



**The Design School
Barrett Honors
Handbook 2018–19**

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Preparation/Choosing a Topic

WHY DO A THESIS/CREATIVE PROJECT?

Perhaps the most intellectually fulfilling exercise in the honors experience at ASU is the honors thesis or creative project. The Design School has specific options for each of our disciplines. This guidebook will explain the thesis/creative project as a culminating experience for our Honors Students and will also clearly articulate the options available for each particular discipline in the School. Due to different curricular aims, each discipline handles the options for the Honors Thesis differently. Please read this guide carefully and then look at the map for your particular discipline.

We have streamlined the requirements for Honors Thesis so that any Honors Student who wants to graduate with Honors has enough time to meet the rigorous requirements of both studio and the thesis. You no longer will do both Senior studio and a separate thesis. The two are integrated and meet the requirements of both your discipline and the Honor College. All Honors Theses are undertaken in the Senior Year.

The honors project can also be beneficial to those entering the job market. A tangible piece of design research serves as an excellent presentation to prospective employers. Honors thesis/creative project projects demonstrate experience with the design, execution, analysis and presentation of large projects.

WHAT IS A THESIS/CREATIVE PROJECT?

An honors thesis normally receives 6 semester-hours credit (this may be waived or changed in the case of special projects). The process is divided into two parts: honors directed study/proposal (XXX492, 1 credit) undertaken in the Spring of your Junior Year or the Fall of your Senior year (depending upon your discipline's major map), and thesis (Senior Studio/ 5 credits) in the Spring of your Senior year. The two courses (492 and Senior Studio) count as courses for upper division honors credit. Because you are required to show a 5 credit design studio to graduate in your discipline from The Design School, you will register for your required senior spring studio, and the Honors College will note on your transcript that Senior Studio substitutes for their 493 required course. The thesis process concludes with an oral defense at which the student presents.

The creative project must be documented by both expository text and appropriate evidence of the work submitted for the design thesis.

Thesis Directors/Chairs and Readers:

As per the Barrett Honors College recommendations, you must have a Thesis Director/Chair and one other (second) reader. We adhere to these guidelines, but reserve the option to add on a third reader or co-Director/Chair from the faculty or from the professional community on a case-by-case basis.

WHAT ARE MY OPTIONS IN THE DESIGN SCHOOL?

PLEASE FIND YOUR DISCIPLINE ON THE FOLLOWING PAGES & READ THE GUIDELINES FOR HONOR THESIS IN YOUR DISCIPLINE.

ARCHITECTURE

In architecture, you have three options for honors thesis/creative project.

All Juniors take APH 492 Honors Thesis Prep (1 credit) in the SPRING of their JUNIOR YEAR. You must contact Joni Escobedo by email (she's in The Design School Director's Office) during Honors Registration in the Fall of your Junior Year to get an override to be admitted into the class. Joe Pritchard your acting Honors Faculty Advisor must be ccd on the email so that he can reply with the OK.

Your Options for Architecture Thesis are as follows:

OPTION 1: Independent Honors Thesis

ADE 422 Independent Honors Thesis Studio: In this option, you are basically writing your own studio course that constitutes your honors thesis. You will have a desk in the studio (normally with the independent ADE 622 students), but for this option you will no longer be in a structured studio with an instructor and classmates. You work closely and independently with a Faculty Member of The Design School. This faculty member is your Thesis Director.

In consultation, and with the approval of the Thesis Director and your Faculty Honors Advisor in Architecture Joe Pritchard, you set up a schedule of goals and deadlines for each week of the Spring Senior Semester. You are required to set up appointments to meet with your Director and advisors each week. (This is entirely YOUR responsibility and failure to do so will most likely mean that you fail the course and not graduate). Normally, ADE 422 Independent Design Thesis students present their work every month with the ADE 622 Independent Graduate MArch Final Project reviews. This is a great opportunity to have a peer community with graduate students.

You will register for ADE 422 Independent Honors Thesis Studio (this needs to be set up by the Architecture Barrett Honors Advisor (Joe Pritchard), so please contact Joe Pritchard during registration to find out the line number for ADE 422. To be considered for this option you must:

- Have excellent grades in studio (B+ or above) and show your portfolio to your intended Thesis Director for approval.
- Bring a deeply researched topic to the project and demonstrate that your project reflects this deep research and investigation into the problem, and that it is clearly applied and demonstrated in the design studio project & written component.
- Be ready to start design work on the first day of the spring semester, thus your fall of senior year is a crucial time to build upon what you did for APH 492 and to do enough research and evaluation to begin the design portion of your thesis.
- Have an Honors Thesis Director and committee members (readers) lined up by the end of the Fall.
- Be highly motivated, mature, and confident in your ability to work independently.

