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A MESSAGE FROM THE DEAN:

Congratulations! You are starting your Honors Thesis/Creative Project! This means you're taking the next step toward graduating with Honors. This also means that you are beginning a journey that culminates your Honors experience, represents the quality of your academic commitment, and affords opportunity for reward.

The Thesis/Creative Project will enrich your scholarly achievements. Working closely with faculty is an opportunity to engage with professors who are not only nationally recognized in their fields, but are also specifically interested and committed to working with Honors students. Our faculty are committed to your success. Students who know their professors well increase the likelihood that their interests and involvement spark a professor to suggest a Thesis/Creative Project topic or direction. Topics also emanate from experiences in the classroom, conferences, summer abroad opportunities, research, internship service, and other co-curricular activities.

The Thesis/Creative Project will also provide tangible evidence of your research, writing, and creative skills to prospective employers. Additionally, your project might serve as a writing or research sample for graduate school applications. Overall, a Thesis/Creative Project demonstrates experience with design, execution, analysis, and presentation in a field of study.

From the outset of this endeavor, please keep in mind Barrett’s Signature event: The Celebrating Honors Symposium of Research and Creative Projects. Students in early and late stage of Thesis/Creative Project work benefit from attendance and presentation of work within this forum. The Symposium is open to ASU and local community members who often come to see students showcase their work.

Barrett is here to support you. The more you communicate with faculty and staff, the better you will understand the process and the more you will find that the Thesis/Creative Project enhances your education. Please explore the resources available to you within this guidebook and with your faculty to ensure your success.

Mark Jacobs
Dean
Barrett, The Honors College
GETTING STARTED

The experiences in your classes, Honors Enrichment Contracts, internships, research opportunities, study abroad programs, and other co-curricular experience can all produce ideas for your topic. Assess which academic papers, courses, internships, service work, creative projects, research, professors, and personal experiences hold promise for further exploration.

If something in a class excites your interest, take the time to discuss with the professor how this topic might lend itself to a Thesis/Creative Project. A topic often emerges from substantial knowledge of a specific subject, such as one from your academic major. Every academic experience has the potential to introduce you to ideas that could grow into your Thesis/Creative Project. One key to your success is to be in conversation with faculty as your ideas emerge.

Once you have identified a few ideas for the Thesis/Creative Project, you need to narrow your topic. This should be done under the guidance of Faculty Honors Advisors as well as other faculty in your area(s) of interest. Develop a topic that is broad enough to be researchable but specific enough that you can thoroughly dissect and discuss it. You and your committee will create the goals and parameters for your specific topic.

THESIS
- A scholarly research project involving critical analysis that is presented in written form
- Length of the thesis varies depending on the nature of the project and expectations of the Thesis Director

CREATIVE PROJECT
- A creative work that may be based on visual or performing arts, computer programming, architecture, film, business models, or other endeavors
- Includes a written component offering relevant research and analysis to support the project, which will be evaluated as an integral part of the project

GROUP PROJECTS

Barrett allows more than one student to work on a single Thesis/Creative Project. Ultimately, group projects are admissible only at the discretion of the Thesis Director. Group projects give students a valuable experience, enabling them to take on larger, more complicated topics. Students can collaborate with their peers, including those in other disciplines, to approach the topic from a variety of viewpoints.

Each student in the group is required to submit an individual prospectus document. The individual roles of each group member should be articulated and agreed upon.
The committee consists of a Thesis Director, a Second Committee Member, and may include a Third Committee Member. Committee requirements are determined by the academic unit of your Thesis Director.

**THESES DIRECTOR**

The Director is responsible for providing project expectations, guidance, and evaluation of your final work. A strong working relationship is the key to a successful partnership. This is defined by regular communication, frequent meetings throughout the duration of the project, and feedback sessions.

The Director is a regularly-appointed member of the ASU faculty, with professional expertise in the Thesis/Creative Project area. Approved titles may include:

- Professor
- Associate Professor
- Assistant Professor
- Lecturer
- Clinical Professor
- Emeritus Professor
- Professor of Practice
- Research Professor
- Research Scientist

**FINDING A THESIS DIRECTOR**

**Think of memorable professors:**
- Who was easy to talk with?
- Which classes did you enjoy?
- Which Honors Contracts were fulfilling?

