

**Bates College**

**Honors Program Guidelines**

**2016- 2017**

# The Honors Program

Since 1927 Bates has offered an Honors Program 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 candidates 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 candidates 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 the 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 candidate'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 specialized in the field of study and is from another institution.

The Honors procedures are built around absolute deadlines so that each step can proceed unencumbered. Adherence to the [schedule](#) is a part of the qualification to the program. (<http://www.bates.edu/honors/files/2016/09/16-17-Honors-Timeline-Checklist.pdf> )

Honors theses become part of the holdings of the archives of the college. Electronic copies are stored and made available through our institutional repository, [SCARAB: Digital Commons@Bates](#) (<http://scarab.bates.edu/honorstheses>).

Please familiarize yourself with the [Honors Program Website](#) (<http://www.bates.edu/honors>) as it contains the information in this guide, as well as walk-throughs of the submission process, printable schedules, and contacts. Questions regarding the program should be directed to any of the following:

**Rachel Boggia Chair;** [rboggia@bates.edu](mailto:rboggia@bates.edu)

**Martin Andrucki;** [mandruck@bates.edu](mailto:mandruck@bates.edu)

**Myron Beasley;** [mbeasley@bates.edu](mailto:mbeasley@bates.edu)

**Katharine Ott;** [kott@bates.edu](mailto:kott@bates.edu)

**Margaret Imber (ex officio);** [mimber@bates.edu](mailto:mimber@bates.edu)

**Academic Services; Email:** [academicsservices@bates.edu](mailto:academicsservices@bates.edu)

# Honors Timeline Checklist

**All deadlines are absolutes.** Candidates with late submissions will be disqualified from the program. Faculty advisors 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.

## For Advisors and Candidates (2017 May Graduates)

Date	Event / Form	Advisor	Candidate
January 13, 2017	Nomination Form Due	√	
January 18, 2017	Honors Orientation	√	√
January 27, 2017 at 3:00	Thesis Abstracts Draft Due		√
March 1, 2017	Exam Panel Registration Form Due	√	
March 1, 2017	Outside Examiner Travel/ Accommodation	√	
March 24, 2017 at 3:00	Thesis Submission Dead line on SCARAB		√
April 3, 2017 to April 28, 2017	Thesis Defense Period	√	√
May 3, 2017	Honors Banquet	√	√
May 5, 2017	Thesis Access and Embargo Form Due	√	√
May 5, 2017 at	Thesis Revisions Dead- line on		√
May 5, 2017	Faculty & Outside Examiner Expense	√	

## For Advisors and Candidates (2016 December Graduates)

Date	Event / Form	Advisor	Candidate
September 16, 2016	Nomination Form Due	√	
September 23, 2016	Thesis Abstracts Draft Due		√
October 31, 2016	Exam Panel Registration Form Due	√	
October 31, 2016	Outside Examiner Travel/ Accommodation Form Due	√	
November 11, 2016 at 3:00 p.m.	Thesis Submission Dead- line		√
November 28, 2016 to December 2, 2016	Thesis Defense Period	√	√
December 7, 2016 at 3:00 p.m.	Thesis Revisions Due	√	√

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# Nomination

Individual departments and programs select Honors candidates and send their names to the Honors Committee. Each department or program establishes its own standards and procedures for admission to the Honors Program that should be articulated in writing and available on their websites. Clearly stated criteria might include GPA, written and oral communication skills, viability of the thesis topic, and ability to do independent work. The Committee recommends that each department or program invite no more than 10% of its seniors to participate in the Honors Program. Students who wish to be nominated to the Honors Program should consult with their major department(s) or program(s).

The Honors Committee encourages early identification of candidates. No nominations will be accepted after the deadline listed on the [Honors Timeline Checklist](#). When possible, preparation should begin during the junior year or the Short Term preceding the senior year. Candidates should discuss early the feasibility of their research with their advisors and Ladd Research Librarians.

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.

A student double majoring may present a single thesis for fulfillment of Honors in both of their 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 candidate 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.

The Honors thesis is a yearlong project. The candidates nominated 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.

December graduates can find their [deadline calendar](#) and instructions at and should consult with their advisor to work out logistics. (<http://www.bates.edu/honors/calendar/>)

Even after candidates 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. Forms for nomination of both regular and December graduates, and honors withdrawal forms are at <http://www.bates.edu/honors/honors-forms/>.

## Academic Support: Resources for Honors Thesis Preparation

It is expected that the creation of the Honors Thesis should be a year-long project. After nomination the Honors Candidate should begin consulting with their advisor(s) and the research librarians at Ladd on their chosen topic. By the end of the first semester the Honors Candidate should have accomplished substantial work. Many resources are available on campus to help with research, writing, and formatting.

