

Bates College

Honors Program Guidelines
2005-2006

HONORS THESIS PROGRAM

All Department/Program Chairs, Thesis Advisors, Exam Panel Members and Honors Candidates will receive a copy of the Honors Guidelines. (To conserve paper, other interested parties may request this booklet from Academic Services.) The Honors Calendar will be available to all students and faculty.

Faculty should inform students that theses will receive ‘Honors,’ or ‘No Honors.’

Assistance

Any questions regarding the Bates College Honors Program should be directed to a member of the Honors Committee, or to Academic Services, 7 Lane Hall.

Apocalypse/Deadlines

All deadlines are ABSOLUTE. Please refer to the Honors Calendar frequently. There are NO excuses for late submissions, and they will be disqualified from the program.

Faculty members are asked to help students visualize the logistics of completing (and copying) their theses. Theses should be completed several days or even a week early to be assured of meeting the deadline.

Production

ILS staff can assist students with thesis formatting. Workshops are held throughout the year, and it is strongly recommended students attend a few. The Writing Workshop is also a valuable resource for one-on-one writing assistance, from planning to polishing.

Creation

Library staff, particularly those from the Reference Desk, like to meet with students as soon as possible to discuss modes of research. Some topics, however fascinating, are more logistically problematic than others. Reference librarians can help visualize accessibility and timing of resources.

Corrections

Some theses receive honors with the stipulation that they be corrected and resubmitted by a certain date. (This due date is also absolute.)

INTRODUCTION

The purpose of the Honors Program is to promote, develop and formally recognize work of significantly higher quality than ordinarily required for the baccalaureate degree. The program encourages students to achieve mastery of a specific topic within the context of a major field.

Interdisciplinary majors and December graduates are welcome to participate in the Honors Program, but should consult with the Honors Committee about logistics.

ABOUT THE HONORS THESES

Honors theses become a permanent part of the Bates College Library collection. They are bound in a volume with others written in the same academic year, catalogued under the candidate's name in the card catalogue with additional catalogue entries for the subject of the thesis, the Department/Program for which it is written and the title. They are maintained as part of the Batesina Collection of the Library's Special Collections Department and are available for use by future Bates students, faculty, researchers and scholars.

SELECTING HONORS CANDIDATES

- 1) Each Department/Program establishes its own standards for admission of Honors Program candidates.
- 2) The Honors Committee reserves the right to question the qualifications of candidates whose overall record appears weak.
- 3) Candidates must demonstrate an ability to work independently, think creatively and critically, organize ideas coherently and reason clearly in carrying out a thorough research project. Honors candidates are required to write a thesis or pursue some similarly substantial project within the major Department(s)/Program(s).

NOMINATING HONORS CANDIDATES

- 1) Selection of Honors candidates is performed by individual Departments/Programs.
- 2) Students who wish to be nominated to the Honors Program should apply to their major Department(s)/Program(s).

- 3) The Honors Committee encourages early identification of Honors candidates. When possible, preparation should begin during the junior year or the short term preceding senior year.
- 4) Departments/Programs are free to nominate as many candidates as they see fit. No nominations will be accepted after the deadline unless an exception is granted by the Honors Committee.

IMPORTANT TECHNICAL INFORMATION

For computer questions or assistance, please contact the Help Desk located in Ladd Library. You may visit in person, call (x8222), e-mail (helpdesk@bates.edu) or access the following website: <http://www.bates.edu/ils>

A 24-hour computer lab in #6 Coram Hall has flatbed scanners and a slide scanner to digitize graphics and text. Please check with the Help Desk, Print & Mail Services, or your specific department for special printing needs (i.e. color, large format, etc.). Be sure to leave time to use these items as training and/or access may not be immediately available.

Information and Library Services has numerous resources available to assist you in thesis preparation. For computing tips, general guidelines, file management and printing (all using instructions for MS Word), please visit:

<http://abacus.bates.edu/ils/learn/thesis>

The site listed above also has links to media resources/services and research tips from the Library.

