



Additional Benefits

- Make an impact in the community.
- Solve problems that keep you up at night. Create, innovate, push yourself.
- Inspire future scholars.
- Become a published author.
- HUT scholars go on to win major prestigious awards.
- Get to know BHC Deans, staff, and peers at social events: Spring BBQ, Palentine's Day, Kicking Back with Koi,
- Apply for and win awards, scholarships
- Ripple effect of networking with faculty and peers, BHC
- Employment opportunities, Honors Congress, Deans Leadership Council
- Option to request enrollment in Honors courses and seminars on a space-available basis
- Stand out from your future competition. Have meaningful academic experience to cite in interviews, on applications, and networking.
- Presentation opportunities through OHR and OUR
- Access to the HUT Resources webcourse, containing announcements where OHR staff Padmini and Amanda keep you in the loop on the latest scholarship, conferences, employment, and presentation opportunities. Much more!

Honors Undergraduate Thesis

HUT Program Instructions for Student Success & Frequently Asked Questions

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Coordinator, Office of Honors Research

Honors Undergraduate Thesis Instructions for Student Success and Frequently Asked Questions

Updated March 2024

**The sky's the limit!
Be creative &
think outside the box!**

2 tracks are available:

Honors in the Major Thesis
Students complete original research or creative work in their major.

Interdisciplinary Thesis
Students complete original research or creative work in their minor or in a discipline other than their major.

Open to ALL UCF students who qualify!

To be eligible for our program, you must have 60 completed credits overall, 12 completed upper-division credits, which would be the 3000 or 4000 level courses, a minimum 3.4 UCF or overall GPA, and at least two semesters remaining prior to graduation. The Honors Research Coordinator will check for these qualifications when we review your audit and eligibility form.

Start the process by submitting a HUT eligibility form at www.tinyurl.com/HUT-application.

Why should you consider the Honors Undergraduate Thesis program?

There are many benefits to you now and later. These include: cultivating a close working relationship with UCF faculty and belonging to the Burnett Honors College, which offers access to scholarships, networking events, and a great community.

Creative Research Projects:
You can craft an original project along with a critical analysis, which together constitute the thesis.

Examples include, but are not limited to:
Short novel + a critical analysis,
Collection of poems + a critical analysis,
Film or Screenplay + a critical analysis.

With so many opportunities at UCF, why choose HUT?

- 1 The (HUT) program is the **oldest** and most **prestigious** undergraduate research program at UCF.
- 2 Juniors and seniors from **all disciplines** engage in **original** and independent research or creative activity.
- 3 Work closely with a faculty committee to **research**, **write**, **defend**, and **publish** your original Honors thesis!
- 4 The thesis is published through the university library and is available to researchers **worldwide** through electronic databases.

Level up your portfolio by layering and stacking opportunities!

Applying to & Learning More About the HUT Program

The first step to applying to the Honors Undergraduate Thesis program is to submit an eligibility form at www.tinyurl.com/HUT-application by the deadline communicated on the Admissions tab on the HUT webpage [<https://honors.ucf.edu/hut/admissions/>].

The Coordinator of Honors Research, Amanda Ammirati, will evaluate your application and send your admission decision via email. In most cases, admission decisions are distributed in the semester prior to the requested HUT start semester (aka students applying to start HUT in Spring can typically expect to receive their admission decision in the Fall).

For more information about the admission criteria, process, expectations, and more, visit:

- <https://honors.ucf.edu/hut/admissions/>
- <https://honors.ucf.edu/hut/advising/>
- [Attend a HUT information session](#). RSVP on Zoom using the instructions specified in the event link through the BHC calendar on the UCF website. Use your UCF email address when supplying your personal information so the Zoom information can be sent to you on the day of the session (typically once in the morning and again 30 minutes before).

Office of Honors Research Operations

The Office of Honors Research is open for in-person services in the Burnett Honors College as of March 18, 2024. The preferred means of communication is emailing HonorsResearch@ucf.edu or the OHR Request for Contact form at www.tinyurl.com/OHR-Contact-Request.

Workshops will continue to be offered virtually to be inclusive of online and regional HUT students and more convenient for all.

Submit all forms through email at HonorsResearch@ucf.edu or the HUT Resources Webcourse. Students are advised to read the student handbook, deadlines calendar, and FAQs from OHR about how to fulfill program requirements. The submission of all program forms and all workshops will continue to be virtual. Students can request to meet with OHR staff virtually through Zoom or in person by emailing HonorsResearch@ucf.edu or filling out the Request for Contact form (www.tinyurl.com/OHR-Contact-Request).