**Learn more about professors:**
- Have you reviewed their ASU profile, area of expertise, and department webpage?
- Have you read their publications?

**Contact the Faculty Honors Advisor (FHA) in the discipline related to your topic for recommendations.**

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### MEETING WITH POTENTIAL DIRECTORS

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<th>Faculty to Approach</th>
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You are required to establish regular, in-person meetings with the whole committee to discuss your progress.

SECOND COMMITTEE MEMBER

A Second Committee Member is responsible for assisting you with your project. This includes research support, reviewing drafts of the work, and providing feedback. The Second Committee Member may be a regular faculty member at ASU or a qualified professional in a related field. The specific credentials and responsibilities of your Second Committee Member may be determined by the Director and the academic unit.

THIRD COMMITTEE MEMBER

Third Committee Members are often optional, but always encouraged. A Third Committee Member offers insights beyond those of the Director and Second Committee Member. They can be from multiple disciplines in either industry or the larger community.

With agreement from your Director, you may also apply for the External Examiner Program, which provides funding for an expert outside of ASU to act as a Third Committee Member. An External Examiner is only eligible for the role of Third Committee Member.

THE INSTITUTIONAL REVIEW BOARD

The role of the Institutional Review Board (IRB) is to review all proposed research involving human subjects to ensure that subjects are treated ethically and that their rights and welfare are adequately protected. The human subjects review process is administered through the Office of Research Integrity and Assurance.

All research activities involving the use of human subjects must be reviewed and approved by the IRB before data collection can begin. You may not solicit subject participation or begin data collection until you have received written approval from the IRB. Please discuss this with your Director and visit the IRB website: [http://researchintegrity.asu.edu/humans](http://researchintegrity.asu.edu/humans).
CREDITS

Most departments allow up to 6 credits for the Thesis/Creative Project, which is the maximum amount. You will register for the Thesis/Creative Project credits through the department of your Director (XXX).

- XXX 492 and XXX 493 are a sequence and may not be taken together in the same semester
- XXX 492 – Honors Directed Study
  Independent study in which a student, under the supervision of a committee, conducts research or creative work for the Honors Thesis/Creative Project
- XXX 493 – Honors Thesis
  Supervised research or creative activity focused on completion of the Honors Thesis/Creative Project, including a defense

REGISTRATION & GRADING

All students must complete the Thesis/Creative Project Preparation Requirement before enrolling in Thesis credit.

REGISTRATION CHECKLIST

- Complete Thesis Prep Requirement
- Confirm Thesis Director
- Obtain override from department of Director
- If necessary, secure Credit Overload from your major
- Enroll in Thesis credit, and manually select the appropriate number of credit hours
- Verify enrollment and credit hours on your Honors DARS

If you have questions or need additional information, contact your Honors Advisor.

GRADES

The Director is the primary evaluator and responsible for assigning grades. Discuss grading criteria with your Director at the start of your project. Barrett, The Honors College does not establish grading criteria for projects.

For projects in which a student enrolls in XXX 492, a grade of Z may be assigned for this phase of work. A grade of Z is defined as “course in progress.” The Z grade delays placement of a final grade until the project is completed and successfully defended. After project completion, remind your Director to submit a grade change request for any Z grade. Any unresolved grades may impact your ASU and/or Barrett graduation.
**PURPOSE**

The prospectus serves as an action plan for the Thesis/Creative Project and provides a definitive list of goals, procedures, expectations, and an overall timeline including internal deadlines for your work. This will lay the groundwork for your project and serve as a reference point for you and your committee.

You and your committee will sign the prospectus once the plans and goals are solidified. The prospectus includes a working project title which is finalized at project completion. It is also confirmation that all committee members have read the *Thesis/Creative Project Committee Guidelines*.

