

University Honors Program Honors Thesis Adviser Guide

The University Honors Thesis is the quintessential capstone University Honors Program experience that allows Honors Students to explore academic areas of their most passionate interests, engage in the process of creation and discovery, that makes a creative contribution in their areas of interest and expertise.

The University Honors Thesis is ultimately an independent research project or other creative activity formulated, developed, and completed by the Honors Student with your assistance. The hope is that both you and your student will find the completion of the Honors Thesis to be an enjoyable and enriching process. The Honors Thesis, HONR 499, is supervised by at least two Colorado State University faculty members, an Honors Thesis Adviser and at least one Honors Thesis Committee Member.

Honors Theses can be created in a variety of formats. All Honors Theses include a formal written component and a Formal Oral Presentation. If the main product of the Honors Thesis is not in written form, a formal reflection paper must also be submitted. If the Honors Thesis that you are mentoring includes laboratory or fieldwork and/or research including human or animal subjects, you should contact the [Research Integrity and Compliance Review office](#) for compliance information.

To be an Honors Thesis Adviser, you must:

- Be employed at Colorado State University as a full-time, part-time, or transitional faculty member or Professor emeritus. Continuing Contingent Adjunct (CCA) Faculty must have a continuing contract appointment in an academic department.
- Have attained a doctorate (Ph.D.) or the terminal degree in your field.
- Be on campus during the semester in which the student is completing the Thesis (e.g., not on sabbatical leave).
- Be familiar with the Honors Thesis requirements documented in the [Honors Thesis Guide](#).

To seek an exception to the Honors Thesis Adviser requirements, the Honors student first needs to upload the [Formal Proposal](#) to the [HONR 499 Portal](#). If the Honors Thesis Adviser indicates that they do not meet all of the requirements listed in the [Honors Thesis Guide](#), the Honors Student is notified by email. The student must forward a copy of the completed Formal Proposal to the Honors Student's Department Chairperson, and cc the University Honors Program staff at UHPHonorsThesis@colostate.edu a compelling argument for an exception to the requirements for the Honors Thesis Adviser. If the Honors student's Department Chairperson approves the request for the Honors Thesis Adviser, the Department Chairperson should respond to the

Honors Student, the Honors Thesis Adviser, and cc the University Honors Program staff at UHPHonorsThesis@colostate.edu. The University Honors Thesis staff will approve the action via the [HONR 499 Portal](#).

Your responsibilities as an Honors Thesis Adviser:

- Guides the Honors Student in refining the topic, developing approaches to the creative activity, and providing key sources of information.
- Works with the student to jointly select an Honors Thesis Committee Member(s).
- Approves the Honors Thesis Formal Proposal via the [HONR 499 Portal](#) no later than the end of the third week of the HONR 499 semester.
- Advises and mentors the Honors Student throughout the University Honors Thesis experience by reviewing and making recommendations on the student's Honors Thesis work throughout the semester working towards a timely completion.
- Reads the Penultimate Draft of the Honors Thesis and gives feedback to the Honors Student.
- Mentors and participates in an in-person and on campus Formal Oral Presentation with the Honors Thesis Committee Member(s).
- Discusses recommendations for the final grade with the Honors Thesis Committee Member(s) after the Formal Oral Presentation
- Provides feedback on the Formal Oral Presentation with the Honors student.
- Assigns a grade and comments based on the quality of the Honors Student's research/creative activity, written work, and the Formal Oral Presentation via the [HONR 499 Portal](#).

The schedule of the HONR 499 Semester

This is the schedule for the Fall 2023 semester. All forms and links can be found at:

<http://honors.colostate.edu/thesis>. All questions should be directed to UHPHonorsThesis@colostate.edu.