HUT students have the option of either meeting virtually or face-to-face with their thesis committee. Please discuss with your committee what would be preferable in your situation.

Workshop Requirement

The HUT Program requires all students to attend and participate in at least one support workshop to aid and enhance their research pursuit each semester they are enrolled in a HUT course. Approved remote workshops are listed on the Program Overview Module with 'HUT Workshops' in the title located in the HUT Webcourse. Plan ahead and email the Office of Honors Research at HonorsResearch@ucf.edu to request an alternative if you cannot attend a virtual workshop in real-time.

Do not wait until the last minute to attend a workshop. Do not schedule a one-on-one consultation with a librarian, the UWC, or the statistics consultant simply to 'say you met' and get a form signed; this is an unprofessional request of the person with whom you are scheduling the appointment and a dishonest way of completing the requirement. It will not be counted.

If you meet one-on-one with a Subject Librarian, the University Writing Center, or the Honors Research Consultant, simply ask the person with whom you meet to fill out the HUT Proof of Meeting Form accessible on the HUT Workshops Requirement page.

Please note that the following will not satisfy the HUT workshop requirement:

1. Attending OUR's "Getting Started in Undergraduate Research" Workshop.
2. Completing the Directed Readings I (4903H) orientation requirement via the webcourse.
3. Attending the "Ethical Decision-making in Research" Thesis I (4970H) virtual orientation.

Intent to Graduate

HUT Intent to Graduate Forms are due by: February 15th for Spring graduates, June 15th for Summer graduates, and October 5th for Fall graduates.

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 email stating your intention and reason for updating your graduation semester, with an attached updated Intent to Graduate Form to HonorsResearch@ucf.edu. The form is located in the HUT Resources Webcourse.

End-of-Semester: Planning for Success

Please discuss with your thesis committee as soon as possible how you will hit the milestones you agreed upon and make a plan so you can meet the official deadlines on the Deadlines Calendar in the HUT Webcourse.

Directed Readings I & II (4903H & 4904H) Students

Webcourse & Online Orientation

In the enrollment confirmation email sent by the Coordinator of HUT, Amanda, students in 4903H (and substitutions for 4903H like NUR-3165/3165H) are invited to join the HUT Resources Webcourse. Please accept this invitation as soon as possible. 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.

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 the dates communicated on the deadlines calendar. More information, including the link, will be sent to HUT students' UCF email.

Committee Member Information Submission Form

Form and details are found in the HUT Webcourse. The priority submission deadline is the sixth Friday of the semester. As long as students are actively working with their thesis chair to identify their committee

member(s), there is no need to send an email informing us that this form will be submitted a little after the deadline. This is the only form for which this 'soft deadline' is allowed.

Submit to the HUT Resources Webcourse assignment for Committee Member Information Submission Forms or to HonorsResearch@ucf.edu. Choose only one method.

Submitting Your Proposal and Signed Cover Page

The thesis proposal must be **at least five (5) pages of content**: not including large tables and images, abstract, title, and reference pages. Thesis proposals that fall short of this minimum will be returned to the student. Ensure your success by setting your goals to exceed the minimum and produce high-quality work from the start.

Maintain regular and frequent communication with your Thesis Chair and committee members.

Email your committee your completed proposal with ample time for them to review and respond with possible edits. We recommend **no later than/at least 2 weeks** before the submission deadline.

Request cover page signatures (Thesis Committee & HUT Liaison) via [Dropbox Sign \(formerly known as HelloSign\)](#) or another electronic signature software. A cover page template and HelloSign video tutorials are found in the HUT Webcourse.

It is your responsibility to meet the posted deadline for submission to the Office of Honors Research **after all electronic signatures have been obtained**. Do not ask your thesis chair, committee, or HUT Liaison to submit this on your behalf. **Extensions are not given in situations resulting from poor planning. They are rare and only for extenuating circumstances determined on a case-by-case basis by the Director and Coordinator of OHR.**

Submit a PDF of the thesis proposal with the signed Thesis Proposal Cover Page to the Office of Honors Research to the Proposal and Cover Page Assignment on the HUT Resources Webcourse Assignments Tab (preferred) or via email to HonorsResearch@ucf.edu by the stated deadline. Choose 1 method of submission.

If you submit via email, submit the proposal with the signed registration form for Thesis I (4970H – 3 hours) in the same email. Incomplete forms are not accepted. Any forms submitted after the Wednesday of add/drop week will not be included in that semester's cohort.

Not completing your HUT Proposal this semester?

