

Honors Undergraduate Thesis (HUT) Program Handbook

The Burnett Honors College is pleased that you are interested in or currently pursuing a research or creative project that can lead to the Honors distinction. Depending on your major and the academic discipline in which you write your thesis, you can earn either Honors in the Major, Honors in Research, or Honors in Creative Inquiry. This handbook contains information to guide you through the thesis process from inception to completion.

Modeled after a master's thesis program, the Honors Undergraduate Thesis (HUT) program enables qualified students to pursue advanced undergraduate research and creative activities. This program structures opportunities for you to experience the rewards of independent research that would be otherwise unavailable through standard course offerings. In addition, your efforts will be recognized by the award of an Honors medallion upon graduation and the Honors distinction on your transcript and diploma. What follows is an overview of the major components of the program and the steps that you will need to follow in order to graduate with the Honors distinction.

Section I: General Program Information

The Office of Honors Research in the Burnett Honors College coordinates the Honors Undergraduate Thesis (HUT) program, which is designed to encourage the best juniors and seniors to undertake original and independent work any academic discipline of their choosing. Working under the supervision of a faculty committee, students work over two to four semesters to design and carry out an honors thesis or project.

Program Administration

The Burnett Honors College provides the structure and oversight for the HUT program, but the academic direction and approval of the thesis project is the responsibility of the student's faculty thesis committee and academic department. Each department has its own standards as to what constitutes a proper thesis or project report. Students must consult their Thesis Chair or HUT Faculty Liaison for specific thesis guidelines.

Artificial Intelligence (AI) Tools and the Honors Undergraduate Thesis

Minimum Standards: Students should **not**:

- **Do not** use AI to produce a bibliography
- **Do not** use AI to write for you
- **Do not** use AI to do your analysis instead of you
- **Do not** use AI to summarize articles, data, or any text
- **Do not** use AI to generate data

Thesis chairs may have stricter guidelines.

With the thesis chair's permission, students **can** use AI for:

- *All up to the thesis chair's discretion.*
- Help generate a topic/ spark ideas
- Discover similar studies, resources, references

Disclaimer: The student is responsible for the **accuracy** of the information.

Faculty Committee

The faculty committee consists of a UCF faculty mentor from the student's thesis discipline, who serves as the Thesis Chair, and a second committee member who can be from the same academic discipline/department or outside of it, if the member meets the minimum requirements outlined below. Additional committee members from UCF, other academic institutions, or community members may be included in consultation with the Thesis Chair.

Thesis Chair

The Thesis Chair serves as a research and professional mentor for the Honors Undergraduate Thesis student. The Thesis Chair aids the student in selecting the other members of the thesis committee as well as narrowing their topic of study within the discipline. In selecting and approaching a thesis chair, students should seek a faculty member with interests and expertise in the methodology and areas compatible with the intended thesis topic or creative project. For example, will your thesis require approval from the Institutional Review Board? If so, it would be ideal to partner with a thesis chair who has experience in this area.

Who qualifies to serve as a HUT thesis chair?

The Honors Thesis Chair must be tenured or tenure-track (titles: **Assistant/Associate/Full Professor**) or have an appointment as **Lecturer** (titles: **Assistant/Associate/Full Lecturer**) in the Department/School in which the thesis discipline is housed.

Non-tenure-track faculty must possess a terminal degree in their discipline* and be a subject matter expert in the discipline in which the student intends to write a thesis.

*Exceptions may apply to students from departments or colleges with specific agreements with the Burnett Honors College.

Thesis Committee Members

The Honors Undergraduate Thesis program requires that at least one additional **UCF faculty member** serve on the thesis committee. * The additional faculty member can be selected from within or outside of the department. The committee member must be a subject matter expert in the field of the student's thesis.

*Students in Biomedical Sciences are required to have at least two committee members in addition to the thesis chair. One of the faculty members must be from a unit outside of your chair's home department. No two committee members may be married to one another.

Optional Committee Members

Students have the option of choosing up to three additional members to serve as part of the thesis committee. (Note: Biomedical Sciences students can only add two additional members). It is advised that students consult with their Thesis Chair prior to selecting additional members. Additional members are not required to be faculty members at UCF.

Changes to Thesis Committee

Any changes to the committee identified during the Directed Readings semester must be approved by the Department Chair and require justification and notification to the Office of Honors Research. Any changes to the thesis committee must be communicated immediately to the OHR. No changes should be made right before the defense date.

Communicating with your thesis team

During or after every meeting, always take notes and email the faculty you met with a summary of what you discussed. This ensures a common understanding of what was discussed and of expectations for work to be completed before the next meeting. If questions arise later on, you can refer back to these emails to clear up any confusion. Having a paper trail of your activities and understandings is critical- in HUT and in other areas of life.

Program Tracks & Honors Designation

Program Tracks

Traditional Thesis- Honors in the Major

Students who choose this track carry out research or creative activity under the supervision of a UCF faculty member in their declared academic major and department. Students who successfully write, defend, and publish a thesis in their declared major earn the Honors in the Major distinction on their diploma.

Honors Interdisciplinary Thesis

Students interested in completing a thesis outside of their degree or field of study can elect to do the Interdisciplinary Thesis. Students in this track can choose a Thesis Chair outside of their department and engage in a research or creative project in a different discipline. Students who successfully complete the Interdisciplinary Thesis will be awarded the Honors in Research or Honors in Creative Inquiry distinction on their diploma.

The Interdisciplinary thesis does not receive less recognition than one done in the major. Interdisciplinary research is highly valuable and, often, can result in interesting topics. Pursuing Interdisciplinary research can make you stand out even further from your peers. Think about how you might sell yourself through this experience for future opportunities. What are some accomplishments you hope to share? This can help you decide.

