The Design School + Barrett Honors Thesis Handbook
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PREPARATION/CHOOSING A TOPIC

WHY DO A THESIS/CREATIVE PROJECT?

Perhaps the most intellectually fulfilling exercise in the honors experience at ASU is the honors thesis or creative project. The Design School has specific options for each of our disciplines. This guidebook will explain the thesis as a culminating experience for our Honors Students and will also clearly articulate the options available for each particular discipline in the School. Due to different curricular aims, each discipline handles the options for the Honors Thesis differently. Please read this guide carefully and then look at the map for your particular discipline.

We have streamlined the requirements for Honors Thesis so that any Honors Student who wants to graduate with Honors has enough time to meet the rigorous requirements of both studio and the thesis. You no longer will do both Senior studio and a separate thesis. The two are integrated and meet the requirements of both your discipline and the Honor College. All Honors Theses are undertaken in the Senior Year.

At The Design School, the thesis is an applied project. The research topic and question that you propose is original in nature and conceived and executed by you—the candidate. This means that we expect you to apply your research to a design project. Depending upon your discipline, you will either do your thesis within your final spring 4th year studio, or do an independent project under the guidance of a Thesis Director with additional readers/advisors.

Producing a creative project can be the most rewarding experience of an undergraduate career. The activity provides an opportunity for you to explore areas of academic interest in greater intensity. Completion of the thesis or creative project gives a profound dimension to your academic studies that students without this experience rarely acquire.

Alumni who have completed their thesis/creative project have told us in recent surveys that the work involved has been good preparation for graduate and professional school and the world of work. The undergraduate thesis can give students an introduction to graduate thesis design and, in some cases, contribute to graduate work. The project can be very helpful in getting the attention of graduate and professional schools. You can expect a meaningful letter of recommendation from a professor who has worked through the process with you, and that professor may be able to place you in contact with colleagues at other schools. Also, graduate schools frequently require a design portfolio as part of the application process, and an independent thesis project is an excellent addition to the application materials.

The honors project can also be beneficial to those entering the job market. A tangible piece of design research serves as an excellent presentation to prospective employers. Honors thesis/creative project projects demonstrate experience with the design, execution, analysis and presentation of large projects. For students majoring in architecture or landscape architecture, the combination of in-depth research and a design proposal can be very impressive to a prospective employer.
WHAT IS A THESIS/CREATIVE PROJECT?

**Thesis:** In The Design School, the honors thesis is an applied research design project. That means that you apply your honors thesis research by using the research as the basis for your design studio project in the spring of your senior year.

An honors thesis normally receives 6 semester-hours credit (this may be waived or changed in the case of special projects). The process is divided into two parts: honors directed study/proposal (XXX492, 1 credit) undertaken in the Spring of your Junior Year or the Fall of your Senior year (depending upon your discipline's major map), and thesis (Senior Studio/xxx493 5 credits) in the Spring of your Senior year. The two courses (492 and Senior Studio/493) count as courses for upper division honors credit. Because you are required to show a 5 credit design studio to graduate in your discipline from The Design School, you will register for your required senior spring studio, and the Honors College will note on your transcript that Senior Studio substitutes for their 493 required course.

**YOU NO LONGER ARE REQUIRED TO TAKE BOTH THE SPRING SENIOR STUDIO AND AN ENTIRELY SEPARATE HONORS THESIS COURSE. WE HAVE MERGED THE TWO.**

The creative design project must be documented by both expository text and appropriate evidence of the work submitted for the design thesis. The text should describe the process involved in the work’s production and, as appropriate, offer an analysis of or commentary on that work. This writing assumes the function of an exhibition catalogue, narrative program, or comparable supporting document.

The thesis process concludes with an oral defense at which the student presents the motivation leading to the work, the work and its methodology, and its results, including discussion of the importance of the thesis to the student.

**Thesis Directors/Chairs and Readers:**

As per the Barrett Honors College recommendations, you must have a Thesis Director/Chair and one other (second) reader. We adhere to these guidelines, but reserve the option to add on a third reader or co-Director/Chair from the faculty or from the professional community on a case-by-case basis.
WHAT ARE MY OPTIONS IN THE DESIGN SCHOOL?

PLEASE FIND YOUR DISCIPLINE ON THE FOLLOWING PAGES & READ THE GUIDELINES FOR HONORS THESIS IN YOUR DISCIPLINE.
ARCHITECTURE
In ARCHITECTURE you have three options from which to choose for completion of the Honors Thesis.

1. In Architecture all Juniors take APH 492 Honors Thesis Prep (1 credit) in the SPRING of their JUNIOR YEAR. You must contact Professor Hejduk during Registration in the Fall of your Junior Year to get an override to be admitted into the class.

2. ADE 422 STUDIO WITH AN HONORS CONTRACT FOR THESIS: (Scholar-in-residence option).
In this option you work on your thesis within the structure your spring studio. Thus, you begin by exploring ideas for your thesis in APH 492 Honors Thesis Proposal that you take with Prof. Hejduk. She will guide you and will help you to find an appropriate committee chair for the spring or an appropriate studio if you choose to do your thesis within the construct of the structured studio environment and not independently.

In the Studio Option, you enter into a contract with your Studio Instructor and THE DESIGN SCHOOL Barrett Honors Faculty Advisor for Architecture to do work beyond the scope of the studio geared toward a research topic of your choosing. Thus, if you are interested in Sustainability, you will work with issues of Sustainability within the program and/or site of your studio. The Honors Student in this option will meet all the requirements of the studio and then, in consultation with the studio instructor and the honors advisor, propose to work on his or her design project for the studio at a much deeper and more resolved level than other non-honors members of the studio, and in relation to Sustainability. This means that: you would do the design work required for the studio while also integrating/applying your research interests into the project. It is expected that the Honors Student is a thought leader in their studio. You are considered the SCHOLAR-IN-RESIDENCE in your studio.

