

**Bates College**

**Honors Program Guidelines**

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# HONORS PROGRAM GUIDELINES

## THE HONORS PROGRAM

The purpose of the College's Honors Program is to promote, develop, and recognize work of 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 by giving qualified students an opportunity to conduct extensive independent study and research in their majors. Honors study proceeds throughout fall and winter semesters of the senior year under the guidance of a faculty advisor. Students who wish to be nominated to the Honors Program should consult with their major advisor by the end of their junior year.

The award of Honors is given to those students who distinguish themselves in their major and who successfully complete the two-semester writing, performance or creative project. The expectation is that to receive Honors, the submitted written portion and examined thesis should be the equivalent of an "A" thesis. While faculty and the committee recognize the importance of the growth that occurs during the process of researching and writing the thesis, to receive Honors, the student's submitted product should be an exceptional one.

The Honors Program consists of writing a substantial thesis and an oral examination on the thesis. In an alternative offered by some departments, eligible students elect a program consisting of a performance or a project in the creative arts; a written component based on the project; and an oral examination on the project. Oral-examination committees include the thesis advisor, a member of the major department or program, at least one faculty member from a different department or program, and an examiner who specializes in the field of study and is from another institution.

Honors theses become a part of the archives of the College, held in the Edmund S. Muskie Archives and Special Collections Library. Theses are cataloged in Ladd Library and are available for use by patrons. Guidelines are available on the program's Web page (<http://bates.edu/honors-program.xml>).

## GENERAL PROCEDURES

The following guidelines explain Honors Program procedures. All Department and Program Chairs, Thesis Advisors, Exam Panel Members, and Honors Candidates receive a copy. Others interested may request this booklet from Academic Services. The Guidelines and Honors calendar are also posted online at <http://www.bates.edu/honors-program.xml>

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, 207-786-6480, [academicservices@bates.edu](mailto:academicservices@bates.edu).

## DEADLINES

**All deadlines are absolute.** Please refer to the Honors Calendar at <http://www.bates.edu/honors-program.xml> frequently. Late submissions will be disqualified from the program.

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

Some theses are awarded Honors with the stipulation that they be corrected and resubmitted by a specific date. That date is also absolute.

## SELECTING HONORS CANDIDATES

- 1) Each Department or Program establishes its own standards for admission to the Honors Program. The committee recommends that each department or program invite no more than 10% of its seniors to participate in the Honors Program. No nominations will be accepted after the deadline.
  
- 2) It is the policy that the Honors thesis is a year-long process. The students nominated for Honors in January should have already accomplished substantial work by the end of the first semester. 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) or Program(s).
  
- 4) Candidates should discuss early the feasibility of their research with their advisors and reference librarians.

## **NOMINATING HONORS CANDIDATES**

- 1) Individual Department and Programs select Honors candidates and send their names to the Honors Committee.
- 2) The Honors Committee encourages early identification of Honors candidates. When possible, preparation should begin during the junior year or the short term preceding the senior year. Departments and Programs should articulate in writing and make available to students and Department and Program members the requirements for nomination to the Honors Program. Clearly stated criteria might include GPA, written and oral communication skills, viability of thesis topic, independence exhibited in research and writing, etc.
- 3) Students who wish to be nominated to the Honors Program should apply to their major Department(s) or Program(s). December graduates should consult the Honors calendar and their advisor to work out logistics.
- 4) Even after students are nominated to the Honors Program in January, they may withdraw at any time. Faculty may also withdraw students from the Program if their work or progress is not satisfactory.

## **ABSTRACT SUBMISSION**

All Honors candidates submit a titled, one-paragraph thesis abstract of 200 words or less to Academic Services by the date indicated on the Honors Calendar at <http://www.bates.edu/honors-program.xml>. Abstracts must be sent in Microsoft Word format by email to: [academicservices@bates.edu](mailto:academicservices@bates.edu).

## **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. For theses to be available in Muskie Archives, candidates will be asked to sign an Honors Thesis Release Form when they turn in their theses. As part of a pilot project, 10-20% of the students will be asked to submit a PDF electronically as well.
- 2) Submit an original and three copies of a written statement if the thesis is an artistic composition.
- 3) Academic Services mails a copy of the thesis to the Outside Examiner.
- 4) Academic Services signs out a copy of the thesis to each Departmental and Non-Departmental member of the Examining Panel.
- 5) If Honors is awarded, Academic Services sends the original thesis to the Library for inclusion in its permanent collection. It is the Candidate's responsibility to deliver a clean and corrected copy of the thesis to Academic Services by the deadline on the Honors calendar.