## Library

For individual research consultations, Candidates should contact the Librarian with the [subject expertise](#) for your thesis topic. Librarians can provide assistance with formulating research strategies, conducting comprehensive literature reviews, using bibliographic citation software to manage research findings, and possibly purchasing supporting resources. (<http://www.bates.edu/library/research-services-staff/>) The [Thesis Writers Guide](#) summarizes library support. ([http://libguides.bates.edu/thesis\\_writers](http://libguides.bates.edu/thesis_writers)).

For [copyright questions](#) (<http://www.bates.edu/ils/policies/access-use/copyright-for-scarab/> ) and permissions guidance, contact Chris Schiff, [cschiff@bates.edu](mailto:cschiff@bates.edu) , 786-6274. He can advise candidates on the need for permission to use particular images, music, audio or film clips, charts or other material; how to locate non-protected material; how to obtain permission to use copyrighted material; and how to protect the candidate's work.

For any questions pertaining to SCARAB, contact Christina Bell, [batesscarab@bates.edu](mailto:batesscarab@bates.edu), in Ladd Library.

## Help Desk

For strategies and techniques when working with large files and using some of Words more sophisticated function as you will with Honors thesis work, the Help Desk is essential. They can assist with safely storing thesis drafts, formatting and preparing the manuscript with headings, page numbers, and an auto-updating table of contents; and incorporating images, spreadsheets, and figures. Theses that include material in multiple formats and files (e.g., text, images, and audio files), will need to be converted to a zip file to upload onto SCARAB and the Help Desk can assist with this conversion. Watch for workshops that they will be sponsoring during the semester.

For more assistance, contact Lee Desiderio, [ldeside2@bates.edu](mailto:ldeside2@bates.edu), 786-6181

## Writing

For writing assistance, candidates have support from [Writing at Bates](#) in a number of venues, including individual consultations, Honors-specific workshops, and Thesis Cafe. Writing at Bates can guide candidates from the beginning of the process—writing the Honors abstract—to the very end - defending the thesis in an oral examination. (<http://www.bates.edu/writing/for-senior-thesis-writers/>)

For more information, contact Writing at Bates staff, [writing@bates.edu](mailto:writing@bates.edu)

## Formatting and Elements of a Thesis

The Thesis Advisor that is the final arbiter of the necessary form and parts of thesis and the suggestions below are meant to be modified with that in mind. There are Word templates in the [Thesis Writer's Guide](#) which can be quite helpful and are designed to facilitate discussions with between the candidate the Thesis Advisor about formatting. It is important to understand that these are only a useful way to start that conversation. ([http://libguides.bates.edu/thesis\\_writers](http://libguides.bates.edu/thesis_writers))

1. Prepare the **title page** as follows.

Thesis Title  
An Honors Thesis  
Present 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.

**PLEASE NOTE: The use of the official seal of Bates College is limited to the Office of the President. Candidates may not use the seal on their thesis cover page.**

2. Set a **margin** of 1" on the left, right, top, and bottom. (For print copies that will be bound, set the left margin to 1.5" to insure space in binder.)

3. **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, acknowledgement, table of contents, introduction, or preface. Each page thereafter should be numbered consecutively. If for any reason--such as appearance--the candidate chooses not to put the page number on a given page, it should still be accounted for in the numbering. All pages of illustration, whether interspersed with the text or included in a separate section, should be numbered consecutively with text.

4. The **components** of your thesis will depend on your academic discipline. 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)

# Initial Submission

## Abstract

All Honors candidates submit an initial titled, one-paragraph thesis abstract of 250 words or less to Academic Services by the date listed on the Honors Timeline Checklist. Abstracts must be sent in Microsoft Word (.docx) format by email to [academicservices@bates.edu](mailto:academicservices@bates.edu).

Once the thesis is complete, students must provide their revised abstract in the Honors Thesis submission form on SCARAB at the same time they upload their thesis.

## Thesis

It is the responsibility of the Honors Candidate to upload their original thesis to SCARAB no later than 3pm on the date listed on the Honors Timeline Checklist.

Only the advisor and the examination panel will have access to the first submission of the senior thesis on SCARAB. Consequently in the initial thesis submission through SCARAB, candidates select “Open Access” with “No Embargo.”

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.

## Procedure for Uploading the Initial Submission to SCARAB

The [Guide to Uploading EXAM version to SCARAB](#) on the Honors website has the following instructions with screenshots included.

([http://www.bates.edu/honors/files/2011/06/SCARABUploadingExamCopy\\_REVISED.pdf](http://www.bates.edu/honors/files/2011/06/SCARABUploadingExamCopy_REVISED.pdf))

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.



