

Bates College

Honors Program Guidelines

2012 - 2013

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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. Nomination of students for honors is determined by the academic departments and programs. Departments and programs are encouraged to establish standards and procedures for their honors programs and to make these available on their websites. Students interested in pursuing Honors should consult in their junior year with the chair of their major department or program regarding the standards and procedures for the nomination process.

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 that meets the department or program's standards for the award of honors.

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 part of the holdings of the archives of the college. Electronic copies are stored and made available in SCARAB, the online repository available at: <http://scarab.bates.edu/honorstheses/>.

See the Honors Program website at <http://www.bates.edu/honors/> for guidelines, the calendar, honors standards and procedures for departments and programs, suggested protocol for the honors exams, and various forms.

General Procedures of the Honors Program

The following guidelines explain Honors Program procedures. For related forms, Protocols for Oral Exams, and other materials, see <http://www.bates.edu/honors/>.

Any questions regarding the Bates College Honors Program should be directed to Sarah Strong, chair of the Honors Committee, at sstrong@bates.edu or to Academic Services, 7 Lane Hall, 207-786-6480, academicservices@bates.edu.

Bates does not wish to see any disadvantage or interference in a student's education because of a disability. The committee and college provide reasonable accommodations on a case-by-case basis. Please talk with your thesis advisor and chair of the Honors Committee to request an accommodation.

Deadlines

All deadlines are absolute. All Honors theses must be submitted no later than 3 p.m. Friday, March 22, 2013. Please refer to the honors calendar at <http://www.bates.edu/honors/calendar/>.

Candidates with late submissions will be disqualified from the program.

Faculty members are asked to help students plan and manage the logistics of completing 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 3 p.m. Friday, May 3, 2013. That date is also absolute.

Selecting Honors Candidates

Each department or program establishes its own standards and procedures for admission to the Honors Program. Departments and programs are asked to make their standards and procedures available on their websites. 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.

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.

Candidates should discuss early the feasibility of their research with their advisors and Ladd research librarians.

Nominating Honors Candidates

Individual departments and programs select Honors candidates and send their names to the Honors Committee.

The Honors Committee encourages early identification of 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 the thesis topic, and ability to do independent work.

Students who wish to be nominated to the Honors Program should consult with their major department(s) or program(s) regarding the procedures and standards for nomination. December graduates should consult the Honors calendar and their advisor to work out logistics.

Even after students are nominated to the Honors Program in January, they may withdraw at any time. Faculty may also withdraw students from the Honors Program if their work or progress is not satisfactory.

A student double majoring may present a single thesis for fulfillment of Honors in both of her or his major disciplines, if both departments and/or programs agree. To present a single thesis for two majors, the candidate must be separately nominated by both departments and/or programs. Such a student must have two advisors, one from each department or program. The student registers for the thesis in one department or program in the fall semester and the other in winter semester. For the guidelines of panel compositions see pages 8-9.

Abstract Submission

All Honors candidates submit a titled, one-paragraph thesis abstract of 250 words or less to Academic Services by the date indicated on the Honors calendar at <http://www.bates.edu/honors/calendar/>. Abstracts must be sent in Microsoft Word format by email to academicservices@bates.edu.

Once the thesis is complete, students should revise their abstracts and paste the new version into SCARAB at the same time that they upload their theses.

Thesis Submission

Honors candidates must upload their theses by 3:00 P.M. on Friday, March 22, 2013. All Honors theses are submitted electronically to SCARAB, Bates institutional repository, where examination panels may access them. If the thesis is an artistic composition, candidates must upload a written statement. At the oral-examination stage of the process, the thesis will only be available to the examination panel. Appendix A of this guide has instructions about uploading the thesis to SCARAB. Each department and program establishes its own format for the written Honors Theses. Appendix D gives general information on the thesis document and thesis support. Be sure to check with your Honors advisor for details.

Advisor and Panel Access to the Thesis on SCARAB

Each honors thesis culminates in an oral examination before a panel of scholars. Once the thesis is submitted the advisor and each voting member of the examination panel receive an email with a link to the thesis and an explanation of how to access it. The thesis may also be accessed directly at <http://scarab.bates.edu/honorstheses/>. The procedure for logging onto SCARAB is in Appendix C of this guide.

The email also contains a link to the Individual Evaluation Form. Each voting examiner completes the form before the oral examination and brings a paper copy of the form to the examination. The chair of the panel collects the forms before the oral examination.

Oral Examination

The honors examination gives the candidate the opportunity to discuss and defend the work before professionals in the field. Each panel consists of a chair, who is usually a Bates faculty member from a department or program other than the candidate's; a member of the faculty from the candidate's department or program; a scholar in the field from another institution. The student's advisor serves as a non-voting member of the panel. A protocol of the oral examination is at <http://www.bates.edu/honors/protocol-for-the-honors-exam/>

The Honors calendar provides adequate time 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.