## **COMPREHENSIVE ORAL EXAMINATION**

- 1) All candidates must take an oral examination. Adequate time is provided between submission of thesis and the oral exam to allow the thesis to be studied by the Examining Panel. The candidate's Thesis Advisor schedules the date, time and place of the oral examination.
- 2) Prior to the date, the Thesis Advisor should meet with the candidate and discuss the exam. As soon as possible after the examination, the Thesis Advisor informs the candidate of the results.
- 3) Immediately before the oral examination, each voting Examiner submits a written evaluation of the thesis and a proposed award to the chair of the examining panel. The Panel Chair then averages 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 determines 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 or her work. 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) The expectation is that to receive Honors, the submitted written portion and examined thesis should be the equivalent of an "A" thesis. While faculty and the committee recognize the importance of the growth that occurs during the process of researching and writing the thesis, to receive Honors the student's submitted product should be an exceptional one.
- 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**

- 1) In the event the panel finds an otherwise acceptable thesis to have an unacceptable number of errors in spelling, grammar, usage, or typing, it may make the award conditional upon correction.
- 2) The Candidate must submit the revised thesis to Academic Services, along with a Thesis Correction Form signed by the Thesis Advisor, by the deadline indicated on the Honors Calendar <http://www.bates.edu/honors-program.xml>.

- 3) Thesis Advisors are responsible for determining the acceptability of the revised thesis. They should ascertain from the Examining Panel needed corrections and relay those concerns to the Candidate.
- 4) Once the Thesis Advisor is satisfied that the corrections have been made, the Advisor signs the Thesis Correction Form, gives the form to the Candidate, who submits a clean, corrected copy of the thesis and the Thesis Correction Form to Academic Services by the date listed on the calendar at <http://www.bates.edu/honors-program.xml>

## SELECTING OUTSIDE EXAMINERS

At least one week prior to the theses due date, each Thesis Advisor, in discussion with the Chair of the Department or Program, selects the Outside Examiner, keeping the following criteria in mind:

- 1) Outside Examiners are chosen for their competence in evaluating the work of Honors candidates. Departments or Programs with several Honors candidates should consider selecting examiners capable of judging theses and evaluating students in a variety of specializations. If a Department or 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 or Program concerned.
- 2) Outside 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 or 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 Honors Program is best insured over the years by providing a variety of examiners representing a wide range of colleges and universities. The committee recommends the use of teleconferencing to bring in outside examiners. Teleconferencing gives advisors and students access to scholars who would not be able to travel to Bates, reduces our carbon footprint, and provides budgetary savings.
- 4) **In the rare case that a person must travel from abroad, please contact Academic Services at 786-6480 or [academicervices@bates.edu](mailto:academicervices@bates.edu).** For foreign nationals, please contact Kerry O'Brien in the Dean of the Faculty's Office 786-6065 or [kobrien@bates.edu](mailto:kobrien@bates.edu) for information and assistance with any visa processing.

## SCHEDULING AND HOSTING OUTSIDE EXAMINERS

- 1) The Thesis Advisor is responsible for completing the Travel/Accommodations Form and submitting it to Academic Services, 7 Lane Hall. The Project Specialist will assist in arranging accommodations and travel requests to Dube Travel.

- 2) The College uses 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 from Academic Services
- 3) Dunn House is the preferred accommodation for Outside Examiners.
- 4) Departments or Programs may wish to consider inviting the Outside Examiner to give a workshop for a class for majors or to deliver a lecture. Departmental budget or other College funds must cover any additional expense.

## **SELECTING EXAMINATION PANELS**

The 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. Departments and Programs should articulate in writing to outside examiners and to faculty members who sit on panels the Departmental or Program standards for the Honors designation.

- 1) The Thesis Advisor submits recommendations for faculty to sit on the examining panel to the Honors Committee by the date on the Examination Panel Registration Form. In consideration of workload issues, it is the expectation of the Honors Committee that a faculty member serve on no more than 3 honors panels in addition to those the faculty member directs.
- 2) The Thesis Advisor sets the date, time and place of the examination in consultation with the Outside Examiner and Examination Panel that he or she recommends.
- 3) The Honors Committee approves the Examination Panel, based on thesis topic and availability of faculty. Because the Honors Committee attempts to balance panels to avoid unnecessary burdens on individual faculty members, the Committee may solicit faculty whose names are not on the form.
- 4) Although panel members are generally chosen on the basis of familiarity with the candidate's topic, the degree of professional knowledge will vary.
- 5) The Honors Committee designates the chair of the panel. In naming the Panel Chair, the Committee looks for the ability to judge the candidate's performance and to conduct an effective examination.
- 6) The members of the examination panel should check out copies of the thesis from Academic Services, 7 Lane Hall from 3:30 p.m. on the date the thesis is due.

## **OUTSIDE EXAMINER EXPENSES AND HONORARIUMS**

Each Outside Examiner receives a packet containing the thesis, a copy of the Honors Program Guidelines, an Individual Evaluation Form, an Outside Examiner Expense Form, and an IRS W-9 Form. To receive the honorarium and qualify for reimbursement of any travel expenses, the Outside Examiner must submit a completed Outside Examiner Expense Form with all applicable receipts and IRS W-9 Form to Academic Services, 7 Lane Hall, 2 Andrews Road, Bates College, Lewiston, Maine, by the date listed on the Outside Examiner Expense Form.

## **FACULTY EXPENSES**

Meal and entertainment expenses incurred by Bates faculty on behalf of each Honors candidate are reimbursable to the limit allocated by the Honors Committee as indicated on Faculty Expense Form. Entertainment funds are for various social occasions, but usually for a dinner with the Honors Candidate, which may include the Outside Examiner.

