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 14, 2018 for a November 2018 thesis submission.
- Spring Timeline: Due January 18, 2019 for an April 2019 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
- Tempe campus – Sage North
- Polytechnic campus – Academic Center 145
- West Campus – UCB 201

Revised 8/2018
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 2018 Thesis/Creative Project Deadlines
Defense Reporting Form Due: **October 12, 2018**
Recommended Defense Completed*: **October 26, 2018**
Signed Signature Title Page, Final Unbound Copy, and Electronic Copy Due: **November 16, 2018**

Spring 2019 Thesis/Creative Project Deadlines
Defense Reporting Form Due: **March 8, 2019**
Recommended Defense Completed*: **April 5, 2019**
Signed Signature Title Page, Final Unbound Copy, and Electronic Copy Due: **April 19, 2019**

*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:

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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