Prior to the examination, 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.

Immediately before the oral examination, each voting panel member submits to the chair of the examining panel a paper copy of the Individual Evaluation Form with a written evaluation of the thesis and a recommendation of honors, honors with reservations, or no honors. The written thesis or performance counts 60% toward the final award and the oral examination counts 40%.

Conduct of the oral examination is the responsibility of the panel chair, who is usually the faculty member from outside the department or program.

The panel chair determines the order in which members question the candidate. The panel chair may wish to begin the process by asking the candidate to give a brief outline of his or her work or may give the advisor the opportunity to ask an opening question. It is helpful to agree beforehand on the amount of time allotted each examiner so that all panelists may participate.

Oral examinations normally last about 90 minutes. However, some situations may call for more time. 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 Honors 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. Specific standards and expectations about what constitutes Honor's level work are determined by individual departments and programs.

The panel chair is responsible for forwarding the Panel Evaluation Form, which reports the examination results and is signed by each member of the panel to Academic Services, 7 Lane Hall, immediately following the examination.

Thesis Corrections

If the examination panel finds an otherwise acceptable thesis to have an unacceptable number of errors in spelling, grammar, usage, or typing, the panel may award Honors contingent upon correction.

Thesis advisors should receive from the examining panel a list of needed corrections and relay those to the candidate. Advisors are also responsible for determining the acceptability of the corrected thesis.

Once the thesis advisor verifies that the appropriate corrections have been made, the advisor must sign the Thesis Correction Form and give it to the Honors student. The student must both submit the form to Academic Services, 7 Lane Hall, and upload a corrected copy of the thesis to SCARAB no later than 3 p.m. May 3, 2013. Appendix B of this guide has directions for uploading the final copy of the thesis.

Thesis Access and Embargo

Only the advisor and the examination panel will have access to the first submission of the senior thesis on SCARAB. In the thesis submission through SCARAB on Friday, March 22, consequently, candidates select "Open Access."

If the award of Honors is granted, however, the student and advisor must talk about and decide the accessibility of the thesis and set an appropriate embargo period for the thesis, if one is required. To ensure that this is done, the advisor and student must complete and sign the Thesis Access and Embargo Form and the advisor must return it to Academic Services, 7 Lane Hall, no later than 3 p.m. on Friday, May 3, 2013. Students submitting corrected theses or theses from which copyrighted material has been removed will also need to designate the level of access and the period of embargo in SCARAB when they upload their final copy no later than 3 p.m. on Friday, May 3, 2013.

Access: Honors students and their advisors may choose to allow public access to their thesis, or they may restrict access to the thesis to those at Bates.

Selecting “Open Access” grants permission to Bates College to distribute the thesis for scholarly and research use to the general public on the internet through SCARAB. If the final version of a thesis complies with fair use in accordance with United States copyright law, the student and advisor may select “Open Access.”

Selecting “Restricted Access” grants access to the thesis through SCARAB only to the on-campus Bates community. If the thesis includes copyrighted materials NOT in accordance with the fair use provision of the United States copyright code, the student and advisor must select “Restricted Access.” If “Restricted Access” is selected, those outside the Bates community who would like a copy of a thesis must request it from the Honors candidate or faculty advisor.

In some cases the material that is in excess of fair use is easily identifiable and can be removed (for example documents or images included for the reference of the Honors panel). Provided that the student, with the guidance of the advisor, removes the material that is in excess of fair use, the candidate and advisor may select “Open Access.” This revised final version of the thesis must be uploaded to SCARAB before the thesis may be marked for access to the public but no later than May 3, 2013.

To make this decision, it is important that student and advisor discuss and understand fair use provisions of the United States copyright code. For information about fair use, copyright, and intellectual property, see copyright guidelines in at <http://www.bates.edu/ils/policies/access-use/copyright-for-scarab/>. Chris Schiff, Music and Arts Librarian in Ladd Library, at cschiff@bates.edu is also available to help answer specific questions and for consultations concerning copyright.

Embargo: Students or advisors may also assign a period of embargo that prevents all access to the thesis for a certain period of time. This is common if the student and advisor are planning to publish the findings elsewhere. If that is the case, students and advisors use the Thesis Access and Embargo Form to choose the date when the thesis will be available for viewing. Periods of embargo may be 5 or 10 years. Once a period of embargo is chosen, it cannot be changed. If neither 5 nor 10 years is an acceptable period of embargo, select “Restricted Access.” During the period of embargo, those outside the Bates community requesting a copy of the thesis will be referred to the student or faculty advisor.

After the Honors student and advisor have completed and signed the Thesis Access and Embargo Form, it must be returned to Academic Services, 7 Lane Hall, no later than 3 p.m. on Friday, May 3, 2013.

For more guidance about access and embargo, please email Sarah Strong, chair of the Honors Committee, at sstrong@bates.edu.