At the beginning of the spring senior studio ADE 422 you must fill out an honors contract form online and list the Studio Instructor as the Instructor for the course. Your honors contract should clearly outline each of the issues that you and your instructor and/or Thesis Director agree will be met in the studio. This should include methodology, research, timeline, deliverables, and anything else that your Director asks for in the contract. This must be agreed upon in writing and by email before you fill out your contract. You and your instructor must have an email exchange to prove that they agreed upon the final draft of the honors contract.

Note: You can fill out an honors contract for both the fall and spring of your senior year studios. The fall is not required, but certainly encouraged.

At the start of the semester you meet with the Studio Instructor (who will act as your Thesis Director) and THE DESIGN SCHOOL Barrett Honors Faculty Advisor to plan your course of study, deadlines, and deliverables for the Honors Thesis.

The written portion of your Honors Thesis is a document that illustrates an understanding of the research topic and current debates and issues surrounding it within your discipline, your methodology for integrating and applying the topic within your studio project, a conclusion as to the result of the application of the research in the design project, case-studies, a review of literature, a bibliography, and illustrations. It is normally no less than 25 pages of text, not including literature review, bibliography, and illustrations. The text can integrate your design solutions into the document as support for the argument of your thesis.

*Your Thesis Director is normally the design studio instructor and the 2nd reader is usually a DESIGN SCHOOL Barrett Faculty Honors Advisor. If the Studio Instructor is not a Faculty Member (i.e. they are a Faculty Associate), your Director must be either another Architecture Faculty Member, or the Barrett Faculty Honors Advisor, who will monitor and advise you to make sure that you are meeting both the criteria of the Honors Thesis and the Final Studio.

Some of our best students opt to do their applied honors thesis project within the structure of the studios. Often, the studio topic will be an absolutely perfect match with your research interests.
You may be planning on doing an independent project during your APH 492 semester and then change your mind once you see what the studio options are for 4th year. Give yourself the room to see what fits best.

3. ADE 422 Independent Honors Thesis Studio: In this option, you are basically writing your own studio problem for yourself. You work closely and independently with a Faculty Member of THE DESIGN SCHOOL on a Thesis Project of your own creation. In consultation and, with the approval of your Thesis Director, you set up a schedule of goals and deadlines for each week. You are required to set up appointments to meet with your Director and advisors each week. (This is entirely YOUR responsibility and failure to do so will most likely mean that you fail the course and not graduate). Depending upon your Director’s decision and schedule, in addition to your weekly meetings, you will most likely present your work every month in the Independent Graduate MArch Final Project reviews. You will register for ADE 422 Independent Honors Thesis Studio (this needs to be set up by the Architecture Barrett Honors Advisor (Prof. Hejduk), so please contact your advisor about this). You will have a desk in the studio with the other seniors, but come spring you will no longer be in a structured studio with an instructor. To be considered for this option you must:

- Have excellent grades in studio (B+ or above).
- Bring a research interest to the studio and demonstrate that your project reflects deep research and investigation into the problem, and then is clearly applied and demonstrated in the design studio project & written component.
- Be ready to start design work on the first day of the spring semester, thus your fall of senior year is a crucial time to do enough research and evaluation to begin the design portion of your thesis.
- Have an Honors Thesis Director and committee members (readers) lined up by the end of the Fall.
- Be highly motivated, mature, and confident in your ability to work independently.

4. Written Option. This is only allowed in very, very rare cases, and is meant for students who have clearly decided not to continue on in design, yet want to do a comprehensive research project and graduate with honors. An example of this would be: an architecture student who is applying to (or planning to apply to) Masters degree programs in the history of architecture, MSD, or another humanities or social sciences advanced degree program. You will take a studio in the spring and you will do a separate APH 493 Honors Thesis course with a Thesis Director.
INDUSTRIAL DESIGN
In Industrial Design you have two options for honors thesis/creative project.

1. IND 461 or IND 465 studios: In this option you take your final studio (or Innovation Space) offered in the spring of your senior year and you work with your studio Instructor and a Design School Barrett Honors Faculty Advisor to do work beyond the scope of the studio geared toward a research topic of your choosing. For example, if your topic is “Nanotechnology and Industrial Design”, you would focus on that aspect of technology in the studio, while still completing all the requirements of the studio as your instructor advises.

During the first week of the spring semester (or the end of the fall semester) you meet with the studio Instructor (who will act as your thesis director*) and a Design School Barrett Honors Faculty Advisor to plan your course of study, deadlines, and deliverables for the Honors Thesis. If the instructor is a Faculty Associate they will be a reader and the director must be an Industrial Design faculty member. You will propose to work on your design project for the studio at a much deeper and more resolved level than the other studio members, and the research lens through which you look at the studio problem would be nanotechnology and its application in Industrial Design. You will do all the design work required for the studio while also integrating/applying your research interests into the project. Your specific product design for the studio will deal with Nanotechnology as applied research in industrial design.

Next, you prepare an agreement with your director that includes research methodology, timeline, deliverables, and anything else that your director asks for in the agreement. This must be agreed upon in writing. Email is sufficient.

The written portion of your honors thesis/creative project is a document that illustrates an understanding of the research topic and current debates and issues surrounding it, your methodology for integrating and applying the topic within your studio project, a conclusion as to the result of the application of the research in the design project, a review of literature, a bibliography, and illustrations. You should integrate your design solutions into the document as support for the argument of your thesis.