Submit a HUT registration form for Directed Readings II and create a plan for success with your committee.

If you are in Directed Readings I (4903H) and need another semester to complete your proposal, submit the HUT registration form indicating Directed Readings II (4904H) complete with electronic signatures by the stated deadline to the HUT Webcourse assignment for registration forms (preferred method) or via email to HonorsResearch@ucf.edu. Choose 1 method of submission.

Students should make every effort to complete their proposals in a timely manner and meet the deadlines for submission.

Students who encounter unforeseen obstacles and need more time beyond the deadline to complete their proposal must request an extension from the Office of Honors Research after clearing

their need for the extension with their thesis chair and committee. Extensions are not guaranteed; they are rare and not given to situations resulting from poor planning. Submit an email to HonorsResearch@ucf.edu explaining the need for the extension with the proposed plan to meet the remaining HUT requirements. **CC your thesis chair on this email. The Director of Honors Research, Dr. Waldron, will review and respond to your request. If more information is needed before Dr. Waldron reviews the request, an Honors staff member will email you the next steps.**

Ensure this fits your graduation plan by speaking with an academic advisor in your major's department/college.

Thesis I & II (4970H & 4971H) Students

Thesis I Orientation – “Ethical Decision-making in Research”

Thesis I (4970H) students must attend one of the “Ethical Decision-making in Research” workshops. Students in 4970H who are expected to attend will receive an email with the workshop dates and RSVP links through UCF email and will be posted on the HUT Webcourse.

Students enrolled in 4970H in Summer C will be sent instructions for completing this requirement in the HUT webcourse.

Format Review

Thesis format review is a REQUIREMENT of HUT in the semester you are completing your thesis. If you do not complete the format review, you will not graduate from the Honors Undergraduate Thesis program regardless of whether you fulfill all other program requirements.

Depending on the semester you are completing your thesis, there may be 1, 2 or 3 uploading groups. In the spring semester, there are typically 3 groups to choose from, 2 in the fall, and 1 uploading week for all in Summer C. Instructions and more information will be sent to your UCF email and are shown in the HUT webcourse assignments tab.

Oral Thesis Defense

Submit Notice of Defense via email to HonorsResearch@ucf.edu or to the HUT Webcourse Assignment for NoDs at least 1 week prior to the defense date. Examples of the Notice of Defense are in the HUT Webcourse and serve as templates for you to create your own in Word.

All committee members are required to be physically or virtually present for the defense. UCF's officially provided and accepted methods for virtual defenses are Zoom and Microsoft Teams. You or your thesis chair can set up these virtual meetings for the whole committee and invite the rest of the attendees.

Students are advised to share their materials (e.g., PowerPoint presentation as a PDF and handouts, if applicable) to their committee before the defense so all can follow along on their devices and in case there are technical difficulties.

For more information on preparing for and conducting your Virtual Oral Thesis Defense, see the Thesis module on the HUT Resources Webcourse. A recording of the Final Stretch: Oral Defense and Final Submission is included in the HUT Recorded Workshops module posted in the HUT Webcourse.

Thesis Approval Form

Obtain committee and HUT Liaison signatures electronically. Include the audit trail of signatures (typically added as the last page automatically) when submitting the form.

Submit your completed Thesis Approval Form to the HUT Webcourse assignment for Thesis Approval Forms (preferred method) or via email to HonorsResearch@ucf.edu by the deadline expressed on the HUT deadlines calendar. Choose only one submission method.

The Office of Honors Research staff will process your form, and if everything is complete, you will be sent the instructions to upload your final thesis to the HUT collection in the STARS UCF Library.

Final Thesis Submission to STARS

Email your committee your thesis and consistently maintain communication.

Once your thesis is approved by your committee and your Thesis Approval Form is submitted to OHR by the stated deadline, you will be sent further instructions for the PDF upload of your final thesis to STARS. Instructions will be sent to your UCF email after OHR receives and processes your Thesis Approval Form. Please allow a couple of business days for us to process your form. Our staff handles many submissions and requests; your patience is appreciated.

Not completing your thesis this semester?

Submit a HUT registration form for Thesis II and create a plan for success with your committee.

If you are in Thesis I (4970H) and need another semester to complete your thesis requirements, submit the HUT registration form indicating Thesis II (4971H) complete with electronic signatures by the stated deadline to the HUT Webcourse assignment for registration forms (preferred method) or via email to HonorsResearch@ucf.edu. Choose only one method of submission.

Students must wait until their last semester in HUT to complete format review, notice of defense, and the oral defense.