Additional Information for Advisors

Examination Panels and Outside Examiners

The examination panel is composed of an outside examiner, the thesis advisor, a departmental or program faculty member and a non-departmental or program faculty member. 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.

It is the responsibility of the thesis advisor to invite colleagues and, in consultation with the chair of the department or program, an outside examiner to sit on the examining panel. The thesis advisor submits the names to the Honors Committee on the Examination Panel Registration Form by Monday, March 4, 2013. In consideration of workload issues, it is the expectation of the Honors Committee that a faculty member serve on no more than three honors panels in addition to those the faculty member directs.

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.

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.

Although panel members are generally chosen on the basis of familiarity with the candidate's topic, the degree of professional knowledge will vary.

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, but it is usually the non-departmental or program member.

Panels for Double Majors

Students nominated for Honors by two departments or programs and who are submitting one thesis for both shall have only one oral examination. The guidelines above apply, excepting the first paragraph, which should read: The examination panel will consist of six members: one outside examiner to be agreed upon by both advisors; the two non-voting thesis advisors (one from each participating department or program); two departmental or program faculty members, one from each department or program; one non-departmental or program faculty member to be agreed upon by both advisors.

Panels for Interdisciplinary Majors

For students nominated for Honors who are pursuing a self-designed major in Interdisciplinary Studies, the guidelines above apply, excepting the first paragraph, which should read: The examination panel will consist of one outside examiner, the thesis advisor (as non-voting member), one faculty member from the student's Interdisciplinary Advisory Board, who will act as the departmental faculty member, and one faculty member who is not on the student's advisory panel, who will act as the non-departmental member.

Selecting an Outside Examiner

By March 4, 2013, each thesis advisor, in discussion with the chair of the department or program, selects the outside examiner, keeping the following criteria in mind:

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.

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 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. 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 or Skype to bring in outside examiners. Oral exams conducted by remote access make available to students scholars who would not be able to travel to Bates, reduce our carbon footprint, and provide budgetary savings. Oral examinations conducted by video teleconferencing and Skype are held in Pettengill G-13. Scheduling forms are available at <http://www.bates.edu/honors/honors-forms/>.

In the rare case that a person must travel from abroad, please contact Academic Services at 786-6480 or

academicservices@bates.edu. For foreign nationals, please contact Kerry O'Brien in the Dean of the Faculty's Office at 786-6065 or kobrien@bates.edu for information and assistance with any visa processing.

Scheduling and Hosting an Outside Examiner

The thesis advisor is responsible for completing the Travel/Accommodations Form and submitting it to Academic Services, 7 Lane Hall by March 4, 2013. The form is available on the Honors website at <http://www.bates.edu/honors/honors-forms/>.

The college uses Dube Travel for airline and rental car reservations. Contact information for Dube Travel is available from Academic Services. Dunn House is the preferred accommodation for outside examiners.

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 and program budgets or other college funds must cover any additional expenses.

Outside Examiner Expenses and Honoraria

Each outside examiner receives instructions about how to access the online 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 IRSW-9 Form to Academic Services, 7 Lane Hall, 2 Andrews Road, Bates College, Lewiston, Maine, 04240 by the date listed on the Outside Examiner Expense Form.

Outside examiners for performance-based honors theses evaluate both the performance and written thesis. When there is a significant gap in time between the performance and the examination on the written component, the single honorarium will be evenly split with one half remitted after the evaluation of the performance and the other half remitted after the oral examination of the written thesis. Travel expenses will be reimbursed at the time they are incurred.

Faculty Expenses Associated with an Outside Examiner

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, the thesis advisor must submit a completed Travel Expense Form (see <http://www.bates.edu/honors/honors-forms/>) and applicable receipts by May 3, 2013 to Academic Services, 7 Lane Hall.

Summary of Program Responsibilities

Honors Committee

(Location: Academic Services, 7 Lane Hall, 207-786-6480, academicservices@bates.edu)

Overall coordination of the Honors Program.

Work with faculty to set guidelines, standards and procedures for the Honors Program.

Set annual Honors Calendar.

Admit students to the Honors Program.

Send Outside Examiner instructions about accessing the thesis online, the Honors Guidelines, and pertinent expense/tax forms.

Approve examination panels and appoint a chair to each panel.

Award departmental Honors on the basis of the written thesis and oral examination.

Coordinate the Honors Reception and Honors Banquet.

Process Honors theses and publicize abstracts.

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.

Advise students on fair use and copyright. See <http://www.bates.edu/ils/policies/access-use/copyright-for-scarab/> for guidelines.

Submit a completed Honors Withdrawal Form to Academic Services for any student who leaves the program.

Invite one departmental and one non-departmental faculty member to serve on the examining panel. At least three weeks prior to the thesis due date notify Academic Services of selections on the Examination Panel Registration Form.

