Honors Thesis/Creative Project
Student Guidebook
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All Barrett honors students complete an undergraduate honors thesis/creative project and this work must be completed by the deadline corresponding to your ASU graduation date. We consider the thesis/creative project the culmination of your entire honors experience and undergraduate education.

The thesis/creative project is your opportunity to contribute to and advance knowledge in your discipline in a meaningful way, with greater intensity than is possible in a single course. It is an opportunity to engage with professors, nationally recognized in their fields and specifically interested and committed to working with honors students. Completing a thesis/creative project can be the most rewarding experience of an undergraduate career.

Working closely with faculty through the thesis process demonstrates your scholarly commitment. Your thesis might serve as a writing or research sample for your graduate school applications. These criteria are often weighed heavily in evaluating your skills and preparation for succeeding in their programs. The honors thesis/creative project can also provide tangible evidence of your research, writing and creative skills to prospective employers. A thesis/creative project demonstrates your experience with design, execution, analysis, and presentation in your field of study.

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

I. What is a Thesis/Creative Project?

The thesis/creative project should be on a topic about which you are passionate. Barrett students with a genuine interest or passion for their topic, as well as a thorough understanding of the process, are much more likely to have a rewarding experience. Most students complete an honors thesis/creative project within their major department, but you may choose a topic outside of your major. Each department may set its own standards for methodology (i.e., empirical, comparative, or descriptive), thesis/creative project length and so on. Review relevant Opportunity in the Major documents created by the Faculty Honors Advisors. Contact the Faculty Honors Advisors in your area(s) of interest for additional information (http://barretthonors.asu.edu/academics/honors-opportunities-in-majors/).

You and your committee will create the goals and parameters for your specific topic:
- The thesis/creative project is an endeavor that typically spans over 2 semesters.
- You can receive 3-6 upper division honors credits for your thesis/creative project (depends on the major).
- Thesis/creative project credits (XXX 493) are approved for University Literacy (L) credit.

The thesis/creative project is an original piece of work developed by you and your Director and committee. Here are some differences between a thesis and a creative project:

**Thesis:**
A scholarly research project involving, analysis that is presented in written form.
- Represents a commitment to research, critical thinking, and an informed viewpoint of the student.
- Length of the thesis varies, depending on the nature of the project and expectations of the Director.

**Creative Project:**
A project that combines scholarship and creative work in which the primary outcome consists of something other than a written document but includes a written document that supports the creative endeavor and involves scholarly research.
- The creative project falls outside of the realm of a traditional research paper and may be based on visual and performing arts, computer programming, architecture, film, business models, or other projects.
- A creative project must have documentation of the work (ex. slides or audio) as well as a written document to describe the process involved in the work’s production and offer relevant research and
analysis to support the goals and larger context of the project. This text will be evaluated as an integral part of the project.

**Group Projects**

- Barrett allows more than one student to work on a thesis/creative project, but ultimately, group projects are admissible only at the discretion of the Thesis Director. Group thesis/creative projects give students valuable experience and enable them to take on larger, more complicated topics. They can collaborate with peers and work with students in other disciplines in order to approach the topic from a variety of viewpoints. Group projects can and should grow out of a variety of student/faculty interactions including—but not limited to—labs, capstone classes, creative work, internships, and faculty research projects that utilize undergraduates. Each student in the group is required to submit an individual prospectus document. The individual roles of each group member should be articulated and a “code of conduct” agreed upon, particularly when the project is interdisciplinary. A detailed prospectus ensures that there is sufficient work for each student.

II. Selecting Your Topic

Because the thesis/creative project is the culmination of your undergraduate studies, you should begin thinking about a topic as early as your second or sophomore year. The experiences you have in your classes, honors enrichment contracts, internships, research opportunities, study abroad, and in conversations with faculty will help define your interests and develop ideas for your topic. You should choose a thesis /creative topic that genuinely interests you, even if it is outside your major. Conversations with professors in that field will help you determine viable topics in your areas of interest.

