The Barrett Honors External Examiner program is a unique chance for students and their ASU faculty directors to welcome a third committee member from outside the University. This individual is an expert in the field who specializes in the area of the student’s thesis/creative project. External examiners review each thesis project, give feedback and are then provided with the opportunity to travel to campus and participate in the thesis defense. An external examiner must be a third committee member and may not be an ASU employee or faculty member.

The External Examiner Program has numerous benefits including:

- Interaction with experts nationwide
- Holding the thesis to national standards in the field
- Student and faculty networking opportunities
- Encourages dialogue among colleagues within and outside of Barrett, The Honors College
- Learning new approaches to scholarship

Funding:

- The maximum award for the External Examiner Program is $1500.
- This includes airfare, hotel, local travel and food.
- It also includes an honorarium for the External Examiner.

Timeline:

- All applications are reviewed and approved by Dean Jacobs.
- Fall Timeline: Due September 16, 2016 for a November 2016 thesis submission.
- Spring Timeline: Due January 15, 2016 for an April 2016 thesis submission.

*Defenses should be held in the month prior to the thesis submission. The defense date is subject to committee and external examiner availability.

Application:

- Complete application including a signature from the Thesis Director.
- Provide a budget proposal totaling no more than $1500 that includes, travel, lodging and honorarium.
- Include an agenda of planned activities including the dates of the thesis defense and other activities for the External Examiner.
- It is expected that the External Examiner will have some interaction (ex. a meeting, lunch or lecture) with the department of the thesis director and including students and other department faculty.

Address your application: Attention- Christine Fleetwood. Submit at your campus.

Downtown campus – Ucen 160
Tempe campus – Sage North 135

Polytechnic campus – Academic Center 145
West Campus – UCB 201

Revised 3/2016
Barrett Honors External Examiner Program Application

Student Name ______________________________________________________

ASU 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 2016 Thesis/Creative Project Deadlines
Prospectus Due: February 12, 2016
Defense Reporting Form Due: October 14, 2016
Recommended Defense Completed*: October 38, 2016
Signed Signature Title Page, Final Unbound Copy, and Electronic Copy Due: November 18, 2016

Spring 2017 Thesis/Creative Project Deadlines
Prospectus Due: September 16, 2016
Defense Reporting Form Due: March 10, 2017
Recommended Defense Completed*: April 3, 2017
Signed Signature Title Page, Final Unbound Copy, and Electronic Copy Due: April 14, 2017

*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.

Revised 3/2016
Barrett Honors External Examiner Program Application

Proposed External Examiner:

Name: ______________________________________________________________________

Institution and Department:

____________________________________________________________________________

Address: ________________________________________________________________

____________________________________________________________________________

Email Address: ______________________________

Phone: _________________________________

Area of scholarly research:

____________________________________________________________________________

Attach the following information:

○ Complete application including a signature from the Thesis Director.
○ Budget proposal totaling no more than $1500 that includes, travel, lodging and honorarium.
○ Include an agenda of planned activities including the dates of the thesis defense and other activities for the External Examiner.

For Use by Department Only:

Approval: ______________________________ Date: __________________

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