OPTION 2: In-Studio Option:

ADE 422 OPTION STUDIO WITH AN HONORS CONTRACT FOR THESIS: (Scholar-in-residence option). In this option you work on your thesis within the structure your spring studio. Thus, you begin by exploring ideas for your thesis in APH 492 Honors Thesis Proposal that you take with Professor Hejduk. She will work with you to find the best studio fit for your research if you decide that you do not want to do an independent thesis.

In the Studio Option, you enter into an honors contract with your Studio Instructor and The Design School Barrett Honors Faculty Advisor for Architecture to do work beyond the scope of the studio geared toward a research topic of your choosing. Thus, if you are interested in Sustainability, you will work with issues of Sustainability within the construct of the faculty led studio project. The Honors Student in this option will meet all the requirements of the studio and then, in consultation with the studio instructor and the honors advisor, propose to work on his or her design project for the studio at a much deeper and more resolved level than other non-honors members of the studio, and in relation to Sustainability. This means that: you would do the design work required for the studio while also integrating/applying your research interests into the project. It is expected that the Honors Student is a thought leader in their studio. You are considered the SCHOLAR-IN-RESIDENCE in your studio.

At the beginning of the spring senior studio ADE 422 you must fill out an honors contract form online and list the Studio Instructor as the Instructor for the course. Your honors contract should clearly outline each of the issues that you and your instructor and/or Thesis Director agree will be met in the studio. This should include methodology, research, timeline, deliverables, and anything else that your Director asks for in the contract. This must be agreed upon in writing and by email before you fill out your contract. You and your instructor must have an email exchange to prove that they agreed upon the final draft of the honors contract. The draft language must be approved by the Architecture Faculty Honors Advisor in consultation with your Studio instructor before you send to your Studio instructor via Barrett's online system.

At the start of the Spring semester you meet with the Studio Instructor (who will act as your Thesis Director) and The Design School Barrett Honors Faculty Advisor to plan your course of study, deadlines, and deliverables for the Honors Thesis.

The written portion of your Honors Thesis is a document that illustrates an understanding of the research topic and current debates and issues surrounding it within your discipline, your methodology for integrating and applying the topic within your studio project, a conclusion as to the result of the application of the research in the design project, case-studies, a review of literature, a bibliography, and illustrations. It is normally no less than 25 pages of text, not including literature review, bibliography, and illustrations. The text can integrate your design solutions into the document as support for the argument of your thesis. Example of these are available from the Architecture Honors Faculty Advisor.

Failure to complete the honors thesis at a high level within the studio means that you will graduate with the Architecture degree, but not with honors.

*Your Thesis Director is normally the design studio instructor and the 2nd reader is usually the Design School Architecture Barrett Faculty Honors Advisor. If the Studio Instructor is not a Faculty Member (i.e. they are a Faculty Associate), your Director must be either another Architecture Faculty Member, or the Barrett Faculty Honors Advisor, who will monitor and advise you to make sure that you are meeting both the criteria of the Honors Thesis and the Final Studio.

Some of our best students opt to do their applied honors thesis project within the structure of the faculty led studios. Often, the studio topic will be an absolutely perfect match with your research interests.

Note: You may be planning on doing an independent design project during your APH 492 semester and then change your mind once you see what the studio options are for 4th year. Give yourself the room to see what fits best.

OPTION 3: APH 493 Written or Other Research Option

Written or Other Research Option. This is for students who have decided that they want to do a deeply researched project, but they do not want to do it within the studio or do a studio based independent

project. Sometimes this is a good option for students who have decided not to continue on in architectural design, yet want to do a comprehensive research project and graduate with honors with an investigation that deals with an aspect of design. In this option, you will take a regular ADE 422 studio in the spring and you will do a separate APH 493 Honors Thesis course with a Thesis Director. They are totally separate. This needs to be decided with your Architectural Faculty Advisor by the Fall of your Senior year.

INDUSTRIAL DESIGN

In Industrial Design you have two options for honors thesis/creative project.

