### UHP Thesis Information for Faculty

A University Honors student would like to complete an Honors Thesis under your guidance. In order to gain approval for this Thesis, the student must submit an Honors Thesis Proposal Form to the UHP SmartSite by:
- Fall Quarter: 5:00 PM, Wednesday October 7, 2015,
- Winter Quarter: 5:00 PM, January 15, 2016.

The Proposal Form requires your signature for approval. The following FAQ is intended to provide you with information about the University Honors Program Honors Thesis. Please read the FAQ carefully before signing the student’s Proposal Form. If you have additional questions, please feel free to contact the UHP office at 752-3223.

### Honors Thesis, Faculty Frequently Asked Questions

**What is the University Honors Program?** The University Honors Program (UHP) at UC Davis is designed to meet the needs of highly motivated and academically talented students. Through enriched educational opportunities, the UHP seeks to provide students with an undergraduate education that will engage them in active learning and nurture and promote critical thinking and oral and written expression. Through its dynamic interdisciplinary curriculum and innovative teaching, students work closely with distinguished faculty to create a vibrant community of scholars dedicated to pursuing academic excellence.

**What is a UHP Honors Thesis?** The UHP Honors Thesis provides a mechanism for receiving academic credit to students wishing to complete a thesis and, for a variety of reasons, are not planning to complete a 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 all Theses require the student to meet regularly with the instructor of the course 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 Upper Division Year 2 (Capstone) requirements of the UHP.

**What is required of the student?** Your undergraduate researcher is expected to produce a thesis by the end of classes in Spring Quarter. In addition to submitting a copy to you for grading, the student should submit both an electronic copy of their thesis to the UHP. In order to obtain transcript notation for the UHP this year, your researcher must present research results at the Spring Undergraduate Research Conference (See [http://undergraduateresearch.ucdavis.edu/urcConf/](http://undergraduateresearch.ucdavis.edu/urcConf/) for conference details). The deadline for submitting a Conference abstract will be in early Winter Quarter. You can discuss with your researcher whether an oral presentation or a poster is most appropriate in your case.

**What is involved in the approval process?** Students must submit an Honors Thesis Proposal Form to the UHP for approval. Students are responsible for checking on the status of their Thesis proposal, which will be reviewed and must meet UHP criteria in order to be approved. Students should not assume that 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 that 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 the UHP SmartSite by 5:00 PM on Wednesday October 7, 2015; Winter Quarter proposals are due by 5:00 PM on Friday, January 15, 2016. The student is responsible for registering for the Thesis course (IST 194HA/HB) on SISWEB or Schedulebuilder within two days of the proposal deadline. During the next week, UHP will send a follow-up letter 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 you as 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 (given the vagaries of research this is often the case) it is possible to assign an Incomplete (“I”) grade. The student then has three quarters to clear the incomplete by submitting the final thesis and you would assign a grade at that time. 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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