*Your thesis director is normally the design studio instructor and the 2nd reader is usually a Design School Barrett Faculty Honors Advisor. If the studio instructor is not a faculty member (i.e. they are a Faculty Associate), your director must be either another Industrial Design faculty member, or the Barrett Faculty Honors Advisor, who will monitor and advise you to make sure that you are meeting both the criteria of the honors thesis and the senior studio.

Written Option.
This is only allowed in rare cases, and is meant for students who want to do a comprehensive research project and graduate with honors. An example of this is: an industrial design student who is applying to (or planning to apply to) Masters or PhD degree programs in the history of design, material culture, or another humanities concentration (or social sciences advanced degree programs). You will take a studio in the spring and you will do a separate IND 493 honors thesis/creative project course with a thesis director.
INT 465 STUDIO WITH AN HONORS CONTRACT FOR THESIS: In this option you take INT 492 for 1 credit prior to your final Interior Design Studio offered in the spring of your Senior year. In INT 465 Studio you enter into a contract for thesis credits with your Studio Instructor and THE DESIGN SCHOOL Barrett Honors Faculty Advisor to do work beyond the scope of the studio geared toward a research topic of your choosing. For example, if you are interested in “Sustainability in Interior Design”, you would focus on that research area in the Studio while still completing all the requirements of the studio as your instructor advises.

During the first week of the spring semester (or the end of the fall semester) you meet with the Studio Instructor (who will act as your Thesis Director*) and THE DESIGN SCHOOL Barrett Honors Faculty Advisor to plan your course of study, deadlines, and deliverables for the Honors Thesis. If the instructor is a Faculty Associate they will be a reader and the Director must be an Interior Design faculty member. You will propose to work on your design project for the studio at a much deeper and more resolved level than the other studio members, and the research lens through which you look at the studio problem would be Sustainability and its application in Interior Design. Thus, you would do all the design work required for the studio while also integrating/applying your research interests into the project.

Next, you fill out an honors contract form online and list the Studio Instructor as the Instructor for the course. Your honors contract should clearly outline each of the issues that you and your instructor and/or Thesis Director agree will be met in the studio. This should include methodology, research, timeline, deliverables, and anything else that your Director asks for in the contract. This must be agreed upon in writing and by email before you fill out your contract. You and your instructor must have an email exchange to prove that they agreed upon the final draft of the honors contract.

The written portion of your Honors Thesis is a document that illustrates an understanding of the research topic and current debates and issues surrounding it within your discipline, your methodology for integrating and applying the topic within your studio project, a conclusion as to the result of the application of the research in the design project, case-studies, a review of literature, a bibliography, and illustrations. It is normally no less than 25 pages of text, not including literature review, bibliography, and illustrations. The text can integrate your design solutions into the document as support for the argument of your thesis.

*Your Thesis Director is normally the design studio instructor and the second reader is usually a DESIGN SCHOOL Barrett Faculty Honors Advisor. If the Studio Instructor is not a Faculty Member (i.e. they are a Faculty Associate), your Thesis Director must be either the Barrett Faculty Honors Advisor, or another Faculty Member who will monitor and advise you to make sure that you are meeting both the criteria of the Honors Thesis and the Final Studio.

Written Option. This is only allowed in very, very rare cases, and is meant for students who have clearly decided not to continue on in design practice, yet want to do a comprehensive research project and graduate with honors. An example of this would be: an interior design student who is applying to (or planning to apply to) Masters or PhD degree programs in the history of design, history of art, material culture, or another humanities concentration (or social sciences advanced degree programs). You will take a studio in the spring and you will do a separate INT 493 Honors Thesis course with a Thesis Director.
LANDSCAPE ARCHITECTURE

In Landscape Architecture you have two options. For both options, you begin by exploring ideas for your thesis/creative project in LAP 492: Honors Thesis/Creative Project Proposal that you take during the Fall semester of your Senior Year with the Landscape Architecture Honors Advisor (Assoc. Prof. Fish Ewan). The Landscape Architecture Honors Advisor will guide you in developing a thesis topic and preparing for the Spring semester. During the Fall, you can conduct preliminary research, such as a literature review and/or expert interviews, on your chosen topic, in consultation with the Landscape Architecture Honors Advisor, you then determine which of the following two options is best-suited for you:

Option 1—LDE 462 STUDIO WITH AN HONORS CONTRACT: For this option, you work on your thesis/creative project within the structure of your spring studio. For example, if you are interested in carbon sequestration, you will apply carbon sequestration practices gleaned from your research to the studio project program and site. With this option, you must meet all the requirements of the studio and then, in consultation with the studio instructor and the honors advisor, propose to work on the studio project at a deep and focused level and in relation to the specific research focus (in this example, carbon sequestration). You must do the work required for the studio and apply your research interests to this work.

If the Studio Instructor is not a full-time landscape architecture faculty member (such as a Faculty Associate or a faculty from another design discipline), a landscape architecture faculty member at the rank of Assistant, Associate, Full or Clinical will be your LA Honors Thesis Director to monitor and advise you as you progress through the semester.

Prior to the last day of drop/add for the Spring Semester, you must submit a draft honors contract form to your LA Honors Thesis Director. Your honors contract should clearly outline each of the issues that you and your instructor (and LA Honors Thesis Director, if he/she is not the LDE 462 studio instructor) agree will be met in the studio. This should include the scope and methods of research, timeline and deliverables. Prior to submitting the contract to Barrett, you and your instructor (and LA Honors Thesis Director) must have an email exchange or other form of written evidence that the faculty involved have approved the final draft of the honors contract.