1. IND 461 or IND 465 studio:

In this option you take the final studio offered in the spring of your senior year and you work with your studio Instructor and a Design School Barrett Honors Faculty Advisor to do work beyond the scope of the studio research topic.

During the first week of the spring semester you meet with the studio Instructor (who will act as your thesis director*) and a Design School Barrett Honors Faculty Advisor to plan your course of study, deadlines, and deliverables for the Honors Thesis/Creative Project. If the instructor is a Faculty Associate they will be a reader and the director must be an Industrial Design faculty member. You will propose to work on your design project for the studio at a much deeper and more resolved level than the other studio members. You will do all the design work required for the studio while also integrating/applying your research interests into the project.

The written portion of your honors thesis/creative project is a document that illustrates an understanding of the research topic, your methodology for integrating and applying the topic within your studio project, a conclusion as to the result of the application of the research in the design project, a review of literature, a bibliography, and illustrations. You should integrate your design solutions into the document as support for the argument of your thesis/creative project.

*Your thesis/creative project director is normally the design studio instructor and the 2nd reader is usually a Design School Barrett Faculty Honors Advisor. If the studio instructor is not a faculty member (i.e. they are a Faculty Associate), your director must be either another Industrial Design faculty member, or the Barrett Faculty Honors Advisor, who will monitor and advise you to make sure that you are meeting both the criteria of the honors thesis and the senior studio.

2. Written Option.

This is for students who want to do a comprehensive research project. You will take a studio in the spring and you will do a separate IND 493 honors thesis/creative project course with a thesis/creative Director.

INTERIOR DESIGN

In Interior Design you have two options for honors thesis/creative project.

1. In INT 465 Studios:

In this option you take your final Interior Design Studio offered in the spring of your senior year and you enter into a contract with your Studio Instructor and the Design School Barrett Honors Faculty Advisor to do work beyond the scope of the studio geared toward a research topic of your choosing. For example, if you are interested in "Sustainability in Interior Design", you would focus on that research area in the Studio while still completing all the requirements of the studio as your instructor advises.

During the first week of the spring semester (or the end of the fall semester) you meet with the Studio Instructor (who will act as your Thesis/Creative Project Director*) and the Design School Barrett Honors Faculty Advisor to plan your course of study, deadlines, and deliverables for the Honors thesis/creative Project. If the instructor is a Faculty Associate they will be a reader and the thesis/creative project Director must be an Interior Design faculty member. You will propose to work on your design project for the studio at a much deeper and more resolved level than the other studio members, and the research lens through which you look at the studio problem would be Sustainability and its application in Interior Design. Thus, you would do all the design work required for the studio while also integrating/applying your research interests into the project.

Next, you fill out an honors contract form online and list the Studio Instructor as the Instructor for the course. Your honors contract should clearly outline each of the issues that you and your instructor and/or thesis/creative Director agree will be met in the studio. This should include methodology, research, timeline, deliverables, and anything else that your Director asks for in the contract. This must be agreed upon in writing and by email before you fill out your contract. You and your instructor must have an email exchange to prove that they agreed upon the final draft of the honors contract.

The written portion of your honors thesis/creative project is a document that illustrates an understanding of the research topic and current debates and issues surrounding it within your discipline, your methodology for integrating and applying the topic within your studio project, a conclusion as to the result of the application of the research in the design project, case-studies, a review of literature, a bibliography, and illustrations. It is normally no less than 25 pages of text, not including literature review, bibliography, and illustrations. The text can integrate your design solutions into the document as support for the argument of your thesis.

*Your Thesis Director is normally the design studio instructor and the second reader is usually a Design School Barrett Faculty Honors Advisor. If the Studio Instructor is not a Faculty Member (i.e. they are a Faculty Associate), your thesis/creative project Director must be either the Barrett Faculty Honors Advisor, or another Faculty Member who will monitor and advise you to make sure that you are meeting both the criteria of the Honors Thesis and the Final Studio.

2. Written Option.

This is for students who want to do a comprehensive research project. You will take a studio in the spring and you will do a separate INT 493 Honors Thesis course with a thesis/creative Director.

LANDSCAPE ARCHITECTURE

In Landscape Architecture you have two options for honors thesis/creative project.