Select and invite outside examiner. Submit pertinent contact information to Academic Services on outside examiner Travel/Accommodation Form and Examination Panel Registration Form at least three weeks prior to the thesis due date.

Arrange with Academic Services travel and accommodation for the outside examiner, at least three weeks prior to the oral examination.

Schedule oral examination: reserve the room, set a time convenient for the student and examining panel and notify all involved of time and place. The AAA may assist with scheduling.

Notify Academic Services of date/time/place on the Examination Panel Registration Form by the date listed on the form.

Prepare student for the oral examination.

Discuss and decide on the level of access and embargo of the thesis and sign the Thesis Access and Embargo Form. Once the advisor and student sign the form, the advisor must return it to Academic Services, 7 Lane Hall, no later than 3 p.m. May 3, 2013.

If the examining panel does not approve the mechanics of the thesis, verify thesis corrections and sign the

Thesis Correction Form no later than 3 p.m. on May 3, 2013.

Examination Panel Chair

Prepare an Individual Evaluation Form for the thesis; collect Individual Evaluation Forms from each voting member of the examining panel prior to the oral examination.

Conduct oral examination. See Protocol at <http://www.bates.edu/honors/protocol-for-the-honors-exam/>

Complete the Panel Evaluation Form with signatures from each panelist.

Immediately after the examination, forward the Panel Examination Form and the Individual Evaluation Forms from each panelist to Academic Services, 7 Lane Hall.

Examination Panel Members and Outside Examiner

Read thesis available on SCARAB.

At the beginning of the oral examination, submit to the chair of the examining panel an Individual Evaluation Form with an evaluation of the thesis and a proposed award.

Participate in the oral examination.

Honors Candidate

Complete substantial work on the thesis in fall 2012.

Submit thesis abstract to Academic Services no later than January 25, 2013.

Review copyright guidelines at <http://www.bates.edu/ils/policies/access-use/copyright-for-scarab/> and discuss fair use and copyright with thesis advisor and Chris Schiff, Music and Arts Librarian, 786-6274, cschiff@bates.edu.

Continue with research and writing in winter semester.

Upload original thesis onto SCARAB no later than 3 p.m. Friday, March 22, 2013. Participate in oral examination as scheduled.

Discuss and decide on level of access and embargo and sign the Thesis Access and Embargo Form.

For a thesis that requires correction, receive advisor approval of the corrections and upload a corrected copy of thesis on SCARAB no later than 3 p.m., May 3, 2013. Deliver the signed copy of the Thesis Correction Form to Academic Services, 7 Lane Hall, no later than 3 p.m., May 3, 2013.

Appendix A: Uploading the Exam Version of a Bates Honors Thesis to SCARAB

You must upload your thesis and an updated thesis abstract no later than 3:00 p.m. Friday, March 22, 2013. At this stage of the process, the thesis will only be available to the examination panel.

Instructions for Candidates

To submit, you must have your thesis in an electronic format. SCARAB allows you to upload one thesis file only. The updated abstract is pasted into SCARAB separately. Suggested file types for the thesis are listed below. In cases where a thesis is comprised of multiple files (e.g. an artist statement and the actual composition(s)) you must package all files together in a single zip file. You must then upload the zip file. If you need help creating zip files, please see the Bates Help Desk in Ladd Library.

Content Type	Suggested File Type
Text	pdf
Audio	mpeg3
Image	Jpg
Video	mpeg4

Content Type	Suggested File Type
3D Models	3ds
Compressed files/folders	zip
Tabular data	csv

Uploading the Thesis

From any computer connected to the internet, open a browser and go to: <http://scarab.bates.edu/>

Select “My Account” in the upper right corner.

In the “My Bates Portal” box, click on “Log in to your Bates account >>” and enter your complete Bates email address and Bates password.

In the “Author Corner” near the bottom of the left-hand column, click the “Submit Research” link.

Home About FAQ My Account

Enter search terms:
 Search
in this repository

Notify me via email or RSS

Links
Library
Bates College
Honors Theses

Browse
Collections
Disciplines
Authors

Author Corner
Author FAQ
Submit Research

My Account [Log Out](#)

MATHIEU DUVAL <MDUVAL@BATES.EDU> **ACCOUNT SETTINGS**

Edit Profile	Change password, affiliation, or contact information
Research Alerts	Change e-mail notifications and manage e-mail preferences

SITE ADMINISTRATION TOOLS

Upload document:

Author Merge Tool	Merge and unmerge authors
scarab.bates.edu	Tools to configure this site
Reports	View readership statistics

Honors Theses **ADMINISTRATOR TOOLS**

Manage Theses	Access tools to manage submissions and editorial function
Upload	Upload new theses
Reports	View readership statistics
Configuration	Add/remove editor privileges and other system setting changes

On the “Submit Your Research” screen click “Honors Thesis” at the bottom of the page.