Before prospectus submission, be sure to:
- Meet with both your Director and Second Committee Member to discuss your topic, project goals, and grading criteria.
- Determine your schedule for the two semesters of Thesis/Creative Project work and agree upon regular meeting times.
- Discuss anticipated expenses with the committee, and begin Thesis Reimbursement Funding Pre-Approval. (See *Funding*, page 9.)
- Start the IRB approval process, if appropriate.

**SUBMISSION**

The prospectus is submitted to Barrett Advising, and must include signatures from all committee members. An unsigned prospectus will not be accepted.

All students are required to submit an individual prospectus, even if they are working on a group project. Any changes to the committee members should be reported in the form of a revised prospectus.

**PRIORITY DUE DATE**

Meeting the Priority Prospectus due date is highly recommended; it qualifies you for additional Thesis Reimbursement Funding. To meet this priority due date, submit the prospectus one year prior to project completion. If you are unable to meet this deadline, prepare to meet the final due date.

**FINAL DUE DATE**

To meet the Final Prospectus due date, you must submit your prospectus at the start of the semester prior to project completion. If you are unable to meet this deadline, contact your Honors Advisor.
Address the following in the prospectus:

1. What is the compelling question or idea?
   - From what field of study is the topic derived?
   - What is interesting about this topic?
   - What are the main goals of this project?

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

2. How will research be conducted?
   - What resources are needed?
   - How many sources will you analyze?

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

3. How often will you meet with committee members?
   - When, where, and how many times each semester will you meet?
   - How will meeting agendas be determined?
   - What are your goals for the meetings?

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

4. Outline the two-semester timeline with goals and milestones.
   - Develop a schedule of internal due dates while adhering to Barrett deadlines.
   - Decide on format, length, and style for the written component.
   - Discuss review periods for each draft of your work.
   - Determine a timeframe for the defense.

_________________________________________________________________________
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**Funding**

*Funding is available for the Thesis/Creative Project and other academic endeavors. All funding requests must be pre-approved by the Barrett Deans Office.*

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<th>Thesis/Creative Project Funding</th>
<th>Honors Project Fund</th>
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<td>Barrett, the Honors College offers up to $750 in reimbursement funding — $850 if the prospectus is submitted by the Priority Prospectus Due Date — to cover expenses essential to Thesis/Creative Project investigation, design or execution. The funds may be used to cover expendable costs such as: travel, library and copying fees, lab equipment, research incentives, supplies, or artistic materials.</td>
<td>Typically used for non-thesis related expenses up to $750. This funding may be used to cover expenses related to special projects (e.g. presenting a paper at a conference or attending an annual meeting related to your major). The funds may be used to cover such costs as travel, hotel, conference registration, and supplies.</td>
<td>You and your Director may also apply to bring in an outside expert as the Third Committee Member. The purpose of this support is to bring a distinguished expert from outside ASU to evaluate your work and to help you build a network in your area of expertise. Up to $1,500 may be allotted to bring in this examiner to attend the defense.</td>
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Funding Applications are available on the [Barrett website](#).

Questions? Contact Christine Fleetwood at [Christine.Fleetwood@asu.edu](mailto:Christine.Fleetwood@asu.edu).
The Defense

The Thesis/Creative Project defense is an opportunity to publicly share the expertise you have gained.

At the defense you will present your Thesis/Creative Project and field questions from your committee and other attendees. The agenda, content, and length of the presentation is determined by your Director, so consult closely with them. All committee members must be physically present for the defense.

The defense will be open to the public. Members of the Barrett and ASU communities, including other Honors students, are highly encouraged to attend. Consider this when reserving a defense location.

BEFORE THE DEFENSE:

1. Plan to give your final draft to the committee well in advance of the defense. This should not be the first draft the committee has seen.
2. Consult your committee on location preferences for the defense.
3. You are responsible for room reservations and arranging for any special needs. Your committee and Honors Advisor can help you through this process.
4. After confirming your room reservation, complete Barrett’s online Defense Reporting Form.*
   *This form is not used to make room reservations.
5. Prepare a Signature Title Page, using the templates available on the Barrett website, and bring it to the defense. For group projects, each member must prepare an individual Signature Title Page.

