

## University Honors Program (UHP)

### UHP Thesis Information for Faculty

A University Honors Program student would like to complete an Honors Thesis under your guidance. To obtain approval, the student must submit an Honors Thesis Proposal Form to [UHPproposals@ucdavis.edu](mailto:UHPproposals@ucdavis.edu) **by 5:00pm: Fall Quarter – 10<sup>th</sup> day of instruction or Winter Quarter – last day of Fall Quarter instruction.**

**The Proposal Form requires your signature.** The below FAQ provides you with information about the UHP Thesis. Please read the FAQ carefully *before* signing the student's Proposal Form. If you have additional questions, please feel free to e-mail [UHPproposals@ucdavis.edu](mailto:UHPproposals@ucdavis.edu) with the subject line: **Instructor Question.**

### Honors Thesis, Faculty Frequently Asked Questions

**What is the University Honors Program?** UHP is a campus wide honors program for high potential and motivated students. We seek to enrich the diverse needs of academic and socially conscious students through rigorous interdisciplinary opportunities which foster active and collaborative learning and engage contemporary and enduring issues. Through an enriched multidisciplinary undergraduate education, we actively engage critical thinking, affective learning, interpersonal expression and nurture and promote the knowledge and attributes students possess.

**What is a UHP Honors Thesis?** The UHP Honors Thesis provides a mechanism for receiving academic credit to students wishing to complete a thesis outside of their departmental honors thesis. (It is important to note that students in the College of Letters & Sciences are only considered eligible for high and highest college honors at graduation if they complete a departmental thesis.)

To complete a UHP Honors Thesis, students register for a two quarter, 4 unit, in-progress graded course designated as IST 194HA (first quarter) and IST 194HB (second quarter). The Honors Thesis may vary in form, however they all require the student to meet regularly with the instructor and culminate in a final product.

**Who is eligible to complete an Honors Thesis?** Only UHP students may undertake a UHP thesis. Completing an Honors Thesis serves as one means of satisfactorily fulfilling the Capstone requirement of the UHP.

**What is required of the student?** Your undergraduate researcher is expected to produce a thesis by the end of the second quarter in which they are enrolled in the UHP Honors Thesis (IST 194HB). In addition to submitting a copy to you for grading, the student should submit an electronic copy of their thesis to [UHPproposals@ucdavis.edu](mailto:UHPproposals@ucdavis.edu). In order to obtain transcript notation for the UHP this year, your researcher must present research results at the Spring Undergraduate Research Conference. You can discuss with your researcher whether an oral presentation or a poster is most appropriate.

**What is involved in the approval process?** Students must submit an Honors Thesis Proposal Form, which will be reviewed by the UHP Associate Director. Students should not assume an Honors Thesis Proposal will automatically receive approval; additional information may be required before approval can be granted. The student and instructor should review the proposal carefully to ensure all questions are answered clearly, keeping in mind that the audience may not have prior knowledge of the subject. It is important to determine completion dates for key components of the project. This step will assist the student in maintaining satisfactory progress throughout the year.

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**How will I know if the student's proposal has been approved?** Proposals for Fall Quarter are due to [UHPproposals@ucdavis.edu](mailto:UHPproposals@ucdavis.edu) by 5:00 PM on the 10<sup>th</sup> day of instruction, or by the last day of Fall Quarter instruction for Winter Quarter approval. The student is responsible for registering for the thesis course (IST 194HA/HB) on SISWEB or Schedule Builder within two days of receiving the course registration number of the thesis course. During the next week, UHP will send a follow-up letter/email to faculty sponsoring Honors Theses, including a copy of the approved proposal form.

**What is the due date for the final product?** The due date for the final product is determined and agreed upon by the student and instructor during the proposal process. The student must submit a final completion date on the proposal form. UHP recommends the last day of instruction as the completion date, however, depending on the project, an alternate deadline may be more appropriate.

**What is required of the instructor?** After evaluating your researcher's thesis, you will be required to submit a grade for their work. You can let the student know if you prefer a hard copy, an electronic copy, or both for yourself. The final grade for IST 194HA and HB (which are deferred grading) should reflect not only the quality of the written thesis but also the student's effort and quality of contribution over the two quarters.

In the event that your scholar has not completed their project at the end of two quarters it is possible to assign an *Incomplete* ("I") grade. The student then has three quarters to clear the incomplete by submitting the final thesis, at that time, you would then issue the grade. The "I" grade has no negative ramifications for the student. However, the incomplete must be cleared within the three quarters or the grade automatically converts to an F grade.

The Honors Thesis should be a manuscript that summarizes the student's project in a format commonly accepted in the discipline. For example: following the standards of a technical journal article in the sciences. There are no required page limits, however it is common for theses to be about 20 pages typed double spaced. Again, the exact standard is to be determined by you and your researcher.

**How can I get more information?** For more information about the UHP, visit our web site at <http://honors.ucdavis.edu>. We appreciate your support of the University Honors Program. Please contact our staff if we can be of any assistance to you.

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