Interdisciplinary research applies to your degree differently than research done in the major. The course prefix for each HUT course must align with the department in which you are pursuing a thesis (aka your thesis chair's department affiliation). For example, if you pursue a thesis in Psychology, the credits would be PSY. This will apply to your degree in a specific way; you are encouraged to discuss this with your academic advisor/success coach so you can make educated decisions about your discipline, thesis chair, and topic.

Thesis Options

Traditional Thesis

A traditional thesis consists of an analytical work that introduces a research question, discusses past scholarly work relating to the research question, answers the question using appropriate methodologies and data, and discusses the results of the analysis.

Creative Thesis

The Burnett Honors College allows students in creative disciplines, such as creative writing, graphic design, advertising, and theatre, to create original pieces (e.g., short stories, images, films, advertising

campaigns, plays or performances) accompanied by a critical analysis of the piece centering on whether the creator's goals were reached.

Review of Literature

Some disciplines allow students to carry out a literature review. The expectation is still that the student will bring an original theoretical or empirical insight to the project. Systematic literature reviews (and their slightly less broad versions such as rapid reviews and systematized reviews) are acceptable because they synthesize findings to arrive at an answer about the research question. Reviews that aggregate existing knowledge, such as simple literature reviews, narrative reviews, and scoping reviews, are not acceptable products as honors theses.

Note that the Department of Psychology and the Burnett School of Biomedical Sciences do not accept systematic literature reviews as acceptable Honors theses.

Meta-analysis

A meta-analysis is a statistical analysis in which the researcher combines the results of several single studies on a specific research question to calculate an overall effect.

The Burnett School of Biomedical Sciences and Department of Psychology accept meta-analyses as an alternative to the analysis of original data.

Admission Requirements

First step in the process- Eligibility Form

All students hoping to be admitted to HUT must complete the eligibility form at www.tinyurl.com/HUT-application. This is the first step in the application process. Admission decisions are sent the semester before the desired HUT start semester. Fall decisions are sent in Summer; Spring decisions are sent in Fall; Summer C decisions are sent in Spring.

To qualify, the student degree audit must communicate the following requirements as being met (or will be complete at the end of the semester):

- 60 completed overall credits
- 12 completed upper-division (3000/4000 level) credits
- 3.5 UCF GPA
- At least 2 semesters remaining prior to graduation (most high-quality HUTs take 3-4 semesters to complete)

Students pursuing a thesis in English will be asked to complete an additional application to the English Department HUT Liaison. Instructions will be sent to students found accepted or conditionally accepted.

Conditional admission is offered to students whose degree audits show that they will meet the admission requirements when that semester's grades are posted. After grades are posted, the degree audit is checked again, and an update is shared confirming whether admission is granted or not.

Consult with your Academic Success Coach

Students are required to speak with their/ an Academic Success Coach about how HUT fits into their graduation plan.

Completion Requirements

To graduate with Honors Undergraduate Thesis/ Honors in Research or Creative Inquiry, students must complete all of the following:

- Three (3) credit hours of Honors Directed Readings or an approved substitute in which a grade of "A", "B", or "S" is earned.
- Three (3) credit hours of Honors Thesis in which a grade of "A", "B", or "S" is earned.
- A formed committee that meets the requirements of the HUT program, and submission of a proposal that has been approved by the entire thesis committee.
- Meeting all deadline requirements, including successful completion of the format review and oral defense and submission of the Notice of Defense, thesis approval and Intent to Graduate forms.
- Successful submission of the thesis to the UCF library.
- Exit UCF GPA of 3.3 or above.

Every student who successfully completes the Honors Undergraduate Thesis program graduates with one of three Honors distinctions: Honors in the Major, Honors in Research, or Honors in Creative Inquiry. This distinction is printed on the student's diploma and final transcript. Students with a "Z" designation on their final transcript are not eligible to graduate with Honors distinction.

Course Enrollment

The HUT program is a minimum of 2 semesters, however, prospective students should note that most high-quality Honors theses take 3-4 semesters so they can plan accordingly.

It is advisable that students begin the HUT program as soon as they are eligible. Students whose research involves IRB approval should most certainly expect three to four semesters of HUT program enrollment.

Students must take a minimum of two Honors independent study courses for the HUT program: Honors Directed Readings (xxx 4903H) or an approved substitute (see below), and Honors Thesis (xxx 4970H). Each of these independent research courses is weighted at 3 credit hours and may be taken in addition to other course work each semester. If a student needs additional time to complete Honors Directed Readings or Honors Thesis, they may request to enroll in Honors Directed Readings II (xxx 4904H) or Honors Thesis Writing II (xxx 4971H) at the end of the Honors Directed Readings or Honors Thesis semester.

Students are enrolled in Honors Undergraduate Thesis class by completing a registration from the Office of Honors Research. Students must complete a registration agreement before each semester's deadline for submission as communicated by the Office of Honors Research. **The Coordinator of Honors Research will enroll you in the HUT course. Do not attempt to enroll yourself in HUT courses (4903H, 4904H, 4970H, 4971H).**

[All forms must be submitted to HonorsResearch@ucf.edu](mailto:HonorsResearch@ucf.edu) before 5:00 PM on the Wednesday of add/drop week. Students who submit forms after 5:00 PM on this date will not be included in that semester's cohort. Students who are registered for the first time during the Late Registration and the Add/Drop period will be assessed a \$100 Late Registration Fee. All registration activity must be completed by 11:59 p.m. on the last day of Late Registration and Add/Drop. Students may drop courses that meet for the first time after the end of Late Registration and Add/Drop during the next business day in the Registrar's Office (MH 161).