The Submission Agreement

On the following page, you will find submission instructions and a submission agreement. Check it to move forward. If your thesis is awarded honors, you and your advisor must sign and submit by May 3, 2013, the Thesis Access and Embargo form pertaining to the legal aspects of publishing your work. The wording on that form is the same as the wording on the first page of the SCARAB form and reads:

I Affirm:

- That this work is my original creation and that I have full authority to make this agreement;
- That my thesis does not contain any libelous matter, nor invade the privacy of any person or third parties;
- That, if my thesis includes materials copyrighted by another party and used by me in excess of the fair use provision of the United States copyright code, I have restricted access to the final version of my thesis to the Bates educational community only.
- I grant Bates College the non-exclusive right to make my thesis part of SCARAB and to make it available for research and scholarly purposes. I understand that once the final thesis is uploaded, I may not remove it.

Check the box to confirm that you have read the submission agreement and click “Continue” at the bottom of the screen to move to the submission form.

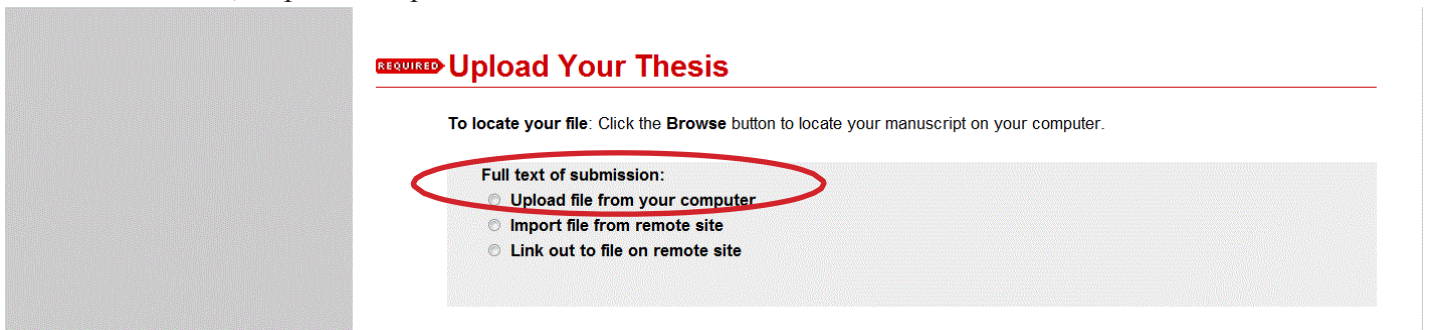
I have read the submission agreement.

The Submission Form

You will need to enter the following information into the submission form when you upload your thesis:

- **Thesis title**
- **Author** (Your name)
- **Date of Graduation** (Use May 26, 2013.)
- **Level of Access** (Select “Open Access” when you first submit your thesis. Only the honors panel will have access to the thesis until and unless it is approved. You will select and enter the final level of access on the Thesis Access and Embargo Form in consultation with your advisor by May 3, 2013.)
- **Embargo Period** (Select “No Embargo Required” when you first submit your thesis. This allows the honors panel full access to your materials. If appropriate, you will select and enter an embargo period on the Thesis Access and Embargo form in consultation with your advisor after the oral exam.)
- **Degree Name** (Select “Bachelor of Arts” or “Bachelor of Science”)
- **Department or Program** (from which you seek honors)
- **Second Department or Program** (from which you seek honors, if applicable)
- **Components of Thesis** (A listing of the file types and their number that comprise your thesis. An example: 1 pdf file, 2 mp3 files, 5 jpg files)
- **Advisor(s)** (of the thesis)
- **Keywords** (six descriptive words or phrases, each separated by commas, that might help with the indexing and retrieval of the thesis; these concepts should represent the primary essence or most salient aspects of the work)
- **Abstract** (Paste an updated, one paragraph thesis abstract of 250 words or less.)

After completing the descriptive fields, you will be prompted to upload your thesis from the computer. When the form is complete, you should click the “Submit” button. Once clicked, the button text changes from “Submit” to “Processing.” If the upload succeeds, your browser will display a confirmation page. If there is a problem, you will be prompted to correct the error. The upload process may take several minutes depending on the size of the file, so please be patient.



REQUIRED Upload Your Thesis

To locate your file: Click the **Browse** button to locate your manuscript on your computer.

Full text of submission:

- Upload file from your computer
- Import file from remote site
- Link out to file on remote site

If you need help using SCARAB, please contact Matt Duvall (mduvall@bates.edu) at the Imaging and Computing Center.

Appendix B: Uploading the Final Version of a Bates Honors Thesis to SCARAB

Accessing Your Thesis

Navigate to <http://scarab.bates.edu>, choose “My Account”, and log in as you did when submitting your thesis.

Click on your thesis title.

