Barrett Honors External Examiner Program
Funding Applicable for Third Committee Members

The Honors External Examiner program, funded by Barrett the Honors College, is a chance for honors students and their ASU faculty mentors to have a special reader for their honors thesis from outside the University. The external examiner is provided with the thesis, reads it and critiques it; then comes to campus at an appointed period to hear the student’s thesis defense. The external examiner then has a chance to participate in the honors student’s oral examination of the thesis. An external examiner must be a third committee member and may not be an ASU employee or faculty member.

The program allows any honors student who applies and is selected to gather input, feedback and knowledge from an expert who specializes in the area of the student’s thesis. The beauty, and the challenge, of the program is that it lets an ASU honors student literally stand up to the national standards in his or her thesis field. Also, it forges a special relationship between the honors student and his or her ASU adviser since both wish the student to do well in the eyes of the external examiner. Among many other benefits of the program: (1) the external examiner interacts with other honors students in the department during the visit; (2) the program further advertises good honors students from ASU to other academic institutions around the country, and (3) it allows the faculty of a department to interact over several days with colleagues from other parts of the country, learning new approaches in their fields of scholarship.

External examiners generally arrive in October for fall graduates or March for spring graduates and their thesis presentations. Please keep in mind that all the external examiner applications need to be approved by the Dean. Also, please contact your External Examiner and confirm their visit by September for fall and January for spring. This means that honors students planning to graduate in December 2015 need to apply for the program and be working with their thesis adviser to obtain an external examiner by the end of August 2015. Honors students planning to graduate in May 2016 need to apply for the program and be working with their thesis adviser to obtain an external examiner by the beginning of January 2016. Potential Honors External Examiners will be paid an honorarium to read the thesis (the thesis is sent to them before the defense at ASU), and then come to ASU in October for fall or March for spring, with all expenses reimbursed (airfare, hotel, local travel, and food).

The deadline for an application for the honors college external examiner for **Fall 2015** is **September 18, 2015** and for **Spring 2016** is **January 15, 2016**. Please fill out the application complete with this description and return it to the locations listed below. Applications will be reviewed and notification will be sent, via e-mail, by October 2, 2015 for fall semester or January 29, 2016 for the spring semester. Address your application: Attention- Christine Fleetwood.

- Downtown campus – Ucent 160
- Tempe campus – Sage North 102
- Polytechnic campus – Academic Center 145
- West Campus – UCB 201

Revised 7/2015
Barrett Honors External Examiner Program Application

Barrett Honors Student Name

ASU Student ID #

ASU Email: ____________________________ Phone: ____________________________

Anticipated Graduation (semester, year): ____________________________

Thesis/Creative Project Title:

__________________________________________________________________

__________________________________________________________________

Student Signature: ____________________________________________

ASU Thesis Director Name

Department

Email: ____________________________ Phone: ____________________________

Director Signature*:

*I understand that External Examiner funding may only be used for a Third Committee Member who is not an ASU faculty or staff member.

Students are expected to defend and submit thesis projects by the Barrett deadlines in order to qualify for funding:

**Fall 2015 Thesis/Creative Project Deadlines**
Prospectus Due: **February 13, 2015**
Defense Reporting Form Due: **October 16, 2015**
Recommended Defense Completed*: **October 30, 2015**
Signed Signature Title Page, Final Unbound Copy, and Electronic Copy Due: **November 30, 2015**

**Spring 2016 Thesis/Creative Project Deadlines**
Prospectus Due: **September 18, 2015**
Defense Reporting Form Due: **March 11, 2016**
Recommended Defense Completed*: **April 1, 2016**
Signed Signature Title Page, Final Unbound Copy, and Electronic Copy Due: **April 15, 2016**

* Barrett recommends that you defend by this date. The defense date is subject to your Director’s approval. Please note that if you defend after this date, you will have less time to make any revisions by the final due date.

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Proposed External Examiner: (An external examiner must be a third committee member)

Name: ________________________________________________________________

Institution and Department (may not be ASU):

____________________________________________________________________
____________________________________________________________________

Address:

____________________________________________________________________
____________________________________________________________________

Email Address: _________________________________________________________

Phone: ________________________________

Area of scholarly research:

____________________________________________________________________

Please attach the following information:

1) Agenda of planned activities within the department that include other honors students and faculty beyond those on the committee.

2) Proposed schedule including tentative dates for defense and other activities.

3) Proposed budget totaling less than $1500.

For Use by Department Only:

Approval: ________________________________ Date: ________________

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