For both options, you begin by exploring ideas for your thesis/creative project in LAP 492: Honors Thesis/Creative Project Proposal that you take during the Fall semester of your Senior Year with the Landscape Architecture (LA) Honors Advisor. The Landscape Architecture Honors Advisor will guide you in developing a thesis topic and preparing for the Spring semester. During the Fall, you can conduct preliminary research, such as a literature review and/or expert interviews, on your chosen topic, in consultation with the Landscape Architecture Honors Advisor, you then determine which of the following two options is best-suited for you:

1. **LDE 462 STUDIO WITH AN HONORS CONTRACT:** For this option, you work on your thesis/creative project within the structure of your spring studio. For example, if you are interested in carbon sequestration, you will apply carbon sequestration practices gleaned from your research to the studio project program and site. With this option, you must meet all the requirements of the studio and then, in consultation with the studio instructor and the honors advisor, propose to work on the studio project at a deep and focused level and in relation to the specific research focus (in this example, carbon sequestration). You must do the work required for the studio and apply your research interests to this work.

If the Studio Instructor is not a full-time landscape architecture faculty member (such as a Faculty Associate or a faculty from another design discipline), a landscape architecture faculty member at the rank of Assistant, Associate, Professor, Lecturer or Clinical will be your LA Honors Thesis Director to monitor and advise you as you progress through the semester.

Prior to the last day of drop/add for the Spring Semester, you must submit a draft honors contract form to your LA Honors Thesis Director. Your honors contract should clearly outline each of the issues that you and your instructor (and LA Honors Thesis Director, if he/she is not the LDE 462 studio instructor) agree will be met in the studio. This should include the scope and methods of research, timeline and deliverables. Prior to submitting the contract to Barrett, you and your instructor (and LA Honors Thesis Director) must have an email exchange or other form of written evidence that the faculty involved have approved the final draft of the honors contract.

One of the deliverables must be an Honors Thesis/Creative Project document that includes a literature review relevant to the thesis topic, a discussion of research methods, case-studies, bibliography, illustrations, as well as text and graphics to present the design application of the research. Length is variable and determined in consultation with the LA Honors Advisor Barrett has format requirements (available online) that need to be followed.

Note: You can fill out an honors contract for both the fall and spring of your senior year studios. The fall is not required, but encouraged.

2. **LAP 493 INDEPENDENT HONORS THESIS/CREATIVE PROJECT:** In this option, you are develop, in consultation with your LA Honors Thesis Director, an independent applied research and design project. You work closely with a landscape architecture faculty member on a design project informed by research on a specific topic pertinent to landscape architecture. In consultation and, with the approval of your LA Honors Thesis Director, you set up a schedule of goals and deadlines for each week. You are required to set up appointments to meet with your LA Honors Thesis Director each week. The schedule must work for the faculty members involved.

Throughout the Spring, you will present the work-to-date for review. Currently this is done in conjunction with the sixth year MLA mid-reviews. You will have a desk in the studio in order to have space to work. To be considered for this option you must:

- Maintain a B+ or better in previous LDE studio courses.
- Have a research topic that is may not be a good fit for the regular LDE 462 studio focus.
- Be ready to start design work on the first day of the spring semester, thus fall of senior year is a crucial time to do enough research and evaluation to begin the design portion of your thesis at the start of your final semester.
- Have an Honors Thesis Director and committee members (readers) lined up by the end of the Fall semester.
- Be highly motivated, mature and confident in your ability to work independently.

The focus and deliverables for this option can take two forms:

- A. Evidence-based Design Project: This option is similar to the studio option in that you apply research to design, but it is undertaken independently in consultation with your LA Honors Thesis Director and Readers. The deliverables are similar to those that are noted in Option 1, in addition to graphics to convey the design proposals you create. The Barrett Honors format requirements (available online) must be followed for the document you produce. The work-load is equivalent and similar to that of Option 1.
- B. Landscape Architecture Research Thesis: This option is intended for students who aspire to pursue doctoral study and perhaps see themselves contributing to the discipline of landscape architecture as researchers more so than as professional designers. For this option, you are not required to incorporate a design component in the deliverables. As an example, you may wish to research green roofs for your thesis, but not design a green roof, because you intend to apply to a doctoral program that will allow you to develop new materials and methods for green roof construction. However, the research topic must be relevant to landscape architecture and be approved by your LA Honors Thesis Director. To complete the BSLA program with honors under this option, you must take the LDE 462 studio in the spring. In addition, you will register for 3 credit hours of LAP 493: Independent Study under an honors contract with your LA Honors Thesis Director. The deliverable must be an Honors Thesis/Creative Project document that includes a literature review relevant to the thesis topic, a discussion of research methods, findings and case-studies, bibliography and illustrations. Length is variable and determined in consultation with the LA Honors Advisor. The Barrett Honors format requirements (available online) must be followed for the document you produce.