SCARAB: Scholarly Communication and Research at Bates

Home About FAQ My Account

Enter search terms:

in this series

Notify me via email or RSS

Browse
Collections
Disciplines
Authors

Author Corner
Author FAQ
Submit Research

My Account

HANK DUVALL <HANK.DUVALL@GMAIL.COM> ACCOUNT SETTINGS

Edit Profile Change password, affiliation, or contact information

Research Alerts Change e-mail notifications and manage e-mail preferences

Honors Theses ARTICLES

THESES FOR REVIEW

Title	Status
rjkhgh	declined to review, article is withdrawn
My test theis	review completed, article is withdrawn
another test	review completed, article is withdrawn

THESES

Title	Status
testing	under review

To upload a revised thesis and / or correct thesis metadata, click “Revise Thesis” in the upper left-hand corner.

bepress™ Honors Theses SELECTEDWORKS

Revise thesis

Withdraw thesis

Email administrator

Manage additional files

View decisions

My account

Log out

Title: testing

Authors: hank duvall

Status: under review

Current File(s):

Review the entries on the thesis submission form and revise them if necessary:

- **Thesis title** (Revise if necessary)
- **Author** (Your name)
- **Date of Graduation** (Use May 26, 2013.)

- **Level of Access** (Select “Open Access” to make your thesis publicly available. Select “Restricted Access” to make your thesis accessible to the Bates education community only. The selection you make must match the selection you made on the Thesis Access and Embargo Form.)
- **Embargo Period** (If appropriate, select and enter an embargo period for your thesis. The selection you make must match the selection you made on the Thesis Access and Embargo Form. Once entered, the period of embargo cannot be changed.)
- **Degree Name** (Select “Bachelor of Arts” or “Bachelor of Science”)
- **Department or Program** (from which you received honors)
- **Second Department or Program** (from which you received honors, if applicable)
- **Components of Thesis** (If you removed or added content after the oral exam, you must update this field.)
- **Advisor(s)** (of the thesis)
- **Keywords** (six descriptive words or phrases, each separated by commas, that might help with the indexing and retrieval of the thesis; these concepts should represent the primary essence or most salient aspects of the work.)
- **Abstract** (Paste an updated, one paragraph thesis abstract of 250 words or less.)

After updating or confirming the descriptive fields, you will be prompted to upload the final copy of your thesis from the computer.

Things to Remember

Set the “Level of Access” you chose in consultation with your advisor. Your choice must match the choice you made on the signed “Thesis Access and Embargo” form.

- If you grant “Open Access” to your thesis, your final thesis document/zip file should not contain materials that exceed the fair use provision of the United States copyright law. See <http://www.bates.edu/ils/policies/access-use/copyright-for-scarab/> for information about fair use. You should have identified and removed any such materials initially provided for the reference of your honors panel that does not comply with fair use.

Set an “Embargo Period” if you and your advisor identified one. The period must match the date provided on the “Thesis Access and Embargo” form. Once chosen, the period of embargo cannot be changed.

Once you have confirmed the information on the form, upload the new thesis file (if there is a new one) in the same way that you originally uploaded your thesis. Remember, if you have multiple files they must be bundled into a single zip file (see the Bates Help Desk for help creating a zip file).

Click “Submit” to finish the process.

If you need help using SCARAB, please contact Matt Duvall (mduvall@bates.edu) at the Imaging and Computing Center in Coram.

Appendix C: Panel Access to a Bates Honors Thesis on SCARAB:

The Email to Panelists:

As a panelist you will receive an email inviting you to retrieve the thesis from SCARAB. The subject line of the thesis will be "Retrieve your examination copy of <<student name>>'s Bates honors thesis." The first sentence of the email will include the thesis title and the student's name.

The email you receive will include a link to SCARAB that allows you direct access to the thesis. It is a good idea to save this email for easy access to the thesis.

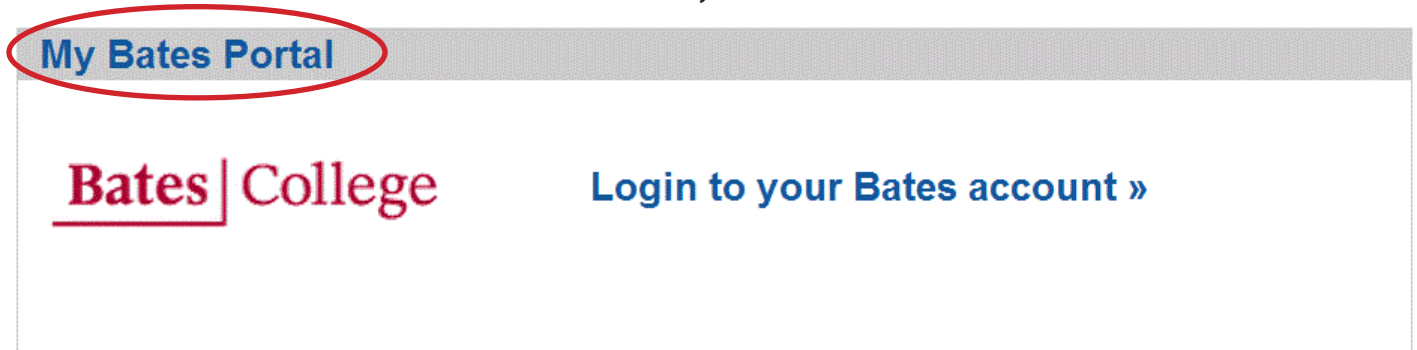
In the event the notification email is lost, panel members may also access the thesis by logging into SCARAB (<http://scarab.bates.edu>) using the email address to which the notification email was sent.