The progression of enrollment is as follows:

- Honors Directed Readings I (xxx 4903H) – required course (3 credit hours)*
- Honors Directed Readings II (xxx 4904H) – optional course (1 or 3 credit hours)
- Honors Thesis I (xxx 4970H) – required course (3 credit hours)
- Honors Thesis II (xxx 4971H) – optional course (1 or 3 credit hours)

*Approved substitutes for Honors Directed Readings I include:

- Honors Nursing Research (NUR 3165H) – open to Nursing students, Summer C only
- Nursing Research (NUR 3165) – Nursing students; main and regional campuses; online students; offered various semesters
- Conflict Communication Research Methods (COM 3800)
- Communication Research Methods (COM 3311)
- Mass Media Research Methods (MMC 3420)
- Research Methods for Filmmaking (FIL 3401)

Students who enroll in a course substitute for Directed Readings are expected to meet the same requirements as Directed Readings students, including identifying a thesis committee consisting of a chairperson and an additional member, attending a HUT workshop, drafting a thesis proposal, and submitting the thesis proposal with a signed cover page to the Office of Honors Research. Students will not be allowed to enter the Thesis Semester without completion of these requirements.

Students who need another semester to work on their proposal, in agreement with their thesis chair, may take Directed Readings II for 1 or 3 credit hours. The Office of Honors Research advises against taking unnecessary extra semesters; we trust you are making consistent, significant progress on your proposal and thesis each week.

Enrollment Process

Students do not self-enroll. **The Coordinator of Honors Research will enroll you in the HUT course. Do not attempt to enroll yourself in HUT courses (4903H, 4904H, 4970H, 4971H). The only exception to this is NUR-3165/3165H and other Directed Readings I substitutions- the department enrolls you.**

All new students, regardless of taking 4903H or a DR I substitution, must submit the HUT Admission Packet, which is sent to all accepted and conditionally accepted students in the HUT admission email.

Prospective, new students are expected to complete electronically, collect electronic signatures, and submit the HUT Admission Packet to HonorsResearch@ucf.edu. Current students are expected to submit their registration form to the HUT webcourse assignment (preferred) or HonorsResearch@ucf.edu; choose one method of submission.

After submitting the admission documents, while awaiting them to be processed by the Office of Honors Research, students are advised to check myUCF to check if there are any active [holds](#) that might prevent enrollment. If there are one or more holds, the Coordinator of Honors Research will receive an error message and email you. Addressing them proactively and promptly helps the process move forward as smoothly as possible.

Current HUT Scholars are invited to check the myHonors Student Dashboard to check the status of their submission before emailing to request an update. We appreciate your patience while we process submissions.

Course Override

Overrides are necessary if a student plans to exceed 17 hours in the Fall or Spring semester, or 14 hours in the Summer. The Coordinator of Honors Research processes overrides during the registration process. Students are responsible for understanding how this override will affect your courseload and finances.

Are there any rules about taking a semester off once I have started the program?

If a student fails to be enrolled in an Honors Undergraduate Thesis course for **two** consecutive semesters (excluding summer term), the student will be automatically removed from the program.

Academic Activity

Students who are required to confirm academic activity for Federal Financial Aid must consult with their Thesis Chair, as outlined on this [UCF website](#). Completion of an academic activity should occur ASAP each semester- no later than the first week of classes. Confirmation of an academic activity may occur later during the term but students are at risk of having a portion or all their federal aid withheld from the disbursement process until this activity has been successfully completed.

Your thesis chair should have the option to “publish” the webcourse on the backend of myUCF. If your thesis chair doesn’t see it as an option on their list of courses, they may request a Canvas course be made through CDL (the Center for Distributed Learning). Troubleshooting and more information can be found here: [Webcourses@UCF Support - UCF](mailto:Webcourses@UCF).

Academically related activities include but are not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial or computer-assisted instruction;
- Attending a study group that is assigned by the school;
- Participating in an online discussion about academic matters; or
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

To assist in this process, students and faculty will use Webcourses@UCF (Canvas) to confirm academic activity. Faculty members have been given the option to either: 1) create an academic activity through [Webcourses](mailto:Webcourses@UCF); or 2) take attendance. Faculty members who require guidance on creating an academic activity should contact the [Center for Distributed Learning](#). More information can be found [here](#).

Webcourse Enrollment

If you and your thesis chair would like a webcourse as a commonplace for your thesis activities, your chair should have the option to publish the webcourse on their end after you have been enrolled in the HUT course for 24 hours (sometimes less). If they don’t see it as an option on their list of courses 24 hours after being enrolled, they may request a Canvas course be done through CDL (the Center for

Distributed Learning). Troubleshooting and more information can be found here: [Webcourses@UCF Support - UCF](mailto:Webcourses@UCF).

You will also see another webcourse pop-up on your dashboard called HUT Resources Webcourse. This is a support webcourse and essential for HUT success; it contains guides, deadlines and workshops, policies, procedures, submission portals for our office, orientation, and more. It is administered by the Office of Honors Research.

Degree Requirements

Most academic departments accept HUT courses as part of their degree programs. If a student is seeking to have Honors Undergraduate Thesis coursework replace electives or other degree requirements, they must speak with an academic advisor or success coach in their department or college when they are granted admission to the HUT program.

Departments must grant permission for Honors coursework to replace other degree requirements if they do not currently allow these courses to serve as elective credit.