VISUAL COMMUNICATION DESIGN

In Visual Communication Design you have one option for Honors Thesis.

1. GRA 462: In this option you take your final Visual Communication VI studio offered in the spring of your Senior year and you enter into a contract with your Studio Instructor and the Design School Barrett Honors Faculty Advisor to do work beyond the scope of the studio geared toward a research topic of your choosing. For example, if you are interested in “Rhetoric in Graphic Design”, you would focus on that aspect of Graphic Design in the Studio, while still completing all the requirements of the studio as your instructor advises.

During the first week of the spring semester (or the end of the fall semester) you meet with the Studio Instructor (who will act as your Thesis/Creative Project Director*) and the Design School Barrett Honors Faculty Advisor to plan your course of study, deadlines, and deliverables for the Honors thesis/creative project. If the instructor is a Faculty Associate they will be a reader and the Director must be a Visual Communications faculty member. You will propose to work on your design project for the studio at a much deeper and more resolved level than the other studio members, and the research lens through which you look at the studio problem would be Rhetoric and its application in Visual Communications Design. Thus, you would do all the design work required for the studio while also integrating/applying your research interests into the project.

Next, you fill out an honors contract form online and list the Studio Instructor as the Instructor for the course. Your honors contract should clearly outline each of the issues that you and your instructor and/or thesis/creative project Director agree will be met in the studio. This should include methodology, research, timeline, deliverables, and anything else that your Director asks for in the contract. This must be agreed upon in writing and by email before you fill out your contract. You and your instructor must have an email exchange to prove that they agreed upon the final draft of the honors contract.

The written portion of your honors thesis/creative project is a document that illustrates an understanding of the research topic and current debates and issues surrounding it within your discipline, your methodology for integrating and applying the topic within your studio project, a conclusion as to the result of the application of the research in the design project, case-studies, a review of literature, a bibliography, and illustrations. It is normally no less than 25 pages of text, not including literature review, bibliography, and illustrations. The text can integrate your design solutions into the document as support for the argument of your thesis.

*Your Thesis Director is normally the design studio instructor and the 2nd reader is usually a Design School Barrett Faculty Honors Advisor. If the Studio Instructor is not a Faculty Member (i.e. they are a Faculty Associate), your Director must be either another Visual Communication Design Faculty Member, or the Barrett Faculty Honors Advisor, who will monitor and advise you to make sure that you are meeting both the criteria of the honors thesis/creative project and the final studio.

HOW DO I CHOOSE A TOPIC?

Many experiences can lead you to potential thesis/creative project topics: classes, internships, research, study abroad, or conversations with faculty members.

Although the honors thesis/creative project is usually part of the student's final year, it is the culmination of an entire undergraduate course of study. Therefore, you should be open to possible directions for your thesis/creative project from the beginning of your academic career. Every class has the potential to open for you an area of interest that might become an avenue to the thesis/creative project. You should be alert to the possibilities. If something you hear, read or experience in conjunction with a particular class excites your interest, take the time to discuss with the professor whether or not this topic would lend itself to a thesis or creative project. That professor might be delighted at the prospect of having a bright, motivated student work with him or her on research in that field. You might be able to get an early start on your thesis/creative project and accumulate honors research credit throughout your years at ASU.

You will probably base your thesis or creative project on an aspect of your coursework that piqued your interest. A topic often emerges from a solid background in a specific subject. It is a good idea to take two or three courses that concentrate in a specific area. If no courses are offered in your topic area, ask the Design School Honors Advisor in your discipline for suggestions on readings or other faculty who might be appropriate to help the research process. Often, an independent study with an appropriate faculty is a wonderful way to jumpstart your research and to get a good bibliography and list of case studies together for your project. Topics can also stem from faculty members' ongoing research.

If you plan to study abroad, you should make contact with faculty before going overseas. The foreign study experience generally provides a superb springboard for a thesis/creative project. You can be gathering information while overseas, even if the experience happens in your sophomore year.