ABSTRACT SUBMISSION

All Honors candidates are required to submit a titled, one-paragraph thesis abstract of 200 words or less to Academic Services by the date indicated on the Honors Calendar. Abstracts MUST be provided in Microsoft Word format, via email to: academicservices@bates.edu.

THESIS PREPARATION

- 1) Use high quality bond paper or its equivalent. For work done on a computer, the high quality 8 1/2" x 11" computer paper stocked in all College laser printers and sold in the College Bookstore is acceptable.

- 2) If possible, utilize a laser printer. Script type and other exotic typefaces are not acceptable; neither is colored ink. Examples of an acceptable font are Times New Roman or Century Schoolbook in 11 or 12 point font.
- 3) Prepare the title page as follows:

Thesis Title
An Honors Thesis
Presented to
The Faculty of the Department/Program of ____*
Bates College
in partial fulfillment of the requirements for the
Degree of Bachelor of Arts [or Science]
by
Author's Full Name
Lewiston, Maine
Date

- * The name of the Department/Program should be given as it is shown in the latest Bates College Catalogue.
- 4) A margin of at least 1.5” should be set on the left to insure space for binding. Margins of at least 1” are acceptable for the top, bottom and right.
 - 5) Pagination should account for every page in the thesis. The title page is page 1 (or page i, if you are using Roman numerals for certain introductory parts), even though it is not so numbered. The second page is page 2 (or ii), whether it is a dedication, acknowledgment, table of contents, introduction or preface. Each page thereafter should be numbered consecutively. If for any reason— such as appearance— you choose not to put the page number on a given page, you should still account for it in the numbering. All pages of illustration, whether interspersed with the text or included in a separate section, should be numbered consecutively with the text. If you do not account for each page in the thesis, the Library’s cataloger will have to count these pages, so your cooperation is greatly appreciated.
 - 6) Photocopies (usually three — one for the Departmental Examiner, one for the Non-Departmental Examiner, one for the Outside Examiner) of the printed original are made at your expense. If your thesis advisor requires a copy of the finished work, you are responsible for making that as well. In some cases Departments/Programs will cover the cost. Check with the Chair. Copying costs will not be absorbed by the Library, nor will credit be extended for use of the Library’s photocopier machines.
 - 7) Insert the original and all copies in black thesis binders. These may be purchased in variable sizes at the College Bookstore. You may also check Academic Services to see if they have any recycled binders available. Re-

cycled binders are available on a first come, first serve basis, and quantities per student are limited.

- 8) Usually the original printed manuscript is to be submitted to the Library, but the Librarian recognizes certain instances in which photocopies are preferable to the original. Permission to substitute a photocopy for the original should be sought well in advance of the thesis submission date.

THESIS SUBMISSION

- 1) Candidates must submit an original and three copies of the thesis to Academic Services, 7 Lane Hall, by 3:00 P.M. on the due date.
- 2) Academic Services will mail a copy of the thesis to the Outside Examiner.
- 3) Academic Services will sign a copy of the thesis out to each Departmental and Non-Departmental member of the Examining Panel.
- 4) Academic Services will retain the original thesis for reserve in the Library's permanent collection in the case Honors are awarded.

COMPREHENSIVE WRITTEN EXAMINATION

- 1) Candidates may be asked by their Department/Program to take a written comprehensive exam. This is an indicator of the student's knowledge of the major field and will be judged accordingly.
- 2) The comprehensive examination should be given well before the thesis due date. Five photocopies of the exam will be made, with the original sent to the Outside Examiner and one copy given to the candidate. The remaining copies will be circulated first among members of the Department/Program for their written comment and evaluation, then among members of the Examining Panel.
- 3) Members of the Department/Program are requested to indicate in their comments whether they feel the written exam indicates a satisfactory grasp of the general discipline.

COMPREHENSIVE ORAL EXAMINATION

- 1) All candidates are required to take an oral examination. (Adequate time will be allowed between submission of thesis and the oral exam to allow

the thesis to be studied by the Examining Panel.) The time and place of the oral examination are scheduled by the candidate's Thesis Advisor.