Course Grading

Honors Undergraduate Thesis coursework may be graded either on a letter scale or as Pass/Fail (Satisfactory/ Unsatisfactory). HUT courses graded on a letter scale count towards the GPA, while courses taken on a Pass/Fail basis do not. The Thesis Chair is responsible for grading the course at the end of each semester. Students should discuss their preference for a letter grade or a pass/fail grade with their Thesis Chair prior to submitting the Honor Undergraduate Thesis admission agreement and registration form.

Section II: Benefits & Resources

Student Resources

As members of both the Honors Undergraduate Thesis program and the Burnett Honors College, HUT students have access to a number of resources that can supplement their research projects and enhance their skills for all courses (not just HUT). These resources include:

[BHC Computer Lab](#)

1. Unlimited free printing at the [Burnett Honors College Computer Lab](#)
 - As Honors Scholars, students have access to unlimited free printing.
 - Black & White Printing is available on any device via WebPrint at print.ucf.edu, or the desktop computers in both labs.
 - Color Printing is exclusively available on desktop computers in the main lab and limited to 50 pages per day.

- Students may bring their own paper and ask a lab monitor for assistance with specialty printing!
2. [Two free research posters](#) printed each year for presentation at conferences through the BHC computer lab
- Posters must be submitted at least 2 business days prior to the requested pickup day. Note: Before major conferences (FURC, SURF, etc.), posters can take up to 5 business days to print so submit as early as possible.
 - Poster Requirements: Sized 48” x 36”. Must include BHC Logo on the poster. Downloadable logos can be found [here](#). Must be for research purposes only.
 - Click the [Submit a Poster link on this page](#) to submit your poster and please follow all instructions within the form.
 - Once submitted, you will receive email updates as your poster is processed and printed
3. 3D Printing in the BHC Computer Lab
- The Computer Lab is now printing in 3D! Each scholar is allowed 100 grams of free PLA material per semester, which covers most printing needs. If you wish to print more than your free allotment, you must provide your own PLA filament in a sealed (unopened from factory) 1kg spool. More details about approved materials can be found in the FAQ section below.
 - Click the [Submit a 3D Print form](#) to submit your 3D print and please follow all instructions within the form.
4. Software
- BHC offers software (like Adobe Acrobat, Adobe Creative Cloud Suite, and Microsoft Office365) for personal and select computers. Check the [Software section of the Lab’s website](#) for the current offerings.
5. Checkout Items
- 6. Honors Scholars can access a wide range of technology to check out and use outside the lab. Need a laptop for the semester? Laptops are available for short or extended checkout periods to accommodate your needs and keep you connected!

7. Adobe Creative Cloud

- Through the support of the BHC Computer Lab, Adobe Creative Cloud will be available to all active BHC scholars. These creative tools include applications such as Photoshop, Illustrator, Premiere Pro, InDesign, After Effects, and many more.

Honors Privileges

- Access to Burnett Honors College events such as internship and career fairs, networking events, and other exclusive opportunities
- The opportunity to apply to exclusive BHC grants and scholarships, including the Honors Undergraduate Thesis scholarship
- Access to Honors Advising & Ability to request enrollment in Honors courses and seminars on a space-available basis.
 - How to request enrollment in an Honors course:
 - Through UCF email; All year: Email one of the award-winning Honors Advisors [either Rex at trex@ucf.edu or Laura at czerk@ucf.edu] to kindly request enrollment in the specific Honors course(s) you are hoping to take. In the email (from your UCF email account), introduce yourself, mention you are in the HUT program, your UCF ID number, and then ask if you can be granted enrollment in the specific course (including details: semester, course number, section). Rex or Laura will guide you through the next steps.
 - During Fall and Spring: Check the weekly email Honors newsletter called Honors This Week for information about in-person and Zoom drop-ins and appointments.

Honors Undergraduate Thesis Scholarships

The Honors Undergraduate Thesis Scholarship is a competitive \$1,000 scholarship co-sponsored by UCF's academic colleges and the Burnett Honors College and is awarded in the Spring and Fall semesters. The scholarship is awarded by the academic college in which students are writing their thesis, and each academic college has its own application process and deadlines. Students interested in the scholarship are encouraged to contact their thesis college liaison to ask about the specific requirements for the scholarship. Students may only receive this scholarship once during the program.

The Office of Honors Research also awards a small number of scholarships to students with demonstrated financial need each term (Fall, Spring, Summer). Students who are eligible for these scholarships are sent an email inviting them to apply. Others are sent as scholarship announcements

open to all Honors students who qualify. Please contact the Office of Honors Research by email at HonorsResearch@ucf.edu for details about eligibility criteria and the application process.

Honors Research Advising

Students who seek additional advising on HUT policies and requirements are encouraged to review the materials provided by the Office of Honors Research. If students have questions after seeking out the answer, meetings with OHR staff can be requested by filling out the [Request for Contact form](#) or by emailing HonorsResearch@ucf.edu from your UCF email. The office is located in the Burnett Honors College, room 107.

Office of Honors Advising

The Office of Honors Advising is located in the Burnett Honors College building and serves University Honors students of all majors. Our academic advisors primarily help students stay on track with University Honors program requirements, but can also provide assistance with UCF policies, course schedule planning, major exploration, graduate school preparation, and much more. Advisors are available both in person and on Zoom during designated drop-in hours and by appointment. Walk-in advising hours are listed in the weekly BHC newsletter, Honors This Week.

Honors Consultants

BHC Statistics Consultant

Topics the Stats Consultant covers: SPSS and Qualtrics software. Structuring and organizing a literature review. Online data collection, organization, and analysis.