You will probably base your thesis/creative project on an aspect of your coursework, internship or research that piqued your interest. A topic often emerges from a solid background in 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. You should be alert to the possibilities. 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. Once you have identified an area of strong interest, take two or three courses that concentrate in that specific area. If you are proposing a project that involves statistical analysis, it will be beneficial to take a statistics course prior to beginning your project. One key to your success is to be in conversation with faculty as your ideas emerge. The thesis/creative project is a joint effort between you and your faculty.

Once you have identified a few ideas for your thesis/creative project, you need to narrow your topic. **This should be done under the guidance of faculty.** You should develop a topic that is broad enough to be researchable but specific enough in scope that you can thoroughly dissect and discuss it. The following is a list of tips and resources available to you as you begin the process of selecting a topic:

- Reflect on past experience to determine what interests you. Consider academic papers, courses, internships, creative projects, research, professors and personal experiences that you found meaningful.

- Talk to faculty including your Faculty Honors Advisors about topics that are interesting to you and relevant to your coursework, major or career interests. Topics of interest may also stem from ongoing faculty research.

- Review the Honors Opportunity in the Major Documents created by the Faculty Honors Advisors. Many contain thesis/creative projects of past students, helpful tips, and special policies. These documents and a listing of Faculty Honors Advisors can be found at [http://barretthonors.asu.edu/academics/honors-opportunities-in-majors/](http://barretthonors.asu.edu/academics/honors-opportunities-in-majors/)

- Make an appointment with a subject librarian at one of the ASU Libraries to discuss potential thesis/creative project ideas. A list of subject librarians can be found at [http://lib.asu.edu/librarians](http://lib.asu.edu/librarians)
• View past thesis/creative projects through the ASU Library Digital Repository: http://repository.asu.edu/collections/130. Click “Sign In” on the upper-right-hand corner of the page to gain access. The Digital Repository contains projects from Spring 2013 to the present. For earlier projects, each Barrett campus keeps a physical library of honors theses/creative projects. You can find the titles and subjects of these past projects online under the Thesis and Creative Project section of the Barrett website. Talk with your Barrett Honors Advisor about how to access the physical library.

• Read widely in the field that interests you by making a habit of browsing professional journals to familiarize yourself with current research and creative work in the field.

• Talk to other Barrett students currently working on their thesis/creative projects. While it is important always to consult faculty before making decisions about your project, conversations with other students help expand your horizons. See what your peers have done by attending the Celebrating Honors Symposium of Research and Creative Projects held each spring.

III. The Committee

Once you have narrowed your ideas to several topics, you can begin to identify the specific faculty member who does research in the field in which you are interested and might serve as your Director. Be certain to review each faculty member’s scholarly body of work (which is listed on the faculty person’s website) to determine if your interests align with his or her area of expertise. The choice of a Director is extremely important as he or she will be responsible for providing project expectations, guidance throughout the entire thesis/creative project process, and evaluation of your final work.

**Finding a Director**
- First, think of professors with whom you have developed a working relationship by taking their classes, engaging with them in honors enrichment contracts, or visiting with them during office hours.
- Consider honors professors with whom you have taken The Human Event or another honors class.
- Finally, consider contacting a Faculty Honors Advisor in the discipline related to your topic for recommended faculty who might share your interests in a topic.

**Meeting with potential Directors**
- After you have made a list of faculty you want to approach, schedule a meeting with each of them.
- Come prepared to discuss your ideas and hear theirs. Be prepared to discuss how your ideas are related to the faculty member’s research interests.
- Make sure you discuss the professor’s scholarly expertise, availability, communication style, and any other points that are important to you and your thesis/creative project.
- If a professor with whom you have met is not a match, ask him or her for recommendations of other professors who may be a good fit for working with you on your thesis/creative project.

The committee consists of a Director, a Second Committee Member, and may include a Third Committee Member. It is your responsibility to understand the role of the committee and to communicate with each committee member. Remember that ultimately your Director must approve your thesis/creative project, so work closely with this individual to safeguard against last minute problems/conflicts.