One of the deliverables must be an Honors Thesis/Creative Project document that includes a literature review relevant to the thesis topic, a discussion of research methods, case-studies, bibliography, illustrations, as well as text and graphics to present the design application of the research. Length is variable and determined in consultation with the LA Honors Advisor (Assoc. Prof. Fish Ewan). Barrett has format requirements (available online) that need to be followed.

Note: You can fill out an honors contract for both the fall and spring of your senior year studios. The fall is not required, but encouraged.

Option 2—LAP 493 INDEPENDENT HONORS THESIS/CREATIVE PROJECT: In this option, you are develop, in consultation with your LA Honors Thesis Director, an independent applied research and design project. You work closely with a landscape architecture faculty member on a design project informed by research on a specific topic pertinent to landscape architecture. In consultation and, with the approval of your LA Honors Thesis Director, you set up a schedule of goals and deadlines for each week. You are required to set up appointments to meet with your LA Honors Thesis Director each week. The schedule must work for the faculty members involved. Throughout the Spring, you will present the work-to-date for review. Currently this is done in conjunction with the sixth year MLA mid-reviews. You will have a desk in the studio in order to have space to work. To be considered for this option you must:

- Maintain a B+ or better in previous LDE studio courses.
- Have a research topic that is may not be a good fit for the regular LDE 462 studio focus.
• Be ready to start design work on the first day of the spring semester, thus fall of senior year is a crucial time to do enough research and evaluation to begin the design portion of your thesis at the start of your final semester.
• Have an Honors Thesis Director and committee members (readers) lined up by the end of the Fall semester.
• Be highly motivated, mature and confident in your ability to work independently.

The focus and deliverables for this option can take two forms:

A. Evidence-based Design Project: This option is similar to the studio option in that you apply research to design, but it is undertaken independently in consultation with your LA Honors Thesis Director and Readers. The deliverables are similar to those that are noted in Option 1, in addition to graphics to convey the design proposals you create. The Barrett Honors format requirements (available online) must be followed for the document you produce. The work-load is equivalent and similar to that of Option 1.

B. Landscape Architecture Research Thesis: This option is intended for students who aspire to pursue doctoral study and perhaps see themselves contributing to the discipline of landscape architecture as researchers more so than as professional designers. For this option, you are not required to incorporate a design component in the deliverables. As an example, you may wish to research green roofs for your thesis, but not design a green roof, because you intend to apply to a doctoral program that will allow you to develop new materials and methods for green roof construction. However, the research topic must be relevant to landscape architecture and be approved by your LA Honors Thesis Director. To complete the BSLA program with honors under this option, you must take the LDE 462 studio in the spring. In addition, you will register for 3 credit hours of LAP 493: Independent Study with your LA Honors Thesis Director and under an honors contract. The deliverable must be an Honors Thesis/Creative Project document that includes a literature review relevant to the thesis topic, a discussion of research methods, findings and case-studies, bibliography and illustrations. Length is variable and determined in consultation with the LA Honors Advisor (Assoc. Prof. Fish Ewan). The Barrett Honors format requirements (available online) must be followed for the document you produce.
VISUAL COMMUNICATION DESIGN

In Visual Communication Design you have one option for Honors Thesis.

1. **GRA 462 STUDIO WITH AN HONORS CONTRACT FOR THESIS:** In this option you take GRA 492 for 1 credit prior to your final Studio offered in the spring of your Senior year. For your final Visual Communication VI studio offered in the spring of your Senior year, you enter into a contract with your Studio Instructor and THE DESIGN SCHOOL Barrett Honors Faculty Advisor to do work beyond the scope of the studio geared toward a research topic of your choosing. For example, if you are interested in “Rhetoric in Graphic Design”, you would focus on that aspect of Graphic Design in the Studio, while still completing all the requirements of the studio as your instructor advises.

During the first week of the spring semester (or the end of the fall semester) you meet with the Studio Instructor (who will act as your Thesis Director*) and THE DESIGN SCHOOL Barrett Honors Faculty Advisor to plan your course of study, deadlines, and deliverables for the Honors Thesis. If the instructor is a Faculty Associate they will be a reader and the Director must be a Visual Communications faculty member. You will propose to work on your design project for the studio at a much deeper and more resolved level than the other studio members, and the research lens through which you look at the studio problem would be Rhetoric and its application in Visual Communications Design. Thus, you would do all the design work required for the studio while also integrating/applying your research interests into the project.

Next, you fill out an honors contract form online and list the Studio Instructor as the Instructor for the course. Your honors contract should clearly outline each of the issues that you and your instructor and/or Thesis Director agree will be met in the studio. This should include methodology, research, timeline, deliverables, and anything else that your Director asks for in the contract. This must be agreed upon in writing and by email before you fill out your contract. You and your instructor must have an email exchange to prove that they agreed upon the final draft of the honors contract.

The written portion of your Honors Thesis is a document that illustrates an understanding of the research topic and current debates and issues surrounding it within your discipline, your methodology for integrating and applying the topic within your studio project, a conclusion as to the result of the application of the research in the design project, case-studies, a review of literature, a bibliography, and illustrations. It is normally no less than 25 pages of text, not including literature review, bibliography, and illustrations. The text can integrate your design solutions into the document as support for the argument of your thesis.

*Your Thesis Director is normally the design studio instructor and the 2nd reader is usually a DESIGN SCHOOL Barrett Faculty Honors Advisor. If the Studio Instructor is not a Faculty Member (i.e. they are a Faculty Associate), your Director must be either another Visual Communication Design Faculty Member, or the Barrett Faculty Honors Advisor, who will monitor and advise you to make sure that you are meeting both the criteria of the Honors Thesis and the Final Studio.
HOW DO I CHOOSE A TOPIC?