Students should make every effort to complete their thesis requirements (format review, notice of defense and oral defense, final thesis submission, etc.) in a timely manner and meet the deadlines for submission.

Students in Thesis II who encounter unforeseen obstacles and need more time beyond the deadline to complete their thesis must request an extension to the Office of Honors Research after clearing their need for the extension with their thesis chair and committee. Extensions are not guaranteed. Submit an email to HonorsResearch@ucf.edu explaining the need for the extension with the proposed plan to meet the remaining HUT requirements. **CC your thesis chair on this email. The**

Director of Honors Research, Dr. Waldron, will review and respond to your request. If more information is needed before Dr. Waldron reviews the request, an Honors staff member will email you the next steps.

Ensure this fits your graduation plan by speaking with an academic advisor in your major's department/college.

Questions? Concerns? Comments?

The HUT Webcourse is a rich resource with the Program Handbook, guides, and more. After seeking out the answer on the webcourse within our materials, if you have questions, concerns, or comments, contact the appropriate person from your UCF email address. With questions regarding:

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

Read the HUT Newsletter, typically sent mid-to-end of the week by the Coordinator of HUT, Amanda, from honorsresearch@ucf.edu. If you are receiving the newsletter and are no longer active in HUT, email Amanda@ucf.edu to request to be removed from the mailing list.

The HUT newsletter contains time-sensitive information, an array of opportunities for HUT Scholars, updates, and much more. The Announcements tab in the HUT webcourse contains opportunities for funding, travel, employment, presenting, and more! Check often and participate in as many opportunities as you can to enrich your experience, maximize your academic portfolio, and build meaningful connections.

Honors This Week (HTW) is a weekly newsletter sent each Monday by Honors@ucf.edu. You are encouraged to stay involved and build long-lasting connections with the Burnett Honors College!

Office of Honors Research – Honors Undergraduate Thesis Frequently Asked Questions (FAQ)

Updated March 2024

All Students

Do I have to fulfill the workshop requirement?

Yes! The HUT program requires all students to attend and participate in at least one support workshop to aid and enhance their research pursuit each semester they are enrolled in a HUT course. Approved remote workshops are listed on the Program Overview Module with 'HUT Workshops' in the title located in the HUT Webcourse. Plan ahead and email the Office of Honors Research at HonorsResearch@ucf.edu to request an alternative if you cannot attend a virtual workshop in real time.

Do not wait until the last minute to attend a workshop. Do not schedule a one-on-one consultation with a librarian, the UWC, or the statistics consultant simply to 'say you met' them and get a form signed; this is an unprofessional request of the person with whom you are scheduling the appointment and a dishonest way of completing the requirement. It will not count.

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Please note that the following will not satisfy the HUT workshop requirement:

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2. Completing the Directed Readings I (4903H) orientation requirement via the webcourse.
3. Attending the "Ethical Decision-making in Research" Thesis I (4970H) virtual orientation.

How do I contact OHR staff?

The Office of Honors Research is open for in-person services in the Burnett Honors College as of March 18, 2024. The preferred means of communication is emailing HonorsResearch@ucf.edu or the OHR Request for Contact form at www.tinyurl.com/OHR-Contact-Request.

Submit all forms through email or the HUT Resources Webcourse. Students are advised to read the student handbook, deadlines calendar, and FAQs from OHR about how to fulfill program requirements. The submission of all program forms and all workshops will continue to be virtual. Students can request to meet with OHR staff virtually through Zoom or in person by appointment.

How should I plan to conduct my research?

HUT students have the option of either meeting virtually or face-to-face with their thesis committee. Please discuss with your committee what would be preferable in your situation.

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. Some projects require more frequent meetings. Your thesis chair and committee are the best equipped to help determine this with you. All parties should be clear about the expectations so that partnerships run as smoothly as possible.

Decide together on milestones that will allow you to meet the official deadlines on the Deadlines Calendar in the HUT Webcourse.

When should I submit my Intent to Graduate?

HUT Intent to Graduate Forms are due by: February 15th for Spring graduates, June 15th for Summer graduates, and October 5th for Fall graduates.

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 email stating your intention and reason for updating your graduation semester, with an attached updated Intent to Graduate Form to HonorsResearch@ucf.edu. The form is located in the HUT Resources Webcourse.

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

You should obtain electronic signatures via [Dropbox Sign \(formerly known as HelloSign\)](#). Video tutorials instructions are found in the HUT Webcourse on the Forms & Deadlines calendar page.

How do I access the HUT Webcourse?