**Director**

The Director is a regularly-appointed member of the ASU faculty, with professional expertise in the thesis/creative project area. The **Director must be a regular faculty member at ASU, which includes the following titles: Professor, Associate Professor, Assistant Professor, Lecturer, Clinical Professor, Emeritus Professor, Professor of Practice, Research Professor, or Research Scientist.** Thesis director qualifications are approved in conjunction with the FHA from the department which the thesis is to be completed. Directors are expected to be physically present at the thesis defense. They may not be reimbursed for travel related to attending the defense.
The Director is the faculty member with whom you will work most closely throughout the process and who helps guide you to establish clear expectations and goals for the project. You must meet regularly with your director throughout the duration of the project. Among the members of a thesis/creative project committee, the Director’s recommendations are the most heavily weighted. Your Director and the Director’s academic unit will determine the structure of your committee.

**Second Committee Member**
The Second Committee Member is an individual whom you and your Director decide is appropriate to serve based on knowledge and experience with the thesis/creative project topic. **The credentials of your Second Committee Member will be determined by the Director and the criteria of that academic unit.** The Second Committee Member could be a regular faculty member at ASU or a qualified professional in a related field. A Second Committee Member is responsible for assisting you with research as needed, reading/viewing and providing feedback on drafts of the work, and being physically present to participate at the defense. Some Second Committee Members meet almost as regularly with students as the Director; others become involved only at significant points (e.g. a statistician when statistics are being analyzed). You are required to establish regular in-person meetings, which at times may include the Director, to discuss the progress of the thesis/creative project.

**Third Committee Member** (optional-varies by academic unit)

Academic units may choose to require a Third Committee Member. If needed, a Third Committee Member will offer insights beyond those offered by the Director and Second Committee Member. To avoid conflicts of interest, avoid selecting a graduate student of your Director or Second Committee Member. Family members, students, or close friends are not appropriate Third Committee Members. You and the Director should choose the Third Committee Member no later than six weeks prior to the defense; the Third Committee Member should receive a draft of your thesis/creative project at least 2-3 weeks before the defense. With agreement from your Director, you may also apply for the Barrett Honors External Examiner Program, which provides funding for an outside expert to act as a third committee member. An External Examiner is only eligible for the role of Third Committee Member.

For specific academic unit committee requirements, see: [http://barretthonors.asu.edu/academics/honors-opportunities-in-majors/](http://barretthonors.asu.edu/academics/honors-opportunities-in-majors/)

**IV. Registration and Grading**

Registration for Thesis/Creative Project Hours:
All Barrett students must enroll in a thesis/creative project course.

* Prior to enrolling in credit for thesis or creative project work, students are required to complete one of the following:
  1. In-person Barrett thesis workshop
  3. Major specific thesis preparatory workshop or course may be available in limited academic units.

If you have questions or need additional information please speak to your Barrett Honors Advisor.

To register you must also:
- Be enrolled in Barrett, The Honors College and in academic good standing.
- Have the approval of the faculty member who serves as your Director.

You will register for thesis/creative project hours through the **department of your Director**. You must obtain permission to enroll in the course (typically an override) from the department of your Director and enroll in the correct number of credits (usually 3 per course).
Many departments allow up to 6 credits for the thesis/creative project.

- XXX 492 Honors Directed Study for the first semester during research and creation of the project.
- XXX 493 Honors Thesis for the second semester when you complete your work and hold the defense.
- XXX 492 and XXX 493 are considered a sequence. If you take both you must take them in order (492 one semester followed by 493) and they may not be taken in the same semester together.

The maximum amount of thesis credit you may receive is 6 hours.

You must register for and successfully complete at least XXX 493 (or its equivalent) to graduate from Barrett, The Honors College.

Other departments allow 3 credits for the thesis/creative project.

- XXX 493 Honors Thesis the semester that you complete your work and hold the defense.
- You are required to submit a prospectus the semester prior to your anticipated completion and start work on the project even if you are not enrolled in thesis/creative project credit hours.

Students are responsible for enrolling in thesis/creative project credits during normal registration periods. Consult with your Barrett Honors Advisor and Director if you have questions pertaining to the registration process.

Grading the Thesis/Creative Project
When the thesis/creative project is completed and approved by the committee, the Director assigns a grade. He or she usually consults with the Second and Third Committee Members concerning the grade.