Many experiences can lead you to potential thesis/creative project topics: classes, internships, research, study abroad, or conversations with faculty members.

Although the honors thesis/creative project is usually part of the student’s final year, it is the culmination of an entire undergraduate course of study. Therefore, you should be open to possible directions for your thesis/creative project from the beginning of your academic career. Every class has the potential to open for you an area of interest that might become an avenue to the thesis/creative project. You should be alert to the possibilities. If something you hear, read or experience in conjunction with a particular class excites your interest, take the time to discuss with the professor whether or not this topic would lend itself to a thesis or creative project. That professor might be delighted at the prospect of having a bright, motivated student work with him or her on research in that field. You might be able to get an early start on your thesis/creative project and accumulate honors research credit throughout your years at ASU.

You will probably base your thesis or creative project on an aspect of your coursework that piqued your interest. A topic often emerges from a solid background in a specific subject. It is a good idea to take two or three courses that concentrate in a specific area. If no courses are offered in your topic area, ask the The Design School Honors Advisor in your discipline for suggestions on readings or other faculty who might be appropriate to help the research process. Often, an independent study with an appropriate faculty is a wonderful way to jumpstart your research and to get a good bibliography and list of case studies together for your project. Topics can also stem from faculty members’ ongoing research.

Once you begin to explore ideas for a potential topic, you should talk with faculty members about serving on your thesis/creative project committee no later than the second semester of your junior year. If you are not sure which faculty members might be interested in helping with your intended thesis/creative project areas, please set up the following appointments:

- A visit to both the coordinator of your design discipline, a faculty member that you have had a rewarding learning experience with, and to the honors disciplinary advisors in The Design School is a good starting place.

If you plan to study abroad, you should make contact with faculty before going overseas. The foreign study experience generally provides a superb springboard for a thesis/creative project. You can be gathering information while overseas, even if the experience happens in your sophomore year.
COMMITTEE/READERS

Thesis Director. Normally, the honors thesis committee consists of two members, the thesis director and a second advisor/reader or co-thesis director, and may include a third advisor/reader. The thesis director is the faculty member with whom you will work most closely on your thesis or creative project. The thesis director is normally a regularly-appointed member of the ASU faculty, chosen by the student, with professional expertise in the thesis/creative project area. Among the members of a thesis committee, the thesis director’s suggestions and vote are the most heavily weighted. Professors Bernardi, Fish Ewan, Heywood, Hejduk, McDermott, and Sanft usually act as either the director or the second (or third reader) depending upon your topic.

Co-Thesis Director. In the event that you would like to have a non-faculty member be one of the directors of your thesis, you must have them designated as a co-director and still have a faculty member as your director. An example of this might be that you would like a design professional from outside the school to be a director and they have agreed. In this case, you would ask a faculty member to be the director of record and they would work with you and your co-director on the project. The easiest way to do this is to have your Honors Faculty Advisor act as the director as they best understand the requirements for the honors thesis/creative project. This person is responsible for meeting with you at least once a week and doing all the duties that a thesis director would undertake.

Second Advisor/Reader. Typically the second advisor/reader is a faculty member, but exceptions to this rule are sometimes appropriate. In all cases, the second advisor will be another suitably credentialed person that your thesis director and you decide is appropriate to serve. Sometimes it is warranted that the second reader acts as the co-director sharing advising responsibilities with the thesis director. This committee member is responsible for assisting you with research as needed, reading one or two of the drafts or looking at your project, giving you comments on those drafts or meeting with you and your thesis director in a pin-up environment, and being present at the oral defense (final review). Some second advisors meet almost as regularly with students as the thesis director; others become involved only at significant points (e.g. a statistician when statistics are being analyzed).

Third Advisor/Reader. A third committee member is not needed unless specified by the director in consultation with the Honors Faculty Advisor for your unit. The third advisor/reader is a qualified professional selected by the thesis director, your honors disciplinary advisor, or the area coordinator from The Design School and student together. A third advisor/reader will offer insights beyond those offered by the director and second advisor/reader. The third advisor/reader should become involved no later than one month prior to the defense. A third reader can be, and often is, outside the School, in another Department of the University, or a professional with expertise in the field.

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1 A regularly appointed faculty member is a full or part-time faculty member. A Faculty Associate is not appropriate unless approved by your Design School Honors Faculty Advisor.
TIMELINE FOR ALL DESIGN SCHOOL DESIGN DISCIPLINES

Freshman Year:

Enjoy college and classes in your discipline and Honors College.

Meet with the Design School Honors Faculty Advisor in your chosen design area early in the fall Semester.

Meet with them again in the Spring Semester.

In the spring of your freshman year begin to ask yourself questions such as:

- What am I passionate about?
- What local/global questions and issues might I use design to help answer and solve?
- What do I know a lot about or, What do I want to know more about?
- What types of books, designs, issues, stories, etc. am I usually drawn to?
Sophomore Year

You have passed the Milestone! You are now in the design discipline that you want to study. Meet with the Design School Honors Faculty Advisor in your chosen design area early in the Fall Semester. Meet with them again in the Spring Semester.

In the spring of your sophomore year you should:

- Narrow down the topics that you are really passionate about.
- Begin to collect articles, essay, newspapers articles, and books about the few topics that interest you the most. Keep a file or binder with all of these.
- Start putting together a bibliography.
- Start a journal dedicated to honors thesis.
- Write weekly in your journal about your ideas for thesis, the things you know about your topics, the things you don’t know about your topics, goals you are setting for yourself.
- Ask the Design School Honors Faculty Advisor in your discipline which classes to take that deal with your topic, or which other professors might be experts in the topic that you are interested in and make an appointment to go and meet with those professors.
Junior Year

This is the year that you get serious about your Thesis.

