

University Honors Thesis Milestones

Undertaking the writing of a thesis requires a considerable investment of time and planning, and it is the culmination of your membership in UHP. To help you manage your time, UHP has created five milestones throughout the year. Graduating with Honors is contingent on completing both the milestones and the thesis in a timely manner. We understand that the pacing and development of extended projects such as these will sometimes differ from what is laid out below, and we are happy to work with you to adjust due dates as necessary. **Please be in touch with Ethan Mulberg or Dr. Andrews to discuss such questions, and do not leave that communication to the last minute!**

A note on working with Mentors and Readers:

Plan to give your faculty mentor and reader sufficient time to read your work as you progress through your project. We strongly recommend setting internal deadlines with them that reflect their commitments and that will allow them to give you careful commentary on your work. They are the best judges of how much time they need, so remember to touch base with them regularly on this question.

Special instructions to Engineers as you work on your Senior Design Project:

Although you will not turn in the same deliverables as other students, you are responsible for submitting progress reports on the same deliverables timetable as other Honors students. Your final thesis deliverables are due on the due date set by your department for your Senior Design Project, however, please submit your thesis to your mentor and reader well in advance of that due date to allow them to give you proper feedback and for you to incorporate revisions into your final thesis.

A note on early graduation:

The Honors thesis is a year-long project, thus if you are intending to graduate early, you will need to begin your thesis work prior to your senior year. Speak to Dr. Andrews during your junior year in order to implement this plan.

Deliverable 1: By 11:59pm Friday of week 2, Fall Quarter. Prior to this date, confer with your thesis mentor and with your reader about the topic, goals, and scope of your thesis. Please use the thesis intent Google form and ask your mentor and reader to confirm their willingness to serve in these roles by email to Ethan. If for whatever reason you cannot make this or any other deadline, please talk to Dr. Andrews or Ethan Mulberg as soon as possible.

Deliverable 2: By 11:59 p.m. on Friday of finals week, Fall Quarter. Prior to this date, submit to your mentor and to the UHP Director (through the Camino dropbox) the following:

1. a thesis statement, or what you intend to establish through you project
2. a draft outline
3. depending on your project, an inventory of sources and/or materials to be used in your research; this could be a bibliography, an overview of the procedures you will conduct, or equivalent as appropriate to your discipline.
4. **ENGINEERS:** Meet these deliverables as appropriate and/or supply progress report

Deliverable 3: By 11:59 p.m. on Friday of finals week, Winter Quarter. Prior to this date, you must submit to your mentor and Camino the following:

1. Rough draft of entire thesis
2. **ENGINEERS:** Meet these deliverables as appropriate and/or supply progress report.

Important note about Deliverable 3: Please tell your thesis mentor that, if we don't receive an email from them by the time grades are due for winter quarter, we will assume that you are not planning to submit a thesis and that you wish to drop the Honors Program. In that case, we will NOT forward your name to the Registrar for inclusion in the Graduation Commencement Program. Again, Ethan Mulberg and Dr. Andrews should be contacted at any time during this process that you anticipate or experience problems fulfilling these deliverables.

Deliverable 4: Spring quarter, Week 7/8 (timing TBD). You will need to create a poster and/or video of your thesis project for the “Honors Showcase Portfolium” at the end of Spring quarter. See examples here: <https://portfolium.com/discover/tag/scuhonorsshowcase2021>. Details on format will be forthcoming in early Spring quarter.

Deliverable 5: June 3 (June 9 for engineers).

These documents are due on Camino:

1. Final thesis (with all mentor and reader comments addressed)
2. Attestation of contribution (for group projects)
3. **ENGINEERS:** your final thesis deliverables are due on the due date set by your department for your Senior Design Project. You must submit to your mentor and reader well in advance of that due date to allow proper feedback and revisions as needed.

An email from your mentor and reader saying they approve of your final thesis needs to be sent to honors@scu.edu no later than June 3 (or June 9 for engineers).