Z grade
For projects in which a student earns XXX 492 credit, a grade of Z may be awarded for this first semester of thesis/creative project work. The assignment of a Z grade indicates that a project is in progress. The Z grade delays placement of a final grade on the transcript until the thesis/creative project is completed and successfully defended. A Z grade is not counted toward grade point averages. If you are concerned that this may impact your scholarship eligibility, please contact your Barrett Advisor, but generally, problems should not arise. Grades must be changed to (Y) Pass or a standard course grade.

After a successful defense, please remind your Director to submit a change of grade for any Z grade from a previous semester (XXX 492) as well as a grade submission for the current semester (XXX 493). Failure to change a Z grade or post a grade for the thesis/creative project credit hours may impact your ASU and/or Barrett graduation. Make sure you and your Director both understand the grading process.

V. Prospectus
Every thesis/creative project is officially launched with a prospectus, which indicates that you are formalizing the beginning of your project. The prospectus form includes the name, current working title, and contact information for your Director and Second Committee Member and cannot be accepted by the Barrett Advising Office without both of their signatures. Be sure to provide your Director and Second Committee Member information about the thesis/creative project guidelines and timeline found in the Thesis/Creative Project Committee Guidelines document in your advising folder.

The prospectus is submitted to the Barrett Advising Office before the first semester of your thesis/creative project. You must submit your prospectus in person no later than 5 pm on the due date that corresponds to your graduation schedule. If issues arise with meeting the prospectus deadline you must contact your Barrett Honors Advisor immediately. All students are required to submit an individual prospectus document.

The prospectus also includes a 2-3 page summary of your work that serves as an action plan for the thesis/creative project and provides a definitive list of goals and procedures, which you and your committee intend to work. You should include expectations for the project and overall timeline of progress and internal
deadlines for your work. We expect the summary to be professional, clear, and grammatically correct. All changes to the scope of the thesis/creative project, committee members, and/or date of graduation must be discussed with the thesis/creative project committee and be reported to the Barrett Advising office in the form of a revised prospectus. Changes or delays in the thesis process could impact Barrett graduation.

Use the following questions as an outline when writing your summary.

a. From what field of study is your topic derived? What is the compelling question or idea?
   • What interests you about this topic?
   • What are the main goals/aims of your thesis/creative project?

b. How will you conduct your research and prepare for your thesis/creative project?
   • What are your resources?
   • How many sources does your committee expect you to analyze and cite?

c. What are the expectations of meeting frequency with your Director and other committee members?
   • When, where, and how many times each semester will you meet?
   • What are your goals for the meetings? What should each of you prepare in advance?

d. Describe your two semester timeline with thesis/creative project goals and due dates.
   • What will you do on a regular basis for your thesis/creative project? (Ex. Describe Week 1, 2, etc).
   • When will you complete your research/background preparation?
   • When will you begin drafts of your final projects?
   • When will you prepare your defense?

Before you turn in your prospectus you should:
   • Meet with both your Director and Second Committee Member to discuss your topic and project goals.
   • Determine your schedule for the two semesters of thesis/creative project work and agree upon regular meeting times.
   • Give your Director the Thesis/Creative Project Committee Guidelines document and ask him or her to review it. If your Director has questions you should consult with your Barrett Honors Advisor to find the answers and provide them to the Director.
   • Write your prospectus incorporating all of the above questions, have it reviewed by your Director and Second Committee Member, and make any suggested changes and edits before submitting it to the Barrett Advising Office.
   • Have the prospectus signed by both the Director and Second Committee Member. Their signatures indicate that they have agreed to work with you and understand their roles and responsibilities in the thesis/creative project process.

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 IRB is composed primarily of faculty members from disciplines in which research involving human subjects is integral to that discipline's work, researchers whose primary interests are non-scientific, as well members from the community. 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. Investigators may not solicit subject participation or begin data collection until they have received written approval from the IRB. Please discuss this with your director and visit the following website for the IRB @ ASU: http://researchintegrity.asu.edu/humans

VI. Funding and the Celebrating Honors Symposium
If you need financial assistance to conduct your thesis/creative project, travel to a national conference, or participate in Celebrating Honors, you may apply for funds from Barrett completing the appropriate request form. Applications are reviewed on the basis of merit and evidence of faculty and departmental support. All requests are reviewed by the Dean’s Office.
**Thesis/Creative Project Funding** – While many students do not have a need for funding, some thesis/creative projects may be costly. You may receive up to $750 to complete your thesis/creative project. This funding may cover items such as travel, books, copying, equipment and other materials as needed throughout the project. Please review the *Thesis/Creative Project Reimbursement Application* for more details.