### Suggested File Types

<b>Content Type</b>	<b>Suggested File Type</b>
Text	pdf
Audio	mpeg3
Image	jpg
Video	mpeg4
3D Models	3ds
Compressed files/folders	zip
Tabular data	csv

1. From any computer connected to the internet, open a browser and go to: <http://scarab.bates.edu/>. Select "Honors Theses" below "Browse the Collections" in the middle of the page.
2. 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.
3. In the "Author Corner" near the bottom of the left-hand column, click the "Submit Research" link.
4. On the "Submit Your Research" screen be sure to complete each of the required fields and then upload the Honors thesis file from your computer and select "Honors Thesis" at the bottom of the page.
5. 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 the date listed on the Honors Timeline Checklist, the Thesis Access and Embargo form pertaining to the legal aspect of publishing your work. Check the box to confirm that you have read the submission agreement and click
6. "Continue" at the bottom of the screen to move to the submission form.
7. You will need to enter the following information into the submission form when you upload your thesis (\* notes a required field):

<b>*Thesis Title</b>	
<b>*Author</b>	Your name
<b>*Date of Graduation</b>	Month/ Year
<b>*Level of Access</b>	Select "Open Access" when you first submit your thesis. Only the honors panel will have access to the thesis until then and unless it is approved. You will select the final level of access on the Thesis Access and Embargo Form in consultation with your advisor the date indicated on this year's deadline calendar
<b>*Embargo Period</b>	Select "No Embargo Required" when you first submit your thesis. This allows the Honors Panel full access to your material. 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.
<b>*Degree Name</b>	Select "Bachelor of Arts" or "Bachelor of Science"
<b>*Department or Program</b>	From which you seek honors
<b>Second Department or Program</b>	From which you seek honors, if applicable
<b>*First Advisor</b>	The primary faculty advisor to your work
<b>Second and Third Advisor</b>	Additional faculty advisors, if applicable
<b>Keywords</b>	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
<b>*Abstract</b>	Paste an updated, one paragraph thesis abstract of 250 words or less
<b>Components of Thesis</b>	A listing of the file types and their number that comprise your thesis. An example: 1 pdf file, 2 mp3 files, 5 jpg files

8. 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.

If you need help using SCARAB, please contact Christina Bell, [batesscarab@bates.edu](mailto:batesscarab@bates.edu) in Ladd Library.

## Oral Examination

### Pre Exam

#### 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/honorsthesis/>.

The procedure for logging onto SCARAB is in the [Guide for Panel Access to Honors Thesis](http://www.bates.edu/honors/files/2011/06/Guide-for-Panel-Access-to-Honors-Thesis.pdf) on the Honors website. (<http://www.bates.edu/honors/files/2011/06/Guide-for-Panel-Access-to-Honors-Thesis.pdf>)

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](http://www.bates.edu/honors/protocol-for-the-honors-exam/) is at the Honors website. (<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 student 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 their 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 Honors 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.

## Setting up the Panel - 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 the standards for the Honors designation to outside examiners and to faculty members who sit on panels.

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 the date listed on the Honors Timeline Checklist. 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 the date listed on the Honors Timeline Checklist, 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 with Zoom to facilitate outside examiners. Oral exams conducted by remote access make available scholars who would not be able to travel to Bates, reduce our carbon footprint, and provide budgetary savings. Oral examinations conducted by video teleconferencing with Zoom are held in various locations on campus. 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](mailto: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](mailto: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 [Outside Examiner Travel/Accommodations](#) form and submitting it to Academic Services, 7 Lane Hall by the date listed on the Honors Timeline Checklist. (<http://www.bates.edu/honors/files/2011/06/2016-17outsideexaminertravel.docx> )

The college uses Dube Travel for airline and rental car reservations and Academic Services staff will make the appropriate arrangement for travel with the information given in the above form. 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 IRS W-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 the 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 instructions](#). (<http://www.bates.edu/honors/files/2011/06/Instructions-Facultyexpenses.pdf>) 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 [Outside Examiner Expense](#) form and applicable receipts by the date listed on the Honors Timeline Checklist to Academic Services, 7 Lane Hall. (<http://www.bates.edu/honors/files/2011/06/Update-OE-expense-form-16-2.pdf> )

## Examination Protocol for Honors Panels

The Honors Program provides qualified Bates students with an opportunity to pursue the independent research and study necessary to achieve mastery of a specific topic within the context of a major. The honors panel is a valuable element in this process for it allows the candidate to discuss and defend this work before recognized professionals in the field. The Honors Committee offers the following protocol to assist in the oral examination.

## Before the Honors Panel Convenes

An Honors thesis of A quality with significant research and high-quality thinking and writing shall have been submitted by the candidate. While the faculty and the committee recognize the importance of the development that occurs during the thesis process, to receive an award of Honors, the student's submitted thesis must be an exceptional one. Departments and programs are encouraged to provide by their standards, procedures, and expectations for an Honors Thesis to their candidates, faculty, and outside examiners.