The notification email also contains a link to the Individual Evaluation Form (<http://www.bates.edu/honors/files/2011/06/2012-131.docx>) which must be completed by all voting members of the panel prior to the oral examination. This form cannot be submitted through SCARAB. It must be brought to the oral examination. If you will not be present on the Bates campus for the oral exam, the evaluation form should be completed and sent to the panel chair one day prior to the exam.

Accessing the Thesis: Log in

If you are using the email link, skip to the "Accessing the Thesis: Retrieval" section. If you are not able to use the link in the notification email, navigate to <http://scarab.bates.edu> and follow these steps:

- Please log onto the system using **the email address at which you received the message**. Select "My Account" in the upper right hand corner.
 - Bates users must follow the link in the "My Bates Portal" box.



- Non-Bates panelists must create an account using "Create new account" link and the email address at which they received their thesis notification email.

<h3>Login</h3> <p>For other existing users, login to your account below.</p> <p>Email address:</p>	<h3>Create new account</h3> <p>You will need to create an account to complete your request. It's fast and free.</p> <p>Sign up</p>
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After logging in, click on the thesis title under the “THESES FOR REVIEW” heading.

Accessing the Thesis: Retrieval

Click on the “I will review it” button. You must do this to access the thesis.

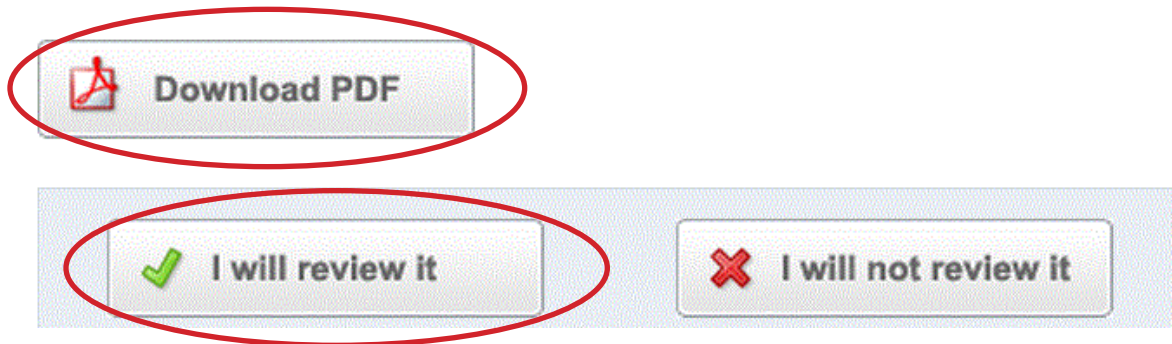
Next select “Download PDF” button to download the thesis.

Title: testing

Authors: hank duvall

Status: under review

Current File(s):



If you followed the link from the notification email, you will be prompted to log in to SCARAB at this time.

Keep in mind that some documents can be quite large, so the download can take some time.

In cases where a thesis is comprised of multiple files, we have instructed students to bundle them together in a zip file. Both Microsoft Windows and Apple OSX operating systems handle these types of files. No special software is required.

Reading and Evaluating the Thesis

All voting members of the panel must read the thesis, download and complete the Individual Evaluation Form (<http://www.bates.edu/honors/files/2011/06/2012-131.docx>), and bring a paper copy of the completed form to the oral examination. If the panelist is not on Bates Campus for the oral examination, the evaluation form must be submitted to the panel chair one day prior to the scheduled examination. Evaluations submitted to SCARAB will not reach us. Please use the Individual Evaluation Form.

Panelists may consult the Protocol for Honors Exam available on the Honors Program website at <http://www.bates.edu/honors/protocol-for-the-honors-exam/>.

If you need help using SCARAB, please contact Matt Duvall (mduvall@bates.edu) at the Imaging and Computing Center.

Appendix D: Resources for Honors Thesis Preparation

Thesis Manuscript and Format

Here are some basics about thesis formats and some examples that may be helpful. Please note, though: Your advisor, your department or program, and the Honors Program may all have requirements and expectations to consider. Check with them early.

If your department or program does not have specific guidelines, format your thesis according to the following instructions. 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 Catalog.

Set a margin of 1" on left, right, top, and bottom.