The Statistics Consultant offers drop-in advising for formatting-related questions in the Burnett Honors College lobby. Students are seen on a first come, first served basis. Check out the Honors This Week newsletter for the drop-in advising schedule.

Submit your questions, receive an email response, or request an appointment: www.tinyurl.com/HUT-consult-request Links to an external site.

Email Contact: HonorsStatistics@ucf.edu

BHC Formatting Consultant

Topics the Formatting Consultant covers: Formatting & applying digital accessibility to your Honors Undergraduate Thesis or research for other courses.

The Formatting Consultant offers drop-in advising for formatting-related questions in the Burnett Honors College lobby. Students are seen on a first come, first served basis. Check out the Honors This Week newsletter for the drop-in advising schedule.

Submit your questions, receive an email response, and more at www.tinyurl.com/HUT-format.

Email Contact: HonorsFormatting@ucf.edu

IRB Basics for Faculty Advisors

If your student's research requires IRB review, YOU are considered the PI and must submit study applications to IRB.

Expectations of Thesis Chairs for HUT Scholars

The [UCF Institutional Review Board \(IRB\)](#) offers the following suggestions to the thesis chair (who acts as IRB faculty advisor and PI) for advising Honors undergraduate thesis submissions:

1. Manage expectations of the student researchers to make sure they are not tackling too large of a research project and teach them that IRB review is part of the project timeline.
2. Refer your student to the online resources in Huron IRB found in the Huron IRB Library and Help Center. At minimum, you and your student should read the [PI Manual](#), view the [study templates](#), and review [IRB Guidance 07 - Study Application Instructions](#).
3. Utilize the most currently dated version of the protocol and consent templates prior to working with the student to create the study. The most recent templates can be found in the Huron Library.
4. Advisors should be aware that they will submit the study as PI and the undergraduate student will be Co-I. The advisor assumes full responsibility as PI and is expected to fully understand the entire study protocol prior to submission.

Use the [HRP-251 - Faculty Advisor Scientific-Scholarly Review template](#) to guide student researchers through what is required for a successful review. For more guidance on what is expected from student research applications, [review IRB Guidance 12 - Student Projects Involving Human Participants](#). For a more in-depth explanation of faculty advisor responsibilities, [schedule a meeting with IRB staff](#).

5. If the student-led HUT research falls under the Not Human Subjects Research (NHSR) or Not Research category and involves human subjects, a study application still must be submitted prior

to the initiation of research activities to satisfy HUT program requirements regardless of the generalizability of research.

6. It is important to submit study applications to the IRB at least 6 weeks in advance for domestic research and 4 months in advance for international research prior to any study activities involving human-subjects, including recruitment. Approval timelines can vary depending on the quality of the study application and the amount of clarification requests.

Student Support for the IRB Process

The [Office of Research](#) and the [College of Graduate Studies](#) have partnered to offer IRB Ambassador office hours to students navigating UCF's IRB application process.

Students should have their research proposal and study design completed and reviewed by their faculty advisor and thesis/dissertation committee prior to meeting with the IRB ambassador for study application assistance.

Students should utilize the IRB Ambassador services for their HUT if they:

- Need more information to get started on their study application.
- Have started their study application but need help finalizing it.
- Need help uploading study application materials on Huron IRB.

UCF's IRB Ambassador can offer assistance in the following ways:

- Provide guiding information to students who are ready to apply for IRB approval to conduct human-subjects research.
- Answer any questions relating to the IRB application and approval process.
- Provide assistance navigating the Huron IRB platform.
- Meet one-on-one with UCF student researchers virtually or in-person.

IRB Ambassador Office Hours:

Students can email IRB application questions directly to Zachary.Miller@ucf.edu or [Schedule a 30 - Minute Meeting](#) for clarification on any aspect of the study application process.

- Monday 9:00am-2:00pm (TCH-213)
- Tuesday 11:00am-4:00pm (Online)
- Wednesday 11:00am-4:00pm (Online)
- Thursday 11:00am-4:00pm (Online)

More Help with IRB for Faculty Advisors:

The series "["IRB Basics for Faculty Advisors" Workday Course](#)" covers best practices and the required training to be a faculty advisor for a student IRB protocol. If you have questions about this course, please contact irb@ucf.edu for more information.

UCF Subject Librarians

Subject librarians provide research support to students and faculty to help them achieve their educational and academic goals. Subject librarians assist students at all levels with curriculum and research assignments. They are available in person, online, and by phone for consultation on how to find and use the best information for research projects and academic assignments. Subject librarians are also available to assist students and faculty members by providing instructional sessions for their courses, being available in Canvas, and by creating course-specific resource web pages. Subject librarians provide assistance to students and faculty members in their own research endeavors and serve as a link to collection development for academic programs. Associated Links:

- [Research Guides](#)
- [Ask a Librarian](#) (Chat, Call, Text, Email, In Person)
- [Your Librarian](#) (Campus & Subject)
- [Schedule an Appointment](#)

For a general research consultation with a Subject Librarian:

Please select the first button "Available Main Campus Librarians." Find a day and time that works for you and follow the prompts for booking the appointment.

For a subject specific research consultation with a Subject Librarian:

Please select a subject area and then a librarian and choose from their available times in the calendar.

Section III: Directed Readings Semester

Students must take a minimum of three credit hours of Honors Directed Readings, with the option of an additional one or three-credit-hour semester.

During Directed Readings, students, in consultation with the Thesis Chair, initiate bibliographic research on the topic of interest and develop a research design. Within six weeks, the remaining member(s) of the thesis committee must be selected. Students submit a thesis proposal to the thesis committee for

approval by the posted deadline. If students take two Directed Readings courses, the proposal must be submitted by the deadline posted for the second Directed Readings term.