- 3rd week **FORMAL PROPOSAL** (FALL 2023 September 8, 2023, 11:59 pm) Completion of the HONR 499 Formal Proposal via the [HONR 499 Portal](#). This includes the proposal itself, and the signature of the Honors Thesis Adviser and the Honors Thesis Committee Member(s). This approval process are steps 1-6 on the [HONR 499 Portal](#).
- 5th Week **THESIS IMPROVEMENT GRANT** (FALL 2023 September 22, 2023, 11:59 pm) After the submission of the Formal Honors Thesis Proposal, and if the Honors Thesis Improvement Grant option on the Honors Thesis Formal Proposal was chosen, this step needs to be completed by the Honors Student via the [HONR 499 Portal](#). The TIG guidelines are on page 18-19 in the Honors Thesis Guide.

- 13th week **PENULTIMATE DRAFT** (FALL 2023 November 17, 2023, 11:59 pm) A penultimate draft of the Honors Thesis must be uploaded to the HONR 499 Portal by the end of the 13th week of the semester. The Honors Thesis Adviser and Honors Thesis Committee Member(s) can download it from the HONR 499 Portal once it is uploaded to the site by the Honors Student. This is STEP 8 on the [HONR 499 Portal](#) and described on page 20 of the Honors Thesis Guide.

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-OR -

- 13th week **GRADE OF INCOMPLETE** (FALL 2023 November 17, 2023, 11:59 pm). If the Honors Thesis cannot be completed during the HONR 499 semester, the Honors Student must request an approval for a grade of incomplete. First, the Honors student must request an incomplete via the [HONR 499 Portal](#). An email will be sent to the Honors Thesis Adviser. The request for the approval should include the reason that the Honors Thesis cannot be completed by the required deadlines, a brief plan for the completion of tasks, including the timeline for completing the Honors Thesis. The Honors Thesis Adviser will then approve the Incomplete request via the HONR 499 Portal. If an incomplete grade is approved, the University Honors Program staff will submit this during the grading period. An incomplete grade must be completed no later than two semesters after the HON 499 semester. After two semesters, the incomplete grade is then reported as an “F.”
- 14th week **FORMAL ORAL PRESENTATION DATE** (FALL 2023 December 4, 2023, 11:59 pm) Before the Honors Thesis Oral Presentation, the Honors Student must submit the time, date, and location of the Honors Thesis Formal Oral Presentation. This is step 9 on the [HONR 499 Portal](#).
- 15th week **THE FORMAL ORAL PRESENTATION** (FALL 2023 December 15, 2023, 11:59 pm) The Formal Oral Presentation consists of a minimum 15–20-minute extemporaneous Formal Oral Presentation by the Honors Student followed by a question-and-answer session with the Honors Thesis Committee and guests. All Formal Oral Presentations must be on-campus and in person. Poster presentations at university, regional, or national professional meetings meet the Formal Oral Presentation requirement if both the Honors Thesis Adviser and Honors Thesis Committee Member(s) are present. Honors Students can also present their Honors Thesis at MRAD, MURALS, or CURC if both the Honors Thesis Adviser and Honors Thesis Committee Member(s) are present. See page 22 in the Honors Thesis Guide for full instructions.
- 16th Week By the end of Finals Week (FALL 2023 December 15, 2023, 11:59 pm) The Honors student needs to upload the final digital copy of the Honors Thesis, which incorporates the Honors Thesis Adviser and Committee Member(s) final recommendations for the Honors Thesis, formal reflection paper, and individual contributions paper to the [HONR 499 Portal](#). The Honors

Thesis Adviser must grade the Honors Student's Honors Thesis. **All members of the Honors Thesis Committee must also comment on the [HONR 499 Portal](#)**. These guidelines are on page 22 in the Honors Thesis Guide. This is step 10 on the [HONR 499 Portal](#).

Finals week **COMPLETION OF HONR 499** The last step in the Honors Thesis process is for the student to upload an abstract of their work which will be submitted to the Journal for Undergraduate Research. This database will be searchable for future Honors Students to look at to get a sense of Honors Theses work. This is also step 10 of on the HONR 499 Portal.

Honors Students receive their HONR 499 grade via RAMweb when grades are released. If you have any questions that are not answered in the [Honors Thesis Guide](#), please contact the University Honors Program staff at UHPHonorsThesis@colostate.edu