COMMITTEE/READERS

Thesis/Creative Project Director. Normally, the honors thesis committee consists of two members, the thesis/creative project director and a second advisor/reader or co-thesis director, and may include a third advisor/reader. The thesis/creative project director is the faculty member with whom you will work most closely on your thesis or creative project. The thesis/creative project director is normally a regularly-appointed member of the ASU faculty, chosen by the student, with professional expertise in the thesis/creative project area.

Co-Thesis Director. In the event that you would like to have a non-faculty member be one of the directors of your thesis/creative project, you must have them designated as a co-director and still have a faculty member as your director. An example of this might be that you would like a design professional from outside the school to be a director and they have agreed. In this case, you would ask a faculty member to be the director of record and they would work with you and your co-director on the project. The easiest way to do this is to have your Honors Faculty Advisor act as the director as they best understand the requirements for the honors thesis/creative project. This person is responsible for meeting with you at least once a week and doing all the duties that a thesis director would undertake.

Second Advisor/Reader. Typically the second advisor/reader is a faculty member, but exceptions to this rule are sometimes appropriate. In all cases, the second advisor will be another suitably credentialed person that your thesis/creative project director and you decide is appropriate to serve. This committee member is responsible for assisting you with research as needed, reading one or two of the drafts or looking at your project, giving you comments on those drafts or meeting with you and your thesis director in a pin-up environment, and being present at the oral defense (final review).

TIMELINE FOR ALL DESIGN SCHOOL DESIGN DISCIPLINES

Freshman Year:

Enjoy college and classes in your discipline and in the Honors College.

Meet with the Design School Honors Faculty Advisor in your chosen design area early in the Fall and Spring Semesters.

In the spring of your freshman year begin to ask yourself questions such as:

- What am I passionate about?
- What local/global questions and issues might I use design to help answer and solve?
- What do I know a lot about or What do I want to know more about?
- What types of books, designs, issues, stories, etc. am I usually drawn to?

Sophomore Year

Meet with the Design School Honors Faculty Advisor in your chosen design area early in the Fall and Spring Semesters.

In the spring of your sophomore year you should:

- Start a journal dedicated to honors thesis/creative project.
- Write weekly in your journal about your ideas for thesis, the things you know about your topics, the things you don't know about your topics, goals you are setting for yourself.
- Ask the Design School Honors Faculty Advisor in your discipline which classes to take that deal with your topic, or which other professors might be experts in the topic that you are interested in and make an appointment to go and meet with those professors.

Junior Year

This is the year that you get serious about your Thesis/Creative Project.

- Depending upon your discipline, you may be enrolling in 492 (required by the Honors College for Thesis/Creative Project) for the SPRING of your junior year. This is the class where you work on your proposal for your honors thesis with the honors advisor.

Senior Year

This is the year that you spend working on your thesis.

There are funds available through the Barrett Honors for different types of scholarships and research related to your thesis/creative project. Please consult with your Barrett Honors Advisor in the Honors College to figure out which of these might be appropriate for your project.

or

If you have not taken 492 in your Junior Year, you will take it this fall and:

- Important Note: Due to our studio sequences, our dates are entirely different from the Honors College Dates. Please check with your Honors Faculty Advisor in TDS on the dates that your discipline uses.
- You will work with your instructor to decide who might be an appropriate thesis director (and Co-director, if appropriate), advisors, and readers for your thesis/creative projects.
- You will meet with these people and discuss your ideas with them to see if they might be interested in being an advisor, readers, and thesis/creative project director for your project.
- You will finalize who will be your advisors, readers, and thesis/creative director before you hand in your proposal.
- Hand in your Proposal by the date set by your Instructor. Send a copy of this to your Thesis/Creative Project Director. We aim to have these filed at Barrett by December 1. You can file earlier in the semester.
- Have your Thesis Director and 2nd Reader (normally your Design School Advisor) sign off on your Proposal. Please download this form and bring it in to be signed the day you hand in your Proposal to your Thesis/Creative Director and Advisor.

In the Spring of your Senior Year you will:

- Work with your Honors Advisor and Thesis Director to identify an appropriate external reviewer. This list should be put together by mid-January of your Senior Spring. Your list should be prioritized from top choice down and should include: a brief statement of each proposed reviewer in terms of their expertise in relation to the honors project; an email address for each reviewer; sample airfare from the reviewer's home town to PHX. Your advisor and director will work together and assess who on your list would be appropriate and might edit and propose other possible reviewers.

