

University Honors Program Honors Thesis Committee Member 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. .

To be an Honors Thesis Committee Member, 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 Committee Member requirements, the Honors student first needs to upload the [Formal Proposal](#) to the [HONR 499 Portal](#). Once this is done, you will receive a notification that the Formal Proposal is uploaded and ready for you to complete. This includes an indication of the above criteria and an electronic signature via email. If you indicate that you 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 Honors Thesis Adviser and cc the University Honors Program Staff at UHPHonorsThesis@colostate.edu with a compelling argument for an exception to the requirements for the Honors Thesis Committee Member. If the Honors Student's Honors Thesis Adviser approves the request, the Honors Thesis Adviser should respond to the Honors Student, the Honors Thesis Committee Member, and the University Honors Program Staff at

UHPHonorsThesis@colostate.edu The University Honors Program staff will approve the action via the [HONR 499 Portal](#).

Your responsibilities as an Honors Thesis Committee Member:

- 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.
- You may be called on to assist the Honors Student during the HONR 499 semester, but the Honors Thesis Adviser is the main mentor for the HONR 499 process. Confer with the Honors Student about their need for any specific help during the HONR 499 semester.
- Reads the Penultimate Draft of the Honors Thesis and gives feedback to the Honors Student before or during the 13th week.
- Participates in the Formal Oral Presentation given no later than the 15th week of the semester.
- Provides feedback on the Formal Oral Presentation with the Honors Thesis Adviser and the Honors Student.
- Discusses recommendations for the final grade with the Honors Thesis Adviser after the Formal Oral Presentation
- After the presentation you must add comments and sign step 10 on the [HONR 499 Portal](#). This needs to be done before the end of finals week.

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 Committee Member(s) can download it from the HONR 499 Portal once it is uploaded it 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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- 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 and the Committee Member(s). 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.
- Finals 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 Honors 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.

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.

Contact information:

University Honors Program Office AV-B 102 Academic Village
800 West Pitkin Street, Campus Delivery Code 1025,
Phone: 970 491-5679
UHPHonorsThesis@colostate.edu