Each panel member shall have read and evaluated the written thesis, and marked the Individual Evaluation Form as Honors, No Honors, or Honors with reservations. In the final award of Honors or No Honors, the written thesis is weighted at 60 percent; the oral examination is weighted at 40 percent. (This guideline does not hold in the case of performance or other creative theses.)

## Setting the Process for the Oral Examination

- The chair of the panel, who is usually the member of the panel from outside the department or program, determines the order of questioning and the process followed during the oral examination.
- As a first step, the members of the examination panel, the advisor and the candidate enter the examination room for brief introductions. The advisor and candidate leave the room.
- The chair of the panel reviews the process to be followed during the oral examination.
- The chair collects the completed Individual Evaluation Forms from the members of the panel.
- To guide the oral examination, the chair may lead a brief discussion of the strengths and limitations of the written thesis, the academic context for Honors-level work, and the designations of Honors, No Honors, and Honors with reservations of the written thesis made by the individual examiners.
- Some panels find it useful to address specific questions to the advisor or for the advisor to make a statement at the beginning and the end of the oral exam without the candidate present. In this case the advisor re-enters the room to answer questions or make a statement to the panel.
- Once the procedure for the exam is decided and reviewed, the candidate re-enters the examination room.

## The Oral Honors Examination

- Honors exams usually last 90 minutes.
- The panel chair may wish to begin the process by asking the candidate to give a brief outline of the work or opening statement or give the advisor the opportunity to ask an opening question. Before the oral exam, it is the advisor's responsibility to discuss with the candidate the oral examination, possible questions, and the candidate's possible introductory remarks.

- Questioning by the outside examiner typically follows the initial question or opening remarks, followed by the non-departmental/program member and the departmental/program member.
- The advisor may participate to a reasonable extent.
- As the questioning draws to a close or time runs short, the chair invites last questions from the examiners.
- Once the questioning is ended, the candidate is usually invited to make a final statement. For example, the candidate may want to talk about the implications and significance of the findings or research, address the strengths and limitations of their project, or discuss the sort of the research or analysis that might form an appropriate next step. This is the candidate's last opportunity to make an impression on the committee. The candidate should have the last word.
- The candidate leaves the room.
- The advisor may make a concluding remark or answer questions from the panel. The advisor leaves the room.

## Evaluating the Oral Exam and Awarding Honors or No Honors

- The panel deliberates about both the written thesis and the candidate's grasp of related issues in the oral component. This final deliberation is key to the award. Remembering that the written thesis is more heavily weighted than the oral component, the panel awards Honors or No Honors.
- If an award of Honors is made but the panel finds an unacceptable number of errors in spelling, grammar, usage, or typing, it may make the award conditional upon corrections. No substantial changes may be made in content or text of the thesis.
- The chair of the Honors Panel marks the Panel Evaluation Form and the examiners sign it.
- The chair asks the candidate and advisor to rejoin the group.
- The chair announces the award of Honors or No Honors. The panel may choose to discuss the award with the candidate.
- The chair announces whether or not the mechanics of the thesis are approved. (See below.)
- The chair thanks the examiners for their time and the advisor and candidate for their work on the thesis.
- The chair delivers the Panel Evaluation Form and the Individual Evaluation Forms immediately after the exam to Academic Services, [academicservices@bates.edu](mailto:academicservices@bates.edu).
- An informal discussion of the thesis project may continue over a meal.



- If the panel has awarded Honors but the mechanics of the thesis are not approved, the student will be given a list of the mechanical errors. The advisor examines the corrected copy of the thesis and determines its acceptability. Once the mechanics are acceptable to the advisor, the student uploads a corrected copy of the thesis to SCARAB, and delivers the [Thesis Correction](#) form, signed by the advisor, to Academic Services.

(<http://www.bates.edu/honors/files/2011/06/2016-17thesiscorrections.pdf>)

The deadline for both the final uploading and delivery of the form is listed on the Honors Timeline Checklist.

## Final Submission/Post-Exam

### Post-Exam

#### 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 and a final version of the thesis abstract to SCARAB no later than the date listed on the Honors Timeline Checklist. [Guide to Uploading FINAL version to SCARAB](#) on the Honors website has directions for uploading the final copy of the thesis.

([http://www.bates.edu/honors/files/2016/09/SCARABUploadingFinalCopy\\_REVISED.pdf](http://www.bates.edu/honors/files/2016/09/SCARABUploadingFinalCopy_REVISED.pdf))

#### Thesis Access and Embargo

Only the advisor and the examination panel will have access to the first submission of the senior thesis on SCARAB. Consequently, when initially submitting thesis the candidates need to select “Open Access” as the level of access for the time being.

If the award of Honors is granted, however, the advisor and student 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 the date listed on the Honors Timeline Checklist . Any thesis granted the award