Note: This is an edited version of the Honors External Examiner website from the Barrett information page that we have changed the dates and procedures to correspond to The Design School's schedule.

The Honors External Examiner program encourages and funds the inclusion of distinguished scholars, designers, and practitioners in the honors thesis/creative project process, enriching partner departments and enhancing both their visibility and their excellent students to nationally recognized experts at other universities.

To participate in this program, the faculty advisor/ & thesis/creative project mentor and his/her honors student should request support from the honors college for including an *Honors External Reviewer* on the honors committee. **Barrett will provide up to \$1500 for each examiner.** (TDS Note: We do not simply give each reviewer \$1500. This figure includes airfare, hotel, some meals, and a modest honorarium decided upon by your TDS advisor and Thesis Director)

By January 30th, please send an email to Christine Fleetwood (Christine.Fleetwood@asu.edu) in the Barrett Business Office (her email is below) and your TDS Faculty Advisor and Thesis Director. You should send a draft of the email to your advisors and thesis director before you send it. The email will be your official request for funds and general anticipation of costs. Ms. Fleetwood knows that The Design School is on a different thesis defense schedule than other colleges, yet they still need to know for

budgeting purposes that you will be bringing in an external reviewer at the end of April/beginning of May.

Your email should be ccd to your Honors Advisor as well as Thesis Director so that they know that you have put in your request. The request should include:

the names and institutions of the proposed *Honors External Reviewers*, (you can write down the list of 3 proposed reviewers that you are submitting to your advisors and where they would be coming from,

a brief statement of his/her expertise in relation to the honors project, a proposed date for the visit,

estimated expenses (include transportation, lodging, meals, and honorarium of between \$250-500 depending upon the level of expertise of your proposed reviewer—your Faculty Advisor and Thesis Director will determine this sum). Lodging will be at the Courtyard Marriott on Ash and Ms. Fleetwood can put in the government rate for that hotel). You should write anticipated costs not to exceed \$1500.

Once they have agreed to serve, The *Honors External Reviewer* will be contacted by your faculty advisor approximately 8 weeks in advance of your defense. Your defense will occur either during final reviews week or the week before final review. You will send a draft of your Honors Thesis to your *Honors External Reviewer* no less than two weeks before your defense/final review. The *Honors External Reviewer* is expected to provide feedback on the thesis prior to their arrival so that the student has time to respond to their expert advice. The Honors External Examiner will participate in determining whether the student successfully defends the thesis.

Because the Design School has a slightly different schedule based upon our final review schedule, your Honors Advisor and Thesis Director will take your list of ranked preferred reviewers, discuss who would be most appropriate and will together email each preferred reviewer starting at the top of the list. Once they have found a match they will connect you via email with the *Honors External Reviewer*.

The *Honors External Reviewer* will be brought to ASU for the defense and to meet with honors students in the department/unit of the student defending (one or two days and nights). These meetings may be formal or informal and may include meals. All arrangements for the *Honors External Reviewer* will be made by The Design School Business Office in collaboration with your Faculty Advisor/Thesis Director

This is funded entirely by the Honors External Examiner Fund in Barrett, The Honors College (airfare, lodging, meals).

- Fill out and submit the External review form through the Barrett Honors College to bring in an outside reviewer.
https://barretthonors.asu.edu/sites/default/files/external_examiner_app_2017-2018_0.pdf
- Work on your thesis all semester.
- Apply for Barrett Honors Celebrating Thesis/Creative Projects Fair
- Present at the Barrett Honors Celebrating Thesis/Creative Projects Fair in April.
- Have the thesis/creative project done by the date that your Design School Honors Advisor in consultation with your thesis director decides upon.

- Present the thesis/creative projects to an outside review team (consisting of your external reviewer, your thesis director, and your readers) a couple of days before your Review. Don't forget to bring the Honors Thesis/Creative Form for everyone to sign.
- Save all of your receipts and bring them to Christine Fleetwood by the Friday of Final Exams week.
https://barretthonors.asu.edu/sites/default/files/thesis_reimbursement_app_02_18.pdf
- Submit a PDF copy of your thesis/creative project to your faculty advisor, to your thesis/creative project director, and to the Honors College.