The grade for the Directed Readings semester depends upon the quality and depth of the work, communication with the Thesis Chair and committee, and fulfillment of the Directed Readings semester requirements in a timely manner.

If a student is interested in enrolling in Directed Readings II (xxx 4904H), they must inform the Office of Honors Research (honorsresearch@ucf.edu) at least one week before the proposal submission deadline.

Section III: Directed Readings Requirements

- Participate in Honors Undergraduate Thesis Orientation
- Attend at least one HUT support workshop or consultation listed in the HUT webcourse.
- Identify an eligible Thesis Committee by mid-semester. Submit Committee Member Information Form to the HUT Resources webcourse assignment or HonorsResearch@ucf.edu.
- Complete thesis proposal.
- Submit thesis proposal, signed cover page, and Thesis I (4970H) registration form to the HUT Resources webcourse assignment or HonorsResearch@ucf.edu.
- Submit Thesis Proposal to the Office of Honors Research with signed Cover Page by Semester Deadline

Honors Undergraduate Thesis Orientation

All incoming Honors Undergraduate Thesis students must participate in Honors Undergraduate Thesis orientation, which is held at the beginning of the semester. This Orientation is designed to provide students with a complete overview of the Honors Undergraduate Thesis program, inform students of additional resources, and introduce partner offices to them. Orientation is conducted online through a PowerPoint presentation and a quiz in Webcourses. Specific details, including the deadline by which students must complete Orientation, will be communicated via UCF email within the first few weeks of the semester.

Thesis Committee Formation

The thesis committee's role is to guide students in the research. The members of the committee should be carefully selected to include individuals who will contribute to the conceptualization and development of the thesis. Students and the Thesis Chair work together in selecting additional committee members. The composition of the thesis committee is communicated to the Office of Honors

Research through the Committee Member Information Form halfway through the Directed Readings term.

See Thesis Chair and Committee requirements in Section II of this handbook.

Thesis Proposal

The final requirement of the Directed Readings course is a thesis proposal. A thesis proposal is a document that outlines the thesis topic, defines the issues that the thesis will address, and explains why the topic warrants further research. It should identify a question and provide a proposed answer to that question. For students conducting more theoretical or comparative analyses, the structure could also take the form of chapters that define and specify each concept, and a concluding chapter that brings all of these ideas together. For students in the arts, a proposal and thesis may take the form of a creative project and an associated write-up.

See Thesis Proposal examples [here](#).

[Thesis Proposal Examples – Burnett Honors College](#) A thesis proposal is a document that outlines the thesis topic, defines the issues that the thesis will address, and explains why the topic warrants further research. It should identify a problem and provide a proposed solution to that problem.

Proposals representative of the sciences (both hard sciences and social sciences) should generally include the following:

A brief introduction, which will define the thesis topic and explain the purpose of the thesis.

A literature review that outlines the most relevant readings and theories which pertain to the thesis topic.

A methodology section, which should include the research questions, hypotheses, participants, materials, and procedures.

A bibliography or reference list. Most of the sources should be from peer reviewed articles or books. As with other academic papers, the use of internet sources should be limited.

For students conducting more theoretical or comparative analyses, the structure could also take the form of chapters that define and specify each concept, and a concluding chapter that brings all of these ideas together.

For students in the arts, a proposal and thesis may take the form of a creative project. In this instance, the proposal may include:

A brief introduction, which includes the thesis statement, general intent of project, what the project should accomplish, and justification for considering the project a legitimate endeavor.

A literature review, which includes any supporting literature that justifies the intention of the project.

A method for accomplishing the project. Include any necessary background or equipment needed for the project, where the project will be conducted, and a proposed timeline for completion.

A bibliography or reference list.

An alternative structure would be for students who are writing their own short stories, novellas, or screenplays.

Here, the thesis should include a clear mastery of the skill set by producing chapters of the novella, poetry selections, or the working/final screenplay.

Formatting & Length of a Thesis Proposal

The Thesis Chair and committee will specify a formatting style to be used for the proposal (e.g., APA, MLA, Chicago, IEEE). The proposal should be formatted according to the guidelines set forth in the selected style guide. The most recent editions of formatting style manuals for APA, MLA, Chicago, and others are available from the “reserves” section of the UCF library. The [OWL at Purdue](#) is also a largely reliable online resource for formatting.

The proposal must be a minimum of five content pages (excluding the title page and the bibliography or reference list). An average proposal for the Honors Undergraduate Thesis program ranges between 10 and 20 pages (excluding graphs, charts, references, and bibliography). We recommend that students review the thesis formatting guidelines available in our Webcourse and format their proposal according to guidelines. This will help students familiarize themselves with the thesis format guidelines, as well as reduce the workload involved in formatting towards the end of the thesis writing process.

Students should ask the Thesis Chair and committee about the appropriate length of the proposal beyond the Honors College mandated minimum and what sections/chapters need to be included.

Traditional Thesis Proposal

The Thesis Proposal typically has the following components:

- Topic introduction
- Literature review
- Theory/hypothesis
- Methodology
- Data sources
- Bibliography

Thesis Proposal in Creative Inquiry

Students pursuing a thesis in a creative discipline have a few different requirements to meet in their thesis proposal. Their thesis proposal should provide an introduction, literature review, bibliography, and how the student intends to approach their creative work.

Thesis Proposal Cover Page

The proposal must include a cover page. This cover page verifies that the entire committee has read and approved the proposal. This cover page must also include the signature of the HUT Faculty Liaison. Templates and examples of the thesis proposal cover page can be found [here](#).