**External Examiners Program** – You and your Director may also apply to bring in an outside examiner or expert in the discipline of your work from another institution to participate 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. This connection can be valuable to your future career. You may receive up to $1500 to bring in this expert. This process is outlined in the *Barrett Honors External Examiner Program* document found on the Barrett website.

**Honors Project Fund** – This fund is typically used for special projects other than your thesis/creative project (i.e. presenting a paper at a conference or attending an annual workshop related to your major or career goals). The funds may be used to cover such costs as travel, hotel, conference registration and supplies. This process is outlined in the online *Honors Project Fund* document available on the Barrett website.

Please contact Christine Fleetwood with any questions: Christine.Fleetwood@asu.edu.

**Celebrating Honors Symposium of Research and Creative Projects**

One of the occasions for students to present their thesis/creative projects publicly is the *Celebrating Honors Symposium of Research and Creative Projects*, sponsored by Barrett, The Honors College. The symposium is open to Barrett students completing a thesis/creative project from a variety of academic disciplines. It offers you an opportunity to showcase your work to the university community. Submissions are in poster or digital media format and members of the entire ASU and Phoenix metropolitan community often come to see what has become an exciting annual Barrett signature event.
VII. The Defense

Thesis/Creative Project Defense Reporting Form
Defense of a thesis/creative project is your opportunity to share the expertise you have gained with an audience of faculty and peers. The format of defenses varies among departments and school, so you must discuss this with your committee, especially your Director. You and your committee determine when and where your defense will take place. Many defenses are scheduled in Barrett classrooms but they can be scheduled in facilities through the department of your Director. Consult with your committee to see what they prefer before scheduling the room. You are responsible for scheduling the location of the defense and arranging for any special needs, although your committee and Barrett advisor can help you.

After you have made the room reservation and have settled the time, date and location of your Defense, you will inform the Barrett Advising Office via the online Thesis/Creative Project Defense Reporting Form. NOTE: This form is not used to make room reservations. See Deadlines section for your due date. If you and your Director have questions about scheduling your defense please contact your Barrett advisor.

Defense Reporting Form: https://barrett honors.asu.edu/academics/thesis-and-creative-project/defense

The Defense
At the defense you will present your thesis/creative project. The length and format of presentations is determined by your Director, so consult closely with that person. All committee members must be physically present for the defense. Consult with your Director about appropriate content for your presentation. The defense is open to the university, especially members of the department or school in which your work was done and members of the Barrett community. Barrett students are especially encouraged to attend. In rare cases a Director can request a closed defense. This must be communicated to the Barrett Advising Office prior to the defense via the Thesis/Creative Project Defense Reporting Form.

Tips for What To Expect
The way a defense is conducted may vary by committee, but generally the defense will take at least one hour, within which you will make a presentation and answer questions from your committee. Your committee may also invite the audience to ask questions. After the defense your committee will meet in private without you to make a decision about the success of your defense. Then, they will meet with you to discuss that decision. The outcome is nearly always a positive celebration, but be prepared to make final changes to your thesis/creative project after the defense if your committee requests them. You will know what to anticipate if you are in touch with your committee well before the defense and have responded to their comments on your work. Below are some specific tips:

- Prior to the defense all members of your committee should have a copy of the most up-to-date version of your thesis/creative project. To prepare for your defense your committee needs sufficient time to review your final work. **Plan to give your final draft to the committee at least two weeks before the defense so they can adequately prepare. This should not be the first draft the committee has seen.**
- The defense is open to the public so others may attend. Make sure the room can accommodate at least 20 people. All Barrett honors students are encouraged to attend defenses.
- At the defense you will give a summary of the thesis/creative project. The format, content, and length should be discussed with your Director well before the defense as the standards vary across subject areas. Generally you will be asked to review the origins of your project, its scope, the methodology used, significant findings, and conclusions.
- A group thesis/creative project would be expected to have a longer defense. Each student in the group should be given equal time to present and participate in the question and answer period. All students must prepare separate Signature Title Pages for the defense.
- Following your presentation, your committee will ask questions about issues raised in the work, ask you to justify the choices made in researching and creating the project, and speculate on the
applications or usefulness of your work. Discuss the types of questions to expect with your committee. Some committees allow any attendee to ask a question.