- 2) Prior to the date, the Thesis Advisor should meet with the candidate and discuss the exam. Afterwards, the Thesis Advisor should inform the candidate of the results as soon as feasible.
- 3) Immediately before the oral examination, each voting examiner shall submit a written evaluation of the thesis and a proposed award to the chair of the examining panel. The Panel Chair will then average the three awards to amount to 60% toward the final award. The oral examination counts 40% toward the final award.
- 4) Conduct of the examination is the responsibility of the Panel Chair, who is designated by the Honors Committee.
- 5) The Panel Chair will determine the order in which members question the candidate. The Thesis Advisor may wish to begin questioning by asking the candidate to give a brief outline of his/her work (which may include the written comprehensive examination, if applicable). It is helpful to agree beforehand on the amount of time allotted each examiner, to allow all a chance to participate.
- 6) Oral examinations normally last 90 minutes. However, the situation may dictate a longer period.
- 7) After the oral examination, the candidate and Thesis Advisor will leave the room and the three remaining panel members will decide by vote whether to award the 'Honors' distinction. The panel also decides on the mechanical acceptability of the Honors thesis.
- 8) The Panel Chair is responsible for forwarding examination results (signed by each member of the panel) to Academic Services immediately following the examination.

THESIS CORRECTIONS

In the event the panel finds an otherwise acceptable thesis to have an unacceptable number of errors in spelling, grammar or typing, it may make the award conditional upon correction. A revised thesis must be submitted to Academic Services, along with an Thesis Correction Form signed by the Thesis Advisor, by the deadline indicated on the Honors Calendar.

Thesis Advisors should check with the Examining Panel on this matter because they are responsible for determining acceptability of the revised thesis.

SELECTING OUTSIDE EXAMINERS

The Outside Examiner will be selected by each Department/Program at least one week prior to the theses due date. Outside Examiners will be chosen with the following criteria in mind.

- 1) Outside Examiners will be chosen on the basis of their competence in evaluating the work of Honors candidates. In Departments/Programs with several Honors candidates, considerable emphasis must be placed on selecting examiners who are capable of judging theses and evaluating students in a variety of specializations. If a Department/Program has more than one Honors candidate, the Chair should make an effort to recommend a single examiner qualified to cover two or more theses. If the number of examiners recommended seems excessive, the Honors Committee will consult with the Department/Program concerned.
- 2) Examiners should be associated with a distinguished college or university, preferably one offering graduate study in the examiner's field. The student's (and the Department's/Program's) opportunity for objective appraisal is one of the most substantial aspects of the Honors Program. It is also beneficial to have representatives of graduate schools aware of the quality of our best student work.
- 3) The vitality of the program is best insured over the years by providing a variety of examiners representing a wide range of colleges and universities.

SCHEDULING/HOSTING OUTSIDE EXAMINERS

- 1) The Thesis Advisor is responsible for the travel, local accommodations, schedule and entertainment of the Outside Examiner. He or she may choose to assign the responsibility to another Department/Program member.
- 2) Advisors are asked to use Dube Travel for all airline and rental car reservations, since they are the College's official agent and understand our budget and need for invoicing. Contact information for Dube Travel is available in your memo or from Academic Services.
- 3) When possible, arrangements should be made for the Outside Examiner to use one of the College guest suites. Otherwise, reservations at a local inn/hotel should be made and charged to Bates College.
- 4) Departments/Programs may wish to consider inviting the Outside Examiner to give a lecture. Departmental budget or other College funds may cover this additional expense.

SELECTING ORAL EXAMINATION PANELS

The oral examination panel is composed of an Outside Examiner, the Thesis Advisor, a Departmental Faculty Member and a Non-Departmental Faculty Member. The Thesis Advisor is a non-voting panel member, but may participate in the exam by asking questions.

- 1) Members of the panel (other than the Outside Examiner) are designated by the Honors Committee. Recommendations must be provided by the Thesis Advisor and submitted to Academic Services at least one week prior to the theses due date. The Committee may also solicit additional possibilities.
- 2) The Honors Committee attempts to balance panels to avoid unnecessary burdens on individual faculty members.
- 3) Although panel members will be chosen on the basis of familiarity with the candidate's topic, the degree of professional knowledge will vary (for example, an art historian who reads French and concentrates on nineteenth century painting could read a thesis on Baudelaire's poetry, but may be more familiar with his art criticism).
- 4) The chair of the Examining Panel will be designated by the Honors Committee. In naming the Panel Chair, the Committee will look for the ability to judge the candidate's performance and to conduct an effective examination.

