



ARIZONA STATE UNIVERSITY

Barrett Honors External Examiner Program
Funding Applicable for Third Committee Members

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 15, 2017 for a November 2017 thesis submission.
- Spring Timeline: Due January 19, 2018 for an April 2018 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 – Ucent 160

Polytechnic campus – Academic Center 145

Tempe campus – Sage North

West Campus – UCB 201

Revised 6/2017



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 2017 Thesis/Creative Project Deadlines

- Prospectus Due: **February 10, 2017**
- Defense Reporting Form Due: **October 13, 2017**
- Recommended Defense Completed*: **October 27, 2017**
- Signed Signature Title Page, Final Unbound Copy, and Electronic Copy Due: **November 17, 2017**

Spring 2018 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.



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: _____