How to Register for The Design School Honors Thesis/Creative Project

To register for thesis/creative project work, you must be a member in good standing of the Honors College and the Design School, and have the approval of both the Design School Barrett Honors Faculty Advisor in your area and the faculty member who serves as your Thesis Director.

THE PROSPECTUS. XXX 492.

Every thesis/creative project is officially launched with a prospectus (a research proposal)

Make sure you discuss timelines and expectations explicitly with the Design School Barrett Honors Faculty Advisor in your area. Do not guess at deadlines. Note: Barrett allows our students to turn in their prospectus in late fall. If it is done by the Barrett early fall deadline then, by all means, turn it in with the appropriate signatures. Otherwise, aim to deliver it to Barrett by Dec. 1st.

A prospectus should include the information from the following list.

- a. What do you wish to study?
 - What is the overall scope of your study?
 - What is the specific topic you wish to study?
- b. How will you conduct your research?
 - Where are your resources?
 - What process will you use?
 - What access permissions are required?
- c. What are the expectations of meeting frequency with your Thesis Director and other committee members?
 - How often will you meet?
 - During the meetings, what does your Thesis Director and/or committee expect to happen? What do you expect to happen at each meeting?
 - What time commitment is expected of you between meetings with your Thesis Director?
- d. What is your timeline? Your prospectus is a "work in progress." It will change as your project evolves.
 - What is the timeline for your thesis/creative project?
 - What are the interim deadlines for each semester's work?
 - What is the date of the oral defense of your thesis/creative project?

- When will you submit your manuscript to the Honors College? (See the section on “Thesis/Creative Project Due Dates”)

You must fill out, have signed, and turn in the Barrett the thesis prospectus form that is online at the Honors College website.

Completion

- The Oral Defense. You will take part in an oral defense before the members of your thesis/creative project committee. Often this defense is part of your final review. Check with your department to see how your disciplines deals with the oral defense.
- The defense is designed to be an exciting intellectual exercise, a chance to show what you have learned and discuss this topic, which is of such great interest to you, with similarly interested faculty and community members. Each design discipline has its own manner of conducting the defense. Please check with your Honors Advisor.

Where and when the defense will take place is up to your Honors Disciplinary Advisors.

Remember to prepare a Signature Title Page before the defense for committee members' signatures. Be sure to take it with you to your defense.

The way an oral defense is conducted may vary by disciplines, but generally you and the committee members will meet for 45 minutes to an hour during which time:

- You will give a design summary of the project to review the origins of your project, its scope, the methodology you used, processes, significant findings, and conclusions.
- The committee will ask questions about issues raised by the thesis/creative project, ask you to justify the choices made in the conduct of the project, and speculate on the applications or usefulness of your project.

Depending on the amount and type of revisions the committee recommends (if any), you will leave the defense with one of the following sets of directions. You are responsible for undertaking the revisions proposed by the committee and consulting with the thesis/creative project Director to ensure that the committee's recommendations have been met.

- **Approved**
 1. Minor design and/or editorial corrections

2. All committee members sign the Signature Title Page
3. The thesis director makes any final recommendations

- **Provisional Approval**

1. Extensive design or format/editorial corrections and/or minor substantive changes (i.e., some text needs rewriting, consistent grammatical errors demand correction)
2. Second and third advisors make their recommendations and sign the Signature Title Page
3. Thesis/creative project Thesis Director(s) sign the approval page only after the required corrections are made

- **Not approved**

1. Basic design and/or overall execution of the study are significantly flawed
2. Candidate's performance in the oral defense is seriously deficient
3. Signature Title Page should not be signed

2. **Last Steps**

Before the thesis/creative project is considered fully complete, students must submit to your Design School Honors Advisor:

- A PDF version delivered via email to your Thesis Director and readers and your Design School Honors Advisor

Before the thesis/creative project is considered fully complete, students must submit to the Honors College:

<https://barretthonors.asu.edu/academics/thesis-and-creative-project/final-thesis-submission>

Thesis/Creative Project Due Dates

The normal prep for the Honors Thesis is xxx 492 Thesis Prep that is a one credit course that you take with your Honors Advisor.

Thesis Prep Prospectus due:

Discuss with your Discipline Honors Faculty Advisor

Defense completed:

Normally, you present your project during your disciplines Final Reviews or just before. Each discipline has its own way of doing final reviews and defenses, so please check with your Discipline Honors Faculty Advisor