In the enrollment confirmation email sent by the Coordinator of HUT, Amanda, students in 4903H (and substitutions for 4903H like NUR-3165/3165H) are invited to join the HUT Resources Webcourse. Please accept this invitation as soon as possible. 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.

Directed Readings I (4903H) & Directed Readings II (4904H) Students

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 the dates communicated on the deadlines calendar. More information, including the link, will be sent to HUT students' UCF email.

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

The thesis proposal must be **at least five (5) pages of content**: not including large tables and images, abstract, title, and reference pages. Thesis proposals that fall short of this minimum will be returned to the student. Ensure your success by setting your goals to exceed the minimum and produce high-quality work from the start.

Maintain regular and frequent communication with your Thesis Chair and committee members.

Email your committee your completed proposal with ample time for them to review and respond with possible edits. We recommend **no later than/at least 2 weeks** before the submission deadline.

Request cover page signatures (Thesis Committee & HUT Liaison) via [Dropbox Sign \(formerly known as HelloSign\)](#) or another electronic signature software. A cover page template and Dropbox Sign video tutorials are found in the HUT Webcourse.

It is your responsibility to meet the posted deadline for submission to the Office of Honors Research **after all electronic signatures have been obtained**. Do not ask your thesis chair, committee, or HUT Liaison to submit this on your behalf.

Submit a PDF of the thesis proposal with the signed Thesis Proposal Cover Page to the Office of Honors Research to the Proposal and Cover Page Assignment on the HUT Resources Webcourse Assignments

Tab (preferred) or via email to HonorsResearch@ucf.edu by the stated deadline. Choose only one method of submission.

If you submit via email, submit the proposal with the signed registration form for Thesis I (4970H – 3 hours) in the same email. Incomplete forms are not accepted.

Thesis I (4970H) & Thesis II (4971H) Students

How should I host my thesis defense?

Submit Notice of Defense via email to HonorsResearch@ucf.edu or to the HUT Webcourse Assignment for NoDs at least 1 week prior to the defense date. Examples of the Notice of Defense are in the HUT Webcourse and serve as templates for you to create your own in Word.

All committee members are required to be physically or virtually present for the defense. UCF's officially provided and accepted methods for virtual defenses are Zoom and Microsoft Teams. You or your thesis chair can set up these virtual meetings for the whole committee and invite the rest of the attendees.

Students are advised to share their materials (e.g., PowerPoint presentation as a PDF and handouts, if applicable) to their committee before the defense so all can follow along on their devices and in case there are technical difficulties.

For more information on preparing for and conducting your Online Oral Thesis Defense, see the Thesis module on the HUT Resources Webcourse. A recording of the "Final Stretch: Oral Defense and Final Submission" is included in the HUT Recorded Workshops module posted in the HUT Webcourse.

How do I submit my Thesis Approval Form?

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The Office of Honors Research staff will process your form, and if everything is complete, you will be sent the instructions to upload your final thesis to the HUT collection in the STARS UCF Library.

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

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 is communicated on the deadlines calendar and in the HUT assignments on Canvas. Those who fail to upload their final, approved thesis will not be permitted to graduate from the Honors Undergraduate Thesis program.

How do I submit my course registration form for a HUT course?

The HUT program registration forms are located in the HUT Resources Webcourse in the Forms section and are distributed in your admission decision email. Submit the form, complete with prefix, electronic signatures, and all fields filled in by the date communicated on the deadlines calendar.

If submitting a registration form with your proposal, please do so in the same PDF attachment as your proposal and signed cover page to the HUT Webcourse Proposal Assignment posting.

If submitting a registration form on its own, please do so in the HUT Webcourse assignment for Registration Forms.

If submitting a registration form after the priority deadline, email the form to HonorsResearch@ucf.edu from your UCF account to request enrollment in [summer C term, fall or spring] semester. Forms submitted after the Wednesday of add/drop week will not be included in that semester's cohort.

All Students

What if I cannot meet this semester's deadlines?

Students should make every effort to meet the semester's requirements in a timely manner and meet the deadlines for submission.

Students who encounter unforeseen obstacles and need more time beyond the deadline to complete a requirement must request an extension from the Office of Honors Research after clearing their need for the extension with their thesis chair and committee. Extensions are not guaranteed and not given to situations resulting from poor planning. Submit an email to HonorsResearch@ucf.edu explaining the need for the extension with the proposed plan to meet the remaining HUT requirements. **CC your thesis chair on this email. The Director of Honors Research, Dr. Waldron, will review and respond to your request. If more information is needed before Dr. Waldron reviews the request, an Honors staff member will email you the next steps.**

Who should I contact if I have questions?

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:

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