When creating the proposal cover page, students must make sure that the degrees and titles of the committee members are correct. The best way to do this is to visit UCF department/college websites.

Submission of Thesis Proposal

To the Committee

Students and the Thesis Chair will work on the proposal throughout the Directed Readings I (and Directed Readings II, if applicable) semester. Students should aim to submit a completed draft of the thesis proposal to the committee at least two weeks before the approved proposal is due to the Office of Honors Research. Once students and the Thesis Chair agree that the proposal is ready to be distributed to the committee, students are responsible for sending the proposal to the committee for review and approval. The committee members will provide comments and suggestions about the proposal and research. The student and the Thesis Chair then decide how to incorporate these suggestions into the proposal.

To the Office of Honors Research

A signed copy of the approved proposal must be submitted electronically by the deadline posted for the Directed Readings I (or Directed Readings II, if applicable) semester.

When turning in the proposal to the Office of Honors Research, the Thesis Chair, all other members of the thesis committee, and the Department Chair or Department HUT Faculty Liaison must sign the thesis proposal cover page. Students will not be allowed to register for the Thesis I course until the signed proposal is submitted.

Students who are planning on taking two semesters of Directed Readings turn in the proposal at the end of their second Directed Readings semester.

Proposal Examples

Discipline-specific proposal examples with cover pages can be found on our website [here](#). The examples should be used for reference only and not necessarily as templates. Students should note that each academic discipline is different. Students should ask their Thesis Chair about what should be included in the proposal and how it should be formatted.

Section IV: Thesis Semester

Following successful completion of Honors Directed Readings and approval of the proposal, students are enrolled in three hours of Honors Thesis Writing (xxx 4970H). During this semester, students work closely with their Thesis Chair to develop the Honors thesis.

When and as appropriate, other committee members should be consulted to review and comment on the student's written work.

Students may also choose to take a subsequent semester (xxx 4971H) of thesis credit for 1 or 3 additional hours if more time is needed to complete the thesis.

At the end of the Thesis semester, students who have successfully written and defended their thesis will publish their final draft to UCF Showcase of Text, Archives, Research & Scholarship (STARS), an online database of all research theses completed by UCF researchers. Students looking for examples of what a published thesis looks like are encouraged to use the [Honors Undergraduate Theses collection](#) in STARS as a resource as they work towards completing their thesis.

Thesis Semester Requirements

- Attend one of the Ethical Decision-Making in Research orientation sessions
- Attend at least one HUT support workshop or consultation listed in the HUT webcourse before the last day of the semester/term
- Submit thesis for Format Review within the specified window on the deadlines calendar
- Submit Notice of Defense (at least 1 week before the defense)
- Complete Oral Thesis Defense
- Submit Thesis Approval Form
- Final Digital Accessibility Check
- Submit Thesis for final publication

Ethical Decision-Making in Research Requirement for 4970H

Students must attend one session of the Ethical Decision-Making Workshop in order to complete the HUT program. This is mandatory for Thesis I students, and it does not need to be completed more than once. Specific details, including dates and times of live sessions, as well as alternatives for students who are unable to attend a live session, will be communicated to students within the first few weeks of the semester.

Format Review

- The Thesis Template, formatting guidelines, digital accessibility requirements, and a cheat sheet of common thesis formatting errors you should avoid [are accessible here](#).
- Your thesis does not have to be complete when you submit. However, you must provide a substantive and substantial amount of material so that the thesis editor can give you meaningful feedback on the formatting and digital accessibility of the thesis. The entirety of the content you have produced so far must be formatted and made digitally accessible.
- If you need assistance with making sure your thesis is digitally accessible, you may self-enroll [in this Webcourse](#) and flip through the guides to double and triple-check your work. The HUT Webcourse's "[Digital Accessibility Resources](#)" page also contains links to making accessible Word documents and PDFs.

The thesis does not need to be complete for the format review, but enough information must be present so that the format review is useful. If a student successfully completes the format review, they will not be required to resubmit the document for a secondary review. If a student is asked to make changes and resubmit the document for approval, they must re-send the Thesis Editor a digital copy of the thesis for review before submitting a final copy to the UCF library.

Please review [formatting guidelines](#) in the Webcourse.

Thesis Defense

Students will establish with their Thesis Chair and committee a mutually agreed upon thesis defense date that will be no later than the deadline published by the program. Students may reserve a classroom, meeting room, or other common meeting space online. Additionally, students, with the permission of their Thesis Chair and committee, may defend their thesis virtually over a virtual conferencing tool, such as Zoom or Microsoft Teams.

For the thesis defense, students are expected to prepare a formal presentation about their thesis and answer questions about the thesis that are posed by each committee member. Because each discipline and committee are different, students should ask their Thesis Chair what is expected for the defense. In many cases, the entire committee will approve the thesis immediately following the defense. In other instances, the committee will approve the thesis after some revisions are made to the document.

Notice of Defense

Students must provide an electronic PDF version of their Notice of Defense, signed by the Thesis Chair, to the Office of Honors Research at least one week prior to the date of the student's defense.

The Notice of Defense model you are expected to follow is accessible in the HUT webcourse in the Thesis Semester module [here](#).

Thesis Approval Form

Prior to submitting the thesis to the UCF library, students must complete the Thesis Approval Form and have it signed by their thesis committee. This form allows:

- The Thesis Chair and committee to verify that they have reviewed the results of the thesis submission to Turnitin.com or iThenticate and that the thesis is an original document.
- The Thesis Chair and committee to indicate their approval of the student's defense and thesis, with no additional changes necessary.
- Students to indicate how they would like the thesis to be made public once it is submitted to the UCF library.