OUTCOMES

You will leave the defense with one of the outcomes below.

| APPROVED               | • Minor revisions may be suggested  
|                       | • All committee members sign the Signature Title Page |
| PROVISIONAL APPROVAL  | • Revisions are required, ranging from minor to significant  
|                       | • Second and Third Committee Members give recommendations and may sign the Signature Title Page  
|                       | • Director will sign the Signature Title Page after the required revisions are complete |
| NOT APPROVED          | • Overall execution of the Thesis/Creative Project or defense does not meet expectations or standards.  
|                       | • Signature Title Page will not be signed  
|                       | • Discuss next steps with the committee  
|                       | • The Director and committee may continue working with the student to make substantial revisions  
|                       | • Notify Honors Advisor as this outcome may impact Barrett graduation timeline |

You are responsible for making all revisions proposed by the committee. All revisions must be made by the final Thesis/Creative Project submission deadline set by Barrett Advising.
**Final Submission**

Final submission of your Thesis/Creative Project is required to participate in Barrett Graduation.

**Procedure**

**Digital Submission**

Upload the approved Thesis/Creative Project to the ASU Library Digital Repository. The project will be published once it is manually reviewed for submission accuracy and embargo conditions.

To upload your project, you will need:
- A single PDF file including the Signature Title Page, Abstract, and the written component. Name the file: Last Name_Semester_Year (e.g., Lee_Spring_2020).
- Any additional components (e.g., photos, videos) that accompany your project can be uploaded separately.
- 3 or more keywords that describe the principal themes or topics of the work.

**In-Person Submission**

In-person submission consists of the items listed below which must be submitted clean (no stains, creases, or wrinkles), unbound (no staples, clips, hole punches, bindings, or covers), and written in English. *Do not print the entire Thesis/Creative Project for in-person submission.*

**Signature Title Page**

A Signature Title Page must bear the original signatures of all committee members. Photocopies and electronic signatures are not accepted.

**Abstract**

A brief description that summarizes the main points of the project.

**Repository Confirmation Email**

A successful digital submission generates a confirmation email from the ASU Library Repository to your ASU email. Present this to Barrett Advising.

**Group Project Submission**

Group projects require a Digital Submission from only one representative of the group, but require In-Person Submissions from each group member.

For the Digital Submission, the group representative uploading the project will name the file as such: last name followed by “et al” to indicate a group project submission (e.g., Lee_et_al_Spring_2020). For the In-Person Submission, individual Signature Title Pages must bear original signatures of committee members. Group members may submit identical abstracts and the same confirmation email but must do so individually.

**Embargo**

An embargo delays the release of the Thesis/Creative Project to protect the following information of commercial value, patentable rights, and sensitive or classified information. Consult with your committee to determine if requesting an embargo is appropriate with your final submission.
Project Checklist

- Complete a mandatory Thesis Preparation experience:
  1) In-person Thesis workshop
  2) Online Thesis workshop
  3) Major-specific Thesis workshop or course

- Brainstorm ideas for your topic: consider personal interests, previous Honors coursework and contracts, and view past Thesis/Creative Projects through the ASU Library Digital Repository.

- Schedule meetings with potential Directors. Refer to the Faculty Honors Advisors for additional assistance and expertise.

- Once you have a confirmed Director, register for the appropriate Thesis credits through your Director’s department.

- Select the Second Committee Member in collaboration with your Director.

- Create and finalize your prospectus with your Director and Second Committee Member.

- Work on your project and meet regularly with your committee regarding your progress.

- Determine the date, time, and location of the defense with the approval of your committee.

- Submit the Defense Reporting Form online to notify Barrett of the details of your defense.

- Give the committee members a final draft of your Thesis well in advance of the defense.

- Complete your defense and have your Signature Title Page correctly signed by your committee.

- Submit your Thesis/Creative Project:
  1) digitally upload the approved project to the ASU Library Digital Repository
  2) turn in your completed Signature Title Page, Abstract, and Repository confirmation email to Barrett Advising

Almost there!