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.

Elements and Order

The components of your thesis will depend on your academic discipline. Check with your advisor and department or program for requirements and models. If your advisor and department or program do not have specific guidelines, the example below may be helpful.

Title Page

Acknowledgments (might include faculty, funding organizations, family and friends, your host family during fieldwork)

Table of Contents

(List of Abbreviations, List of Figures, Abstract, if required by your department or program, Table of Tables, A Note on the Text or other discipline- or thesis-specific materials, if needed.)

Introduction

Chapter I, II, III, IV, etc.

Conclusion

Bibliography (which should be titled Works Cited, References, or whatever your disciplinary style requires)

Appendices (e.g., illustrations, maps, charts, other figures, key documents, key texts)

Resources for Your Thesis Project

The Learning Commons brings together a host of resources and people to support your thesis work, including Ladd's research librarians, the writing specialists in Coram, and staff at the Help Desk and Imaging Center.

The Learning Commons sponsors workshops for thesis-writers throughout the year, including several geared specifically for honors thesis-writers. Topics include writing the honors abstract, preparing a literature review, science thesis strategies, and preparing for the honors examination.

As submission deadlines near, the Learning Commons also offers Thesis SWAT nights, where research librarians, writing specialists, and Help Desk staff team to answer your questions about citations, manuscript formats, grammar and style, bibliographic requirements, and more.

Ladd Research Librarians are available to aid thesis writers both informally and in scheduled research consultations. Services include assistance in formulating research strategies; conducting comprehensive literature reviews; using bibliographic citation software to manage your research; and finding, negotiating loans of, and/or purchasing resources. The contact information and subject specializations for individual librarians can be found at <http://bates.edu/library/thesis-writers>.

For fair use, copyright questions and permissions contact Chris Schiff, Ladd reference staff, cschiff@bates.edu or 786-6274. Contact Chris for guidance about fair use and whether permissions are required for images, music, audio and film clips, charts, or other materials you may wish to use; how to locate non-protected materials or to obtain permissions to use copyrighted material; and how to protect your own work.

Bates Writing Specialists on the second floor of Coram Library will work with you from developing your research question, through drafting and revision, to polishing your final draft. Located upstairs in Coram, the Writing Specialists are available for individual appointments and run thesis workshops.

The Help Desk in Ladd Library can help with questions about file management and storage, manuscript formatting, and making pdf and zip files to upload to SCARAB.

They can show you how to safely store your thesis drafts; format and prepare your manuscript with headings, page numbers, and an updating table of contents; and incorporate images, spreadsheets, and figures.

If your thesis includes material in multiple formats and files (e.g., text, images, and audio files), you will need to prepare a zip file to upload onto SCARAB. The Help Desk can help you create your zip file.

The Imaging and Computing Center, located in Coram Library, offers broad-based support for your entire thesis process. As a cross-curricular resource, the Center has expertise, facilities, and equipment to assist all scholars at Bates. Expertise ranges from research support (data and image generation, analysis, and processing, etc.) to document preparation (desktop publishing, data visualization, etc.). The Imaging and Computing Center can also aid Honors students who are presenting their research outside Bates.

For more information or help, make an appointment at <http://www.bates.edu/imaging>.

If you need help using SCARAB, please contact Matt Duvall (mduvall@bates.edu) at the Imaging and Computing Center in Coram.

Honors Timeline Checklist

For Advisors and Candidates (2012 December Graduates)

Date	Event / Form	Advisor	Candidate
September 14, 2012	Nomination Form Due	√	
September 19, 2012	Thesis Abstracts Due		√
October 26, 2012	Exam Panel Registration Form Due	√	
October 29, 2012	Outside Examiner Travel/ Accommodation Form Due	√	
November 12, 2012 at 3:00 p.m.	Thesis Submission Deadline		√
November 26, 2012 to December 3, 2012	Thesis Defense Period	√	√
December 10, 2011 at 3:00 p.m.	Thesis Revisions Due	√	√

For Advisors and Candidates (2013 May Graduates)

Date	Event / Form	Advisor	Candidate
January 11, 2013	Nomination Form Due	√	
January 16, 2013	Honors Orientation	√	√
January 25, 2013 at 3:00 p.m.	Thesis Abstracts Due		√
March 4, 2013	Exam Panel Registration Form Due	√	
March 4, 2013	Outside Examiner Travel/ Accommodation Form	√	
March 22, 2013 at 3:00 p.m.	Thesis Submission Deadline on SCARAB		√
April 1, 2013 to April 26, 2013	Thesis Defense Period	√	√
May 1, 2013	Honors Banquet	√	√
May 3, 2013	Thesis Access and Embargo Form Due	√	√
May 3, 2013 at 3:00 p.m.	Thesis Revisions Deadline on SCARAB		√
May 3, 2013	Faculty & Outside Examiner Expense Form Due	√	