NOTE: All students are required to visit with their disciplinary honors advisors at the beginning of their junior year to make sure they are on track for the thesis/creative project. YOU MUST BE RESPONSIBLE AND MAKE THIS APPOINTMENT.

- All Architecture Students take APH 492 in the SPRING of their Junior Year.
- By fall of your junior year you should have one or two topics that are far and away fascinating and captivating to you. You have collected many articles about the topic, you have looked at many designs dealing with the topic, and you have read many books (or chapters of books) on your topic.
- You are still writing in your journal, collecting articles, essays, projects, and books, but your writing and your research is getting much more focused and narrow.
- If your discipline requires you to enroll in 492 in the spring of your junior year, you MUST get a lot of research done in the fall of your junior year.
- Depending upon your discipline, you may be enrolling in 492 (required by the Honors College for Thesis) for the SPRING of your junior year. This is the class where you work on your proposal for your honors thesis with the honors advisor.
- By the end of your Junior Year:
  - If you have taken 492, you will have written a proposal and submitted it to your honors advisor.
  - If you have not taken 492, you are still working on your research, and will enroll in 492 in the fall of your senior Year.
- If you are taking 492, you will:
  - Work with your instructor to decide who might be an appropriate thesis director (and co-director if appropriate), advisors, and readers for your thesis.
  - You will meet with these people and discuss your ideas with them to see if they might be interested in being an advisor/readers/thesis director for your project.
  - You will finalize who will be your advisors/readers/thesis director BEFORE you hand in your proposal.
  - Hand in your proposal by the date set by your Instructor. Normally, this is the FRIDAY after READING DAY.
  - Note: Due to our studio sequences, our dates are entirely different from the Honors College Dates. Go by OUR dates, not their dates.
Senior Year

This is the year that you spend working on your thesis.

If you **HAVE already taken 492 and written your proposal**, you will start the research for your thesis by beginning to apply it in your fall studio. You can do this purely on your own initiative, or you can write a contract with the studio instructor that outlines how you want to apply your research within the confines of that studio.

There are funds available through the Barrett Honors for different types of scholarships and research related to your Thesis. Please consult with your Barrett Honors Advisor in the Honors College to figure out which of these might be appropriate for your project.

**OR**

If you **HAVE NOT taken 492, you will take it this fall and**:

- You will work with your instructor to decide who might be an appropriate thesis director (and Co-director, if appropriate), advisors, and readers for your thesis.
- You will meet with these people and discuss your ideas with them to see if they might be interested in being an advisor/readers/thesis director for your project.
- You will finalize who will be your advisors/readers/Thesis Director **BEFORE** you hand in your proposal.
- **Hand in your Proposal by the date set by your Instructor.** Send a copy of this to your Thesis Director. Normally, this is the **FRIDAY after READING DAY**.
- **Note: Due to our studio sequences, our dates are entirely different from the Honors College Dates. Go by OUR dates, not their dates.**
- Have your Thesis Director and 2nd Reader (normally your Design School Advisor) sign off on your Proposal. Please download this form and bring it in to be signed the day you hand in your Proposal to your Thesis Director and Advisor.

**In the Spring of your Senior Year you:**

Apply for funds through the Barrett Honors College to bring in an outside reviewer. (Please consult with your Design School Honors College Advisor and studio instructor about this.) They will pick the reviewer to come in and review your work, **but YOU have to fill out the paperwork for this to happen**.

- Work on your thesis all semester.
- Present at the Barrett Honors Celebrating Thesis Fair in April.
- **Have the written portion of your thesis done by** the deadline set by the Barrett Honors College Guidelines (please consult with your advisor in the Honors College for this Deadline).
- **Have the design portion of your thesis done by** the date that your Design School Honors Advisor in consultation with your thesis director decides upon.
• Present the design portion to an outside review team (consisting of your external reviewer, your thesis director, and your readers) a couple of days before your studio Review. **Don’t forget to bring the Honors Thesis Form for everyone to sign.**

(Note: If your thesis is not entirely resolved, they may ask you to do more work before they sign off on the thesis).

• Present your studio project with the rest of your class, if you are doing your thesis/creative project in the studio.

• Submit a bound and PDF copy of your written and design thesis/portfolio to your thesis director, your Design School Faculty Advisor, and the Honors College.

• Graduate with Honors! YAY!
How to Register for THE DESIGN SCHOOL Honors Thesis

To register for thesis/creative project work, you must be a member in good standing of the Honors College and THE DESIGN SCHOOL, and have the approval of both THE DESIGN SCHOOL Barrett Honors Faculty Advisor in your area and the faculty member who serves as your Thesis Director.

THE PROSPECTUS. XXX 492. Every thesis/creative project is officially launched with a prospectus. The prospectus is a research proposal that includes case studies and a bibliography. As you progress on your project, you might have to update your prospectus to reflect changes that occur after the process begins. You will write a number of drafts during the course of the semester. Give your reader(s) time to read each draft; give yourself time to make corrections. The process of updating allows your committee and the Honors College to keep up with what your project is geared to accomplish. Make sure you document any changes in approach or content to avoid confusion as you near completion of your project.

Make sure you discuss timelines and expectations explicitly with THE DESIGN SCHOOL Barrett Honors Faculty Advisor in your area. **Do not guess at deadlines.**

A prospectus should include the information from the following list. The length of a prospectus is generally 4-5 pages (not including bibliography, illustrations, literature review, and separate reviews of case studies), double-spaced, but you should concentrate on addressing these points more than on the length.

- **a. What do you wish to study?**
  - What is the overall scope of your study?
  - What is the specific topic you wish to study?