- At the end of the question and answer period, you will be dismissed from the room while the committee members review your performance. Once the committee has reached a consensus, you will be provided an outcome that will determine your next steps.
- Prepare and take your Signature Title Page to the defense for the committee members to record their decision. See Formatting Section for more details (pp.12-13).

**Thesis Outcomes**

Depending on the amount and type of revision the committee requests, you will leave the defense with one of the following outcomes. You are responsible for making any revisions proposed by the committee and will need to consult with your Director to ensure you have met the committee’s recommendations. **All revisions must be made before the final thesis/creative project submission deadline set by the Barrett Advising Office.**

- **Approved**
  1. Minor format/editorial corrections may be suggested.
  2. All committee members sign the Signature Title Page.
  3. Turn in your Signature Title Page, and corresponding documents to the Barrett Advising Office.

- **Provisional Approval (Common outcome)**
  1. Format/editorial corrections and/or minor changes (i.e., some text needs rewriting, sections may need to be added or deleted, grammatical errors corrected).
  2. Second and Third Committee Members (if applicable) make their recommendations and sign the Signature Title Page.
  3. Director signs the Signature Title Page only after the required corrections are made.

- **Not approved (Least common outcome)**
  1. Basic design and/or overall execution of the thesis/creative project is significantly flawed.
  2. Defense presentation is seriously deficient.
  3. Signature Title Page will not be signed.
  4. Student must inform his or her Barrett Honors Advisor as the decision may impact Barrett graduation timeline. The Director and committee may continue working with the student to make major revisions. You should discuss this with your committee and inform your Honors Advisor.
VIII. Important Dates

You must work out a plan of action with your committee and stay on schedule to meet all the deadlines. Before scheduling your defense you must obtain approval from your Director and often your Second Committee Member. If you are concerned that you may miss a deadline, please contact your Barrett Honors Advisor in advance.

**Spring 2018 Thesis/Creative Project Deadlines**
Priority Prospectus Due Date: April 5, 2017
Final Prospectus Due Date: September 15, 2017
Defense Reporting Form Due: March 9, 2018
Recommended Defense Completed*: April 6, 2018
Final Submission Due (signed signature title page, abstract, and digital submission): April 20, 2018

**Fall 2018 Thesis/Creative Project Deadlines**
Priority Prospectus Due Date: November 3, 2017
Final Prospectus Due Date: February 16, 2018
Defense Reporting Form Due: October 12, 2018
Recommended Defense Completed*: October 26, 2018
Final Submission Due (signed signature title page, abstract, and digital submission): November 16, 2018

**Spring 2019 Thesis/Creative Project Deadlines**
Priority Prospectus Due Date: April 6, 2018
Final Prospectus Due Date: September 14, 2018
Defense Reporting Form Due: March 8, 2019
Recommended Defense Completed*: April 5, 2019
Final Submission Due (signed signature title page, abstract, and digital submission): April 19, 2019

**Fall 2019 Thesis/ Creative Project Deadlines**
Priority Prospectus Due Date: November 2, 2018
Final Prospectus Due Date: February 15, 2019
Defense Reporting Form Due: October 11, 2019
Recommended Defense Completed*: October 25, 2019
Final Submission Due (signed signature title page, abstract, and digital submission): November 15, 2019

Deadlines subject to change based on the ASU academic calendar.

* 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.
IX. Final Copy Submission/Formatting

Final submission of your thesis/creative project is a two-step process. Before the thesis/creative project is considered fully complete, you must:

1. Digitally upload your full project to the ASU Library Digital Repository
2. Turn in a hard copy of your original, completed signature title page, abstract, and Repository confirmation email to the Barrett advising office.

