research should be through email at HonorsResearch@ucf.edu; note that our main office telephone line is NOT currently being monitored.

Please submit all forms through email or the HUT Resources Webcourse, and read FAQs for current students on the BHC homepage about how to fulfill program requirements.

ALL
Students

3. How should I plan to conduct my research?

If you are enrolled in Fall 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.

- 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.

Thesis I & II
Students

4. When should I submit my Intent to Graduate?

Intent to Graduate Forms are due by **October 15th** for students who are graduating from UCF in Fall 2020. It is important to confirm your graduation plan with your academic advisor and submit 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 updated Intent to Graduate Form to HonorsResearch@ucf.edu. The form is located in our Webcourse.

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Students

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

Request all signatures (Thesis Committee & HUT Liaison) via [HelloSign](#), Adobe or a similar electronic signature software platform. HelloSign video tutorials and instructions for using Adobe are found in the HUT Webcourse in addition to a detailed Guide to HelloSign developed by our office.

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 new HUT 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 **August 31st and September 4th**. More information, including the link, will be sent to your Knights email on the morning of August 31st.

Directed
Readings I & II
Students

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

Please submit both documents to HonorsResearch@ucf.edu by **December 4th 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?

With UCF having resumed in-person instruction, your options are an in-person or a virtual thesis defense before the Thanksgiving break. Since all in-person instruction will stop after Thanksgiving, any thesis defense taking place after the Thanksgiving break must be virtual.

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! The RSVP link for Fall 2020's Virtual Oral Defense Workshop is included in the Fall 2020 workshop schedule posted in the HUT Webcourse.

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 **November 30th 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, we will send you instructions via email to upload your revised thesis to STARS. The final submission upload window **begins on November 23rd at 9:00 AM and ends on December 4th at 5:00 PM**.

12. How do I submit my course registration form for Spring 2021 enrollment?

ALL
Students

If you are taking a HUT course in Fall 2020, please submit your Registration Form for your next HUT course to HonorsResearch@ucf.edu by **December 4th at 4:30 PM**.

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

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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 **December 4th at 4:30 PM**.

14. Who should I contact if I have questions?

ALL
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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:

(continued next page)

- 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.