- **b. How will you conduct your research?**
  - Where are your resources?
  - What are the key design and non-design case studies?
  - What are the key texts that help me to understand my topic?
  - Who are the major thinkers doing work in this area?
  - How many sources does your committee expect you to analyze?
  - What process will you use?
  - What access permissions are required?

- **c. What are the expectations of meeting frequency with your Thesis Director and other committee members?**
  - How often will you meet?
  - During the meetings, what does your Thesis Director and/or committee expects to happen?
  - What do you expect to happen at each meeting?
  - What time commitment is expected of you between meetings with your Thesis Director?

- **d. What is your timeline? Your prospectus is a “work in progress.” It will change as your project evolves.**
  - What is the timeline for your thesis/creative project?
  - What are the interim deadlines for each semester’s work?
  - What is the date of the oral defense of your thesis/creative project?
  - When will you submit your manuscript to the Honors College? (See the section on “Thesis/Creative Project Due Dates”)

You must fill out, have signed, and turn in the Barrett the thesis prospectus form that is online at the Honors College website.
WRITING

All bachelor's honors theses and creative projects have written components, even when they are design theses.

1. **Your Working Bibliography.** A working bibliography is a preliminary list of sources for research. It will give you a good idea of what information is available on your chosen topic. If you find there are few works addressing your topic, you will want to consider expanding the scope of your work. If there are far too many relevant sources, this fact will indicate the need for narrowing the scope. You are not bound by this bibliography, but it is the foundation for your project and helps you define the parameters of your research and start on the path to your final bibliography. Please make an appointment with the Design School Head Librarian Dennis Brunning as soon as you begin to narrow a topic (or topics) down. He will be an invaluable resource for you to help find materials for your research. Each academic discipline requires the use of a style manual that outlines the appropriate form for a bibliography. The Design School uses the Chicago Manual of Style and Kate Turabian's *A Manual for Writers of Term Papers* for its style manuals.

2. **Research Tips.** Pace your research carefully. It takes time to evaluate large amounts of information. Be careful not to be haphazard in your research so as to become sidetracked as you encounter new sources.

   Keeping accurate and useful notes is an integral part of research. You will be dealing with many sources and will need a way to track what you learn and where it came from. It is frustrating to have information that is unusable because its source is unidentifiable. Before you begin collecting data, speak with your thesis Thesis Director regarding data collection and manuscript methods. Be sure you are in agreement about the methodology as well as the conduct.

   Note-taking methods range from using note cards to typing information directly into a computer. One method uses notebook paper with wide margins. With this paper, notes are written to the right of the margin, while highlights and key words go to the left and are used to find information quickly without rereading several pages. The sheets can be organized in a three-ring binder.

   The important thing to remember, no matter what method you use, is that you be consistent in recording page numbers and identifying direct quotations. Consult one of the university libraries’ reference librarians for the latest in research technology just to make sure you are familiar with every possible resource the library can provide.

   If your research opens up new doors for you and you wish to redirect your project, do not feel trapped by your original prospectus. Talk with your thesis Thesis Director and revise your prospectus as necessary. It is hard to write a research proposal before you've done any research, and so it is natural for things to change.

3. **Writing Tips.** By dividing the project into sections and writing a few pages each week, your thesis creation will go smoothly. You will be able to get accurate critiques; you will be able to see your progress. Be realistic in your schedule. Don’t try to do too much too soon or wait until the last minute to finish everything. Allow extra time at the end for the unexpected problems that appear for almost everyone.

   Stay in touch with your Thesis Director and Advisors. Let your Thesis Director know how your work is progressing. Ask for assistance if you encounter roadblocks. While the project is your own, you are expected to seek the guidance you need to keep on track. Connect with friends who are also working on research or those who have completed the process. Talking about common problems can help.
Leave time between the original and final drafts so you can revisit the original draft with a fresh perspective. Give yourself a chance to recharge and tackle the final draft.

Technical Considerations/Formatting

1. **Style Manuals.** A style manual tells you the correct form of footnotes, bibliographies, tables of contents, title pages, etc., for your discipline. Every discipline uses a different style manual. The Design School uses the Chicago Manual of Style and Kate Turabian's A Manual for Writers of Term Papers for its style manuals.

2. **Manuscript Guidelines.** You must submit your manuscript to the Barrett Honors College office for forwarding to the library archives. Please ensure that the manuscript conforms to our style guide and is free of spelling and punctuation errors. Manuscripts must also meet the following requirements:

   Typing:
   - Unbound manuscript (no staples, clips, hole punches, or bindings)
   - White, 8 ½ x 11 inch, 20 pound paper – same brand, weight, and color throughout. Acid-free paper is not required.
   - 10, 11, or 12 point font size
   - Double-spaced throughout, except for block quotations, footnotes, itemized or tabular material, and certain creative manuscripts.
   - Margin on 1 ½ inches on left side, 1 inch on all other sides
   - Style consistent with style manual guidelines for your discipline
   - No spelling or punctuation errors
   - No ink or pencil corrections
   - No widow lines at top or bottom of page.

3. **Title Page:** A title page must accompany the manuscript and bear the original signatures of all committee members. Photocopies are not accepted. This form is on-line at the Barrett Honors College website (http://honors.asu.edu).

   Some additional guidelines are available in the honors advising office for particular majors (such as English).
1. **The Oral Defense.** While research and manuscript preparation are key parts of a thesis, there is another step to complete before the process is finished. You will take part in an oral defense before the members of your thesis/creative project committee. The defense is designed to be an exciting intellectual exercise, a chance to show what you have learned and discuss this topic, which is of such great interest to you, with similarly interested faculty and community members. The oral defense of the Design School thesis follows the general format of an end of the year review. You should prepare you defense in the same way that you would prepare for Final Review.