OUTSIDE EXAMINER EXPENSES/HONORARIUMS

Each Outside Examiner receives a packet containing the thesis, a copy of the Honors Guidelines, an Outside Examiner Expense Form and an IRS W-9 Withholding Form.

To qualify for reimbursement of any travel expenses and the honorarium, completed Outside Examiner Expense and IRS W-9 Forms MUST be submitted to Academic Services with ALL applicable receipts attached.

FACULTY EXPENSES

Meal and entertainment expenses incurred by Bates faculty on behalf of each Honors candidate are reimbursable ONLY to the limit allocated by the Honors Committee as indicated on Faculty Expense Form.

Entertainment funds are for various social occasions, such as an evening at the home of a Department member, a dinner in town or a dinner in Commons.

To qualify for reimbursement, a completed Faculty Expense Form MUST be submitted to Academic Services with ALL applicable receipts attached.

PROGRAM RESPONSIBILITIES

Honors Committee/Academic Services

- Overall coordination of the Honors Program.
- Set annual Honors Calendar.
- Admit students to the Honors Program.
- Send Outside Examiner a copy of the thesis, the Honors Guidelines and pertinent expense/tax forms.
- Solicit faculty participation on examination panels.
- Select examination panels, naming a chair to each panel.
- Award departmental Honors on the basis of the written thesis and oral examination (and written examination where applicable).
- Send original copies of Honors theses to the Ladd Library.
- Coordinate the Honors Reception and Honors Banquet.

Advisor

- Submit a completed Honors Nomination Form to Academic Services for each student. These must be signed by the appropriate Department/Program chair(s).
- Advise thesis preparation.
- Submit a completed Honors Release Form to Academic Services for any student who leaves the program.
- Arrange for a written comprehensive examination (if required) to be given as early in the semester as possible. Circulate copies of the examination among members of the Department/Program and examining panel.
- Prepare student for oral examination.

- Schedule oral examination. The advisor is responsible for reserving a room, setting a time convenient for the student and examining panel and notifying all involved of time and place. Notify Academic Services of date/time/place on the Panel Registration Form or via email at least two weeks prior to oral examinations.
- Recommend one departmental and one non-departmental faculty member to serve on the examining panel. Notify Academic Services of selections on the Panel Registration Form or via email at least two weeks prior to oral examinations.
- Select and invite Outside Examiner at least two weeks prior to theses due date. Submit pertinent contact information to Academic Services on Panel Registration Form or via email.
- Arrange travel, accommodation and entertainment for the Outside Examiner, at least two weeks prior to the oral examination. Use Dube Travel for all airline and car reservations.
- Notify candidate of results of examination.
- If the examining panel does not approve the mechanics of the thesis, assume responsibility for examining the corrected copy, determining its acceptability and submitting the signed Thesis Correction Form to Academic Services by deadline indicated on Honors Calendar.

Examining Panel Chair

- Prepare an individual written evaluation of the thesis and a proposed award; collect same from other voting members of the examining panel prior to the oral examination.
- Conduct oral examination.
- Forward panel examination results along with the individual evaluation sheets to Academic Services immediately after examination.

Bates Examining Panel Members

- Read thesis (and written comprehensive examination if applicable). Submit a written evaluation of the thesis and a proposed award to the chair of the examining panel.
- Participate in oral examination.

Outside Examiner

- Read thesis (and written comprehensive examination if applicable).
Submit a written evaluation of the thesis and a proposed award to the examining panel chair.
- Participate in oral examination.

Candidate

- Sit for written comprehensive examination (if applicable).
- Submit thesis abstract to Academic Services.
- Submit original thesis and three photocopies to Academic Services.
- Provide advisor with an additional copy of the thesis if he/she has requested one.
- Undergo oral examination as scheduled.

Notes