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. Department must verify the external examiner is allowed to receive honorarium and/or reimbursement.

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 an in-person External Examiner is $1500.
- This includes airfare, hotel, local travel and food.
- It also includes an honorarium for the External Examiner. An honorarium can be given for Zoom participation without travel for a max of $500. Virtual External Examiners are not eligible for the $1500 fund.

Timeline:
- All applications are reviewed and approved by the dean.
- Fall Timeline: Due September 16, 2022 for a November 2022 thesis submission.
- Spring Timeline: Due January 27, 2023 for an April 2023 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.

Submit your application to Christine Fleetwood: Christine.Fleetwood@asu.edu. Or at your campus:
- Downtown campus – Mercado B4
- Tempe campus – Sage North
- Polytechnic campus – Lantana Suite 100
- West Campus – UCB 201

Revised 7/2022
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 2021 Thesis/Creative Project Deadlines
Defense Reporting Form Due: October 4, 2022
Recommended Defense Completed*: October 28, 2022
Final Submission (Director approval to BarrettAdvising@asu.edu and student digital submission): November 18, 2022

Spring 2022 Thesis/Creative Project Deadlines
Defense Reporting Form Due: March 3, 2023
Recommended Defense Completed*: March 31, 2023
Final Submission (Director approval to BarrettAdvising@asu.edu and student digital submission): April 14, 2023

Revised 7/2022
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.

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.
- If virtual Thesis Defense, an honorarium of up to $500 may be given. Virtual defenses do not qualify for the $1500 funds.

For Use by Department Only:

Approval: __________________________ Date: _________________

Revised 7/2022