

Office of Honors Research – Honors Undergraduate Thesis

Frequently Asked Questions

Updated February 2021

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 [Spring 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 Spring semester. Please note: Attending OUR's *Getting Started in Undergraduate Research Workshop* will not fulfill this requirement.

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Students

2. How do I contact OHR staff?

The Office of Honors Research is open for in-person services this Spring 2021 semester, although the submission of all program forms and all meetings with students (including workshops) will continue to be virtual.

All communications with the Office of Honors Research should be through the Request for Contact Form (www.tinyurl.com/OHR-Contact-Request) or email at HonorsResearch@ucf.edu. Please submit all forms through email or the HUT Resources Webcourse. For all future official announcements, please visit UCF.edu, Honors.ucf.edu, and keep an eye out for emails from the Office of Honors Research.

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Students

3. How should I plan to conduct my research?

If you are enrolled in the Spring 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 **January 31st** for students who are graduating from UCF in **Spring or Summer 2021**. 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.

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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 **January 19th and January 22nd**. More information, including the link, will be sent to your Knights email on the morning of January 19th.

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 **April 26th at 4:30 PM**. ***Your Registration Form for Thesis I (Summer or Fall 2021), 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 Spring 2021's Virtual Oral Defense Workshop is included in the Spring 2021 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 **April 19th 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 window for final submission starts **Mon., April 12th at 9:00 AM and ends on Fri., April 23rd at 5:00 PM**.

12. How do I submit my course registration form for Summer/Fall 2021 enrollment?

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Students

Please submit your Registration Form for your next HUT course to HonorsResearch@ucf.edu by **April 26th at 4:30 PM**.

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

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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 Summer term.

If approved to take Directed Readings II or Thesis II, email the completed Registration Form to HonorsResearch@ucf.edu by **April 26th 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:

(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.