Where and when the defense will take place is up to your Honors Disciplinary Advisors. An oral defense is a great way to show what you’ve learned over one or two semesters and to get valuable feedback on a significant piece of work.

**Remember to prepare a Signature Title Page before the defense for committee members’ signatures. Be sure to take it with you to your defense.**

The way an oral defense is conducted may vary by committee, but generally you and the committee members will meet for 45 minutes to an hour during which time:

- You will give a typical design summary of the project to review the origins of your project, its scope, the methodology you used, processes, significant findings, and conclusions.
- The committee will ask questions about issues raised by the thesis/creative project, ask you to justify the choices made in the conduct of the project, and speculate on the applications or usefulness of your project.
- At the end of the question period, you will be dismissed from the room while the committee members review your performance. When they have reached a consensus, they will call you in to give you their appraisal and comments.

Depending on the amount and type of revisions the committee recommends (if any), you will leave the defense with one of the following sets of directions. You are responsible for undertaking the revisions proposed by the committee and consulting with the thesis Thesis Director to ensure that the committee’s recommendations have been met.

- **Approved**
  1. minor design and/or editorial corrections
  2. all committee members sign the Signature Title Page
  3. thesis director makes any final recommendations

- **Provisional Approval (a common outcome)**
  1. extensive design or format/editorial corrections and/or minor substantive changes (i.e., some text needs rewriting, consistent grammatical errors demand correction)
  2. second and third advisors make their recommendations and sign the Signature Title Page
  3. thesis/creative project Thesis Director(s) sign the approval page only after the required corrections are made

- **Not approved (very rare outcome)**
  1. basic design and/or overall execution of the study are significantly flawed
  2. candidate’s performance in the oral defense is seriously deficient
  3. Signature Title Page should not be signed

2. **Your Grade.** When the thesis/creative project is approved, the Thesis Director(s) will decide upon a grade. He or she may consult with the second and third advisors concerning the grade, which uses
the same scale as standard course grades (A, B, C). For projects that extend over more than one semester, a grade of Z will be awarded. The assignment of a Z grade indicates that a project is in progress. The Z grade delays placement of any final grade on the transcript until the thesis/creative project is completed and successfully defended. After the successful defense, the thesis/creative project Thesis Director(s) and department submit a change of grade form for each semester of thesis enrollment (requires Academic Record Change for Prior Semester form). The assigned grade will then appear on the transcript.

3. Last Steps.

Before the thesis/creative project is considered fully complete, students must submit to your Design School Honors Advisor:
- A bound copy 8 ½ x 11 landscape or portrait format of the approved manuscript, project, or activity that meets the criteria outlined in the Manuscript Guidelines section.
- A PDF version delivered via email to your Thesis Director and readers and your Design School Honors Advisor

Before the thesis/creative project is considered fully complete, students must submit to the Honors College:
- An unbound copy of the approved manuscript, project, or activity that meets the criteria outlined in the Manuscript Guidelines section.
- A PDF version to thesis@asu.edu
- A title page with the original signatures of the committee

The Honors College will keep a bound copy for its own library.
Thesis/Creative Project Due Dates

Students must submit to the Barrett Honors College all thesis/creative project prospectus forms by Reading Day of both the Fall and Spring xxx-492 courses. This declaration that you are beginning work on the thesis should be submitted to the Barrett Advising Office in Sage North 110 by 5 p.m. on the appropriate day.

All THE DESIGN SCHOOL Students do their Honors Thesis in the spring of the SENIOR YEAR. This is the only sequence that we allow.

The normal prep for the Honors Thesis is xxx 492 Thesis Prep that is a one credit course that you take with either your Honors Advisor.

The General Deadlines are:

Thesis Prep Prospectus due:
The last full week of classes in either the spring of your Junior Year or the Fall of your Senior year.

Defense completed:
During THE DESIGN SCHOOL Final Reviews.

Thesis Due at Barrett and with your Thesis Director and Barrett Honors Design School Advisor no later than NOON on Friday May 6th, 2016

Please Check with both your Barrett Advisor in Barrett and your Barrett Honors Advisor in The Design School to confirm the format that Barrett requires (i.e. PDF). Thesis
CHECKLIST FOR THESIS/CREATIVE PROJECT

- Read the The Design School Barrett Honors Thesis Handbook thoroughly, and have my Barrett questions answered by a Barrett Honors Advisor and my Design questions answered by my DESIGN SCHOOL Honors Faculty Advisor.

- Choose an interesting topic that I'll enjoy, one that will help me to reach future goals.

- Select my thesis/creative project Thesis Director

- Complete the appropriate registration through THE DESIGN SCHOOL

- Select the second (and third reader if appropriate) with help from my Design School Honors Advisor and my Thesis Director

- Write my prospectus and have it reviewed and signed by my Thesis Director and my Honors Advisor

- Turn in my prospectus to the Honors College and my Design School Honors Advisor on the agreed upon deadline

- Designate a third reader with help from my director and notify the Honors College of your choice by at least one month prior to defense.

- Complete and file (if appropriate) the thesis reimbursement application

- Review my progress regularly with my committee

- Revise my prospectus as necessary

- Review my time-line for feasibility with my committee

- Prepare final manuscript with the guidance of my committee

- Present at my oral defense and have my title page signed by my committee

- Submit my bound manuscript and PDF to my Director, readers (if requested), Honors Faculty Advisor

- Submit my unbound manuscript and PDF to the Honors College with:

- Title page with original signatures (not photocopied) of all committee members

- Confirm that my director submitted a grade for the completed project and changed the Z or I grade if one was submitted in a prior semester (for 492).