Formatting and Style
Use a style manual in your discipline for correct form of footnotes, bibliographies, tables of contents, title pages, etc. Your Director can help you identify such a manual or you can consult the major, national journals in your field. Format style is dictated by standards of your discipline (e.g., the MLA and APA).

*For group projects, each individual must upload a digital submission with all group members listed as co-authors. Each group member must also submit a signature title page, abstract, and Repository confirmation email.

STEP 1: Digital Submission
Digital Submission Requirements
You must upload your thesis/creative project to the Barrett Repository through the ASU Library online: http://mediated.lib.asu.edu/bhcsSubmit

You will need:
• An abstract for your thesis. This will be submitted on the library form and should not be uploaded as a separate document.
• A PDF version of your complete thesis (please do not upload a Word Document or Zip file). This file should include your signature title page (signatures are not necessary), abstract, and thesis. Do not upload as separate documents. Your file must be named: Last Name_First Initial_Semester_Year (ex. Anderson_A_Spring_2016).
• Any additional documents or components (ex. photos, videos, etc.) that accompany your project can be uploaded separately.

Instructions: After entering your abstract, committee members and any co-author you will also need to provide the total pages in your document and subjects, which are 3 or more key words or tags that describe the topics and content of your thesis (ex: weather, interactive learning, cancer research, history of jazz).

Embargo option: Delaying release of your thesis/creative project. At the time of your thesis submission you can choose to embargo your work for a maximum of two years. Your thesis committee will determine if an embargo is appropriate. The embargo option will delay the release of your thesis to protect: information of commercial value, patentable rights, sensitive or classified information, academic or commercial press from acquiring publishing rights or other relevant scholarly issues related to the release of your work.

Click on the blue Add files button and browse to where you have saved a PDF copy of your thesis or creative project document. Your document must be a PDF. If you use Microsoft Word (or most other common word processing software), you can use the “save as” function to save your document as a PDF. Do not upload Word Documents.

Click on the blue Submit button and you will see a message telling you that your thesis has been successfully uploaded. You will also receive a confirmation email. Please print this email to submit to the Barrett advising office.
STEP 2: Signature Title Page, Abstract, and Repository Confirmation

Signature Title page
A signature title page must bear the original signatures of all committee members. Photocopies and electronic signatures are not accepted. Students should view the Example Signature Title Page found online at the Barrett, The Honors College website at: https://barretthonors.asu.edu/academics/thesis-and-creative-project/forms-important-dates

Abstract
An abstract is a brief description that summarizes your entire project. A physical copy of only your abstract must be turned in along with your signature title page to the Barrett advising office. (You do not have to print out your entire thesis/creative project for hard copy submission).

*Please note the following formatting requirements for the Signature Title Page and Abstract:

- **Unbound** (no staples, clips, hole punches, bindings, or covers).
- Clean copy (no stains, creases, or wrinkles).
- Left Margin 1 ½ inches for binding.
- White, 8 ½ x 11 inch paper.
- 10-12 point font size.
- Printed single-sided.
- No grammatical errors and no ink corrections.
- Abstract written in English.

Repository Confirmation
You will receive an email confirmation of your Digital Repository submission to your student email account. You need to print this email and submit it with your signature title page and abstract.

Final Step:
The signature title page, abstract, and Repository confirmation all must be turned in to the Barrett Advising Office by the thesis deadline.
X. Checklist


☐ Thoroughly review the *Honors Thesis/Creative Project Student Guidebook* and reference it throughout your project. Be aware of the deadlines and expectations of the project.

☐ Brainstorm ideas for your topic. Think of subjects that you have a passion for and that may assist you with future academic and career goals. View past thesis/creative projects through the ASU Library Digital Repository.

☐ Create a list of questions and topic ideas to discuss with a potential Director.

☐ Schedule a meeting with potential Directors. Refer to the Faculty Honors Advisors for additional assistance.

☐ Once you have a confirmed Director, register for the appropriate course(s) (XXX 492 and/or XXX 493) through your Director’s department. Check Guidelines under Honors Opportunities in the Major on the Barrett website.

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

☐ Write your prospectus, have it reviewed and signed by your Director and Second Committee Member.