To qualify for reimbursement, Thesis Advisor must submit a completed Travel Expense Form and applicable receipts by the date on the calendar to Academic Services, 7 Lane Hall.

**Honors Committee (Location: Academic Services, 7 Lane Hall, 207-786-6480,  
[academicservices@bates.edu](mailto:academicservices@bates.edu))**

- 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.
- Approve examination panels, naming a chair to each panel.
- Award departmental Honors on the basis of the written thesis and oral examination
- Send original copies of Honors theses to the Ladd Library.
- Coordinate the Honors Reception and Honors Banquet.

**Thesis Advisor**

- Submit a completed Honors Nomination Form to Academic Services for each student. These must be signed by the appropriate Department or Program chair(s).
- Advise thesis preparation.
- Submit a completed Honors Withdrawal Form to Academic Services for any student who leaves the program.
- Solicit faculty participation on examination panels.
- 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 Examining Panel Registration Form by the date listed on the Form.
- 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.
- Select and invite Outside Examiner at least two weeks prior to theses due date. Submit pertinent contact information to Academic Services on Outside Examiner Travel/Accommodation Form and Panel Registration Form.
- Check with Academic Services on travel and accommodation for the Outside Examiner, at least two weeks prior to the oral examination.

- 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 seeing that the Candidate submits a clean copy of the Thesis and 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**

- Check out the thesis at Academic Services, 7 Lane Hall. Read thesis. 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. Submit a written evaluation of the thesis and a proposed award to the examining panel chair.
- Participate in oral examination.

### **Candidate**

- Submit thesis abstract to Academic Services.
- Submit an original and three copies of a written statement if the thesis is an artistic composition.
- Submit original thesis and three photocopies to Academic Services.
- Provide advisor with an additional copy of the thesis if he or she has requested one.
- Participate in oral examination as scheduled.
- For a thesis that requires correction, deliver clean, corrected copy of thesis and the signed Thesis Correction Form to Academic Services, 7 Lane Hall, by date on the Honors Calendar.

## **APPENDIX B: INFORMATION FOR STUDENTS ON HONORS THESIS PREPARATION**

### **ASSISTANCE**

The Ladd Library reference librarians are available to assist Honors candidates with research-related matters and access to materials.

Writing at Bates (<http://www.bates.edu/writing.xml>) is a valuable resource for one-on-one writing assistance, from planning to polishing.

### **TECHNICAL SUPPORT**

ILS staff can assist students with thesis formatting. Workshops are held throughout the year, and it is strongly recommended students attend a few.

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](mailto:helpdesk@bates.edu)), or access the following website: <http://www.bates.edu/ils>.

Flatbed scanners and slide scanners to digitize graphics and text are located in the Bates College Imaging and Computing Center in Coram Library (<http://imaging.bates.edu/origin/>). The Imaging Center will also show students how to save their thesis as PDFs. Also please check with the Help Desk, Office Services, or your specific department or program for special printing needs (i.e. color, large format, etc.). Be sure to leave time to use these items as training and 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/>  
<http://www.bates.edu/x166547.xml>

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

### **THESIS PREPARATION**

Format and print your thesis according to the following instructions:

- 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, use a laser printer. Script type and other exotic typefaces are not acceptable; neither is colored ink. Examples of acceptable fonts are Times New Roman or Century Schoolbook in 11- or 12-point type.

3) Prepare the title page as follows:

Thesis Title  
An Honors Thesis  
Presented to  
The Faculty of the Department or 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 or Program should be given as it is shown in the latest Bates College Catalogue.

- 4) Set a margin of at least 1.5" 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 or Programs will cover the cost. Check with the Chair. The Library will not absorb copying costs or extend credit 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 with Academic Services to see if they have any recycled binders available.
- 8) Usually Academic Services submits the original printed manuscript of your thesis 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.

## Honors Timeline Checklist for Advisors and Candidates

	Advisor	Candidate	<i>NOTES</i>
1/15/10 Nomination Forms	√		
1/21/10 Honors Orientation	√	√	
1/29/10 Thesis Abstracts		√	
3/08/10 Exam Panel Reg. Form	√		
3/08/10 O/E Travel/Accom. Form	√		
3/29/10 Thesis Deadline w/Library Release Form		√	
4/5/10-4/30/10 Thesis Defense Period	√	√	
5/06/10 Panel/Ind. Evaluation Form	√		
5/06/10 Honors Banquet	√	√	
5/07/10 Thesis Revisions	√	√	
5/07/10 Faculty & O/E Expense Form	√		

## Honors Timeline Checklist for Advisors and Candidates (December Graduates)

	Advisor	Candidate	<i>NOTES</i>
9/18/09 Nomination Forms	√		
10/02/09 Thesis Abstracts		√	
10/30/09 Exam Panel Reg. Form	√		
10/30/09 O/E Travel/Accom. Form	√		
11/13/09 Thesis Deadline w/Library Release Form		√	
11/30/09-12/04/09 Thesis Defense Period	√	√	
12/11/09 Thesis Revisions	√	√	