Students who have pending patents, U.S. copyrights, or permissions may delay the electronic dissemination of their thesis for six months, with available consecutive six-month extensions available for approval upon request.

This form must be submitted to the Office of Honors Research after the successful thesis defense. The Thesis Approval Form can be found on the “Forms & Deadlines Calendar” page on the HUT webcourse.

Turnitin.com/iThenticate

Students or Thesis Chairs must submit a copy of the completed thesis to plagiarism software Turnitin.com or iThenticate by the deadline listed in the Thesis writing semester. Students should wait to submit their document until it is completed for this review to be credible.

The thesis can be submitted to Turnitin software through a plugin available in Webcourses. Faculty also have free access to Turnitin.com through the Faculty Center for Teaching and Learning (FCTL). If the Thesis Chair has questions about Turnitin.com, they should contact FCTL for assistance: <http://fctl.ucf.edu/>. For iThenticate, faculty should contact the UCF Office of Research & Commercialization.

The Thesis Chair is responsible for reviewing the student’s thesis through Turnitin.com or iThenticate. The results of the submission to Turnitin.com/iThenticate are not reported to the university. The results should be discussed by the student, the Thesis Chair, and the committee. The Thesis Chair will sign off on the Thesis Approval form to verify that this review has been completed and that no issues exist with plagiarism.

Submission of Thesis Approval Form

It is recommended that students take the Thesis Approval Form to their thesis defense if it takes place in person. For a virtual thesis defense, the form may be emailed to committee members ahead of the meeting. Once the members of the Committee have reviewed the results of the Turnitin/iThenticate submission, attended the thesis defense, and approved the thesis, they must sign this form. The student's HUT Faculty Liaison must also sign this form. After all signatures are obtained, the form is submitted to the Thesis Approval Form webcourse assignment in the HUT Resources Webcourse assignment portal or attached to an email submission to HonorsResearch@ucf.edu by the date stated on the deadlines calendar.

Students should note that changes in the thesis title and committee are unacceptable once the form has been submitted. The committee identified on the Thesis Approval form must match the committee that the Office of Honors Research has on file. Changes made to the committee must be addressed well ahead of the defense date.

Final Digital Accessibility Check

- After a student successfully completes their format review, orally defends their thesis, and submits the Thesis Approval Form, they will receive instructions to upload their thesis to the Digital Accessibility Check in the webcourse.
- After you are cleared from the Digital Accessibility Check, you will be sent instructions to submit your final thesis to the UCF library.

Thesis Submission

After a student successfully completes their format review and submits the Thesis Approval Form, they will receive instructions to upload the final thesis document to the university library. Students should follow these instructions carefully prior to submitting their document.

Changes to the thesis cannot be made once the document is submitted to the UCF library. This includes substantive content, formatting changes, grammatical errors, or misspellings.

There is a deadline by which students must submit their thesis to the library each semester. If the student misses this deadline for a particular semester, they will not complete the Honors Undergraduate Thesis program.

What Release Options are Available?

Dissemination defines the availability of an HUT to both the academic community and the public when accessed through STARS. UCF provides students with four options regarding access to a HUT.

Use the following explanations in conjunction with advisement by your faculty adviser about publishing within a particular discipline to choose the best dissemination (release) option for your HUT:

1. Immediate worldwide dissemination with no restrictions.

This option means anyone accessing the UCF Libraries catalog will be able to access the thesis once it is processed.

2. Pending dissemination of the entire work for six months for patent or other proprietary issues. Once the patent and proprietary issues are resolved, immediate worldwide dissemination with no restrictions.

UCF offers this option as a courtesy to those students applying for a patent or those who need to keep their HUT restricted for other proprietary issues. The HUT will not be

available to view by anyone other than the STARS administrators and Office of Honors Research staff for six months. After six months, the HUT will become available to view by anyone who accesses STARS. Students choosing option 2 should not exercise his or her right to publish until the HUT is released for worldwide dissemination.

3. Pending dissemination of the entire work for six months for patent or other proprietary issues. Once the patent and proprietary issues are resolved, dissemination with limited access to the UCF community for a period of one year, three years, or five years.

This option is like the previous option but instead of the HUT becoming available for worldwide dissemination after six months, access will be limited to those either on campus (sensed through IP address), or off campus through login with a UCF NID for the period specified. After the one-, three-, or five-year period has passed, the HUT will be available for worldwide dissemination. Students will be eligible to publish only after the six-month patent or proprietary restriction has been fulfilled.

4. Dissemination with limited access to the UCF community for a period of one year, three years, or five years.

Access will be limited to those either on campus (sensed through IP address), or off campus through login with a UCF NID for the period specified. After the one-, three-, or five-year period has passed, the HUT will be available for worldwide dissemination. Students will be eligible to publish at any time.

UCF STARS

All Honors Theses are housed in UCF's [Showcase of Text, Archives, Research & Scholarship \(STARS\)](#) digital repository. The live, interactive readership map is accessible at www.tinyurl.com/HUTLiveReadershipMap. It refreshes each day to physically show where HUTs are being downloaded.

Exit Survey

All students who successfully complete the HUT program are asked to submit the Honors Undergraduate Thesis Exit Survey in the student's graduating semester. This Office of Honors Research will send a link to this online survey at the end of the semester once students complete their thesis.

Students should use this survey to provide honest, detailed, and constructive feedback about their experience in the Honors Undergraduate Thesis program. We will use feedback to improve this program for future students.