☐ Submit your prospectus to the Barrett Advising Office by the appropriate deadline.

☐ Keep an eye out for email approval of your prospectus from the Barrett Advising Office.

☐ Meet regularly with your Director and Second Committee Member on the progress of your thesis/creative project.

☐ Review the online Defense Calendar and attend a Defense.

☐ Designate a Third Committee Member with assistance from your Director. (If applicable.)

☐ Determine the date and location of defense with the approval of your Director.

☐ Schedule the room for your defense through Barrett or the department of your Director depending on the preference of your Director.

☐ Submit your *Thesis Defense Reporting Form* to notify Barrett of the details of your defense.

☐ Complete and file the *Thesis/Creative Project Reimbursement Application*, if needed.

☐ Finalize your thesis/creative project with the guidance of your committee, and prepare for your defense.

☐ Give the committee members the final copy (not the first draft) at least two weeks prior to the defense.

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

☐ Submit your thesis through the two-step process: 1) digitally upload your full project to the ASU Library Digital Repository and 2) turn in a hard copy of your original, completed signature title page, abstract, and Repository confirmation email to the Barrett advising office. See Final Copy Submission/Formatting section.

☐ Confirm that your Director submits a grade for the completed thesis/creative project and changes the Z grade if one was submitted in a prior semester (for 492). All Z grades must be changed to regular grades.

☐ Remember- Submit the *Barrett Graduation Form* through MyASU by the deadline of your graduating semester. This form is used to RSVP for the Barrett Convocation and to declare your intent to graduate from Barrett.
XI. Writing Tips

Organize your approach
1. Keep a binder with separate tabs for each part of the thesis/creative project.
2. Keep a check list in the front of the binder to make sure you have completed all steps and to give you a sense of your progress.
3. Organize your computer files rationally and consistently in an area dedicated only to the project.
4. Keep each section as a separate file and label consistently. Date each of the revisions. For example: Intro 1 Sept 25, Intro 2 Oct 10, etc.

Work a little at a time
1. Do not attempt to complete all of your writing at once, since this method invites disaster and writer’s block. One hour twice a week is far better than twelve hours once a month.
2. Divide the project into manageable sections and complete each section individually.
3. Submit each individual section to your Director before going on to the next section (some Directors prefer the entire document at once but discuss this with your Director).
4. Keep all the sections filed in their dedicated place in your binder.
5. Complete the “simpler” tasks during times when you come to a standstill in your research/creative work. These include the narrative preface, title page, bibliography, and signature page.

Dedicate adequate time
1. Consider how much work you regularly put into two challenging courses and assume that you will need to spend adequate time on the thesis/creative project that receives just as much credit.
2. Pace yourself. Courses pace you automatically with their due dates, exams and papers. Independent study work requires maturity and an ability to think and work for yourself.
3. Rewards for successfully completing your thesis/creative project are significant and often make the difference of thousands of dollars in scholarships and wages. This dedicated work can help you gain admission into the graduate or professional school of your choice.

Use writer’s block wisely
1. Writer’s block means that you have an as yet unrecognized or unresolved problem which may include actually starting the project.
2. This delay in writing can be a profitable time if you remember that it is an essential part of writing and often leads to better writing.
3. Use the time to work on something that does not require a high level of conceptual skill, such as writing your acknowledgments, working on your bibliography, completing graphs, illustrations.
4. Begin somewhere in the middle, rather than at the beginning. You will go back and revise later, but this is a good method for circumventing writer’s block.

Advice from Students
- Choose a topic that you can discuss in graduate school or job interviews.
- Do research, a little at a time, throughout the semester. Don’t put it off until the end.
- Meet with your Director often.
- Plan ahead and develop a timeline of deadlines.
- Check out some previous students’ theses /creative projects in the ASU Library Digital Repository.
- Give your committee plenty of time to make comments and suggest changes.
- Expect your Director to request many revisions.
- Backup your files often.
- Practice for the defense with friends or family members.
- Questions from your committee at the defense are not criticism. Your committee members want you to think deeply about the topic.
- Don’t be scared about the defense. You have been working on this topic for a year or longer, and it is your moment to shine!