Thank you for agreeing to serve as a committee member for a Thesis/Creative Project. Barrett, The Honors College realizes that students cannot succeed without faculty support, and we are grateful for your willingness to participate in this journey with Honors students. A Thesis/Creative Project should be a collaborative effort between students and their committee members. Barrett allows more than one student to work on a single Thesis/Creative Project at the discretion of the Thesis Director. It is essential to set expectations very early, hold regular meetings, and create a timeline with benchmarks for students’ work.

**Thesis/Creative Project Committee Members**

The committee consists of a Director, a Second Committee Member, and may include a Third Committee Member. The Barrett Advising Office educates students on the importance of understanding the role of their committee and strongly reinforces the responsibility of the student to communicate with each committee member on a regular basis throughout the process. The qualifications of the committee members are at the discretion of each academic unit; for specific committee requirements, consult with your Faculty Honors Advisor(s).

**Director**

The Director may be any member of ASU faculty with professional expertise in the project area. (This excludes graduate students.) The Director will work with the student most closely throughout the process. The Director is responsible for providing project expectations, guidance, and evaluation of the final work. The student should meet regularly with the Director throughout the project. Among the members of the committee, the Director’s recommendations are the most heavily weighted.

**Second Committee Member**

The Second Committee Member is an individual whom the student and Director decide is appropriate to serve based on their knowledge and experience. This member assists with research support, reviewing drafts of the work, and providing feedback. The Second Committee Member may be a faculty member at ASU or a qualified professional in a related field. The specific credentials and responsibilities of the 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, a student may 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.
Prospectus

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 the project. The prospectus is submitted online to Barrett Advising. Directors will receive an email requesting approval. Even if they are working in a group project, all Barrett students are required to submit an individual prospectus. Any changes to the committee members should be reported to Barrett Advising.

The Institutional Review Board (IRB)

All research activities involving the use of human subjects must be reviewed and approved by the IRB before data collection can begin. Research involving human subjects should be discussed within the prospectus. Please discuss training and IRB application processes with students: researchintegrity.asu.edu/humans.

Credits & Grading

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

The Director is the primary evaluator of the project and responsible for assigning grades. Grading criteria should be determined between the student and Director at the start of the project and included in the prospectus. Typically grading is determined on a letter scale A through E. Plus/minus is allowed as well as a Pass/Fail option if you determine that is the best fit for the project. Students who are in danger of failing should be encouraged to withdraw from thesis credits by the semester withdraw date or work with the Honors Advising Office for an appropriate plan of action.

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. I grades are not used with thesis grades. After project completion, Directors must submit a grade change request for any Z grade; any unresolved grades may impact ASU and/or Barrett graduation.
Thesis Committee Guidelines

Thesis/Creative Project Defense
The defense is designed to be an intellectual exercise and opportunity for the student to demonstrate what they have learned during the process; it reflects the culmination of the student’s Barrett Honors experience. It is an opportunity for the committee to provide further feedback and engage in dialog with the student about the project. All committee members must be present at the defense.

Defense Reporting Form
The online Defense Reporting Form confirms that a student has scheduled a defense date, time, and location. Determining a defense room/Zoom is the responsibility of the student and committee members. Defense information is posted to the online Defense Calendar to encourage all members of the ASU community to attend. Barrett respects the judgment of the Director to hold a closed defense.

At the Defense
The way a defense is conducted varies by committee; the format, content, and length should be discussed with well before the defense. The student will make a presentation and answer questions from the committee members. After the defense the committee will decide the Thesis outcome (see next page). The student should be prepared to make final changes to the project after the defense if the committee requests them.

<table>
<thead>
<tr>
<th>Approved</th>
<th>Provisional Approval</th>
<th>Not Approved</th>
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</thead>
<tbody>
<tr>
<td>• Minor revisions may be suggested</td>
<td>• Revisions are required, ranging from minor to significant</td>
<td>• Overall execution of the Thesis/Creative Project or defense does not meet expectations or standards.</td>
</tr>
<tr>
<td>• Director emails approval to <a href="mailto:BarrettAdvising@asu.edu">BarrettAdvising@asu.edu</a></td>
<td>• Director will email approval to <a href="mailto:BarrettAdvising@asu.edu">BarrettAdvising@asu.edu</a> after revisions are complete</td>
<td>• Discuss next steps with the committee; the Director and committee may continue working with the student to make substantial revisions</td>
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<td></td>
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<td>• Notify Barrett Advising as this outcome may impact Barrett graduation timeline</td>
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Thesis Director Approval
Thesis Directors must give final approval to Barrett Advising. Send an email to BarrettAdvising@asu.edu to confirm the project is approved by the committee.

Digital Submission
Each Barrett student is required to upload the final, approved thesis project to the Barrett Digital Repository. Formatting is at the discretion of the Director.
Embargo option: An embargo delays the release of a thesis/creative project to protect information of commercial value, patentable rights, pending publication or sensitive information.

Deadlines

Spring Deadlines
Prospectus: early April (year prior to completion)
Final Prospectus: mid-September
Online Defense Reporting Form: early March
Recommended Defense Completed: early April
Final Submission (Director approval to BarrettAdvising@asu.edu & student digital submission): mid-April

Fall Deadlines
Prospectus: early November (year prior to completion)
Final Prospectus: mid-February
Online Defense Reporting Form: mid-October
Recommended Defense Completed: late October
Final Submission (Director approval to BarrettAdvising@asu.edu & student digital submission): mid-November

For specific deadlines, see the Barrett website.

Celebrating Accomplishments
The Celebrating Honors Symposium is an annual Barrett signature event. All community members are invited to attend the interdisciplinary showcase of original student work. It takes place annually in mid-April. Faculty overseeing Theses/Creative Projects are also encouraged to attend the symposium and celebrate the accomplishments of their students.

The Barrett Convocation ceremony is a special time to recognize both Honors graduates and the faculty who have mentored them. This is a time to thank you for helping students with their scholarly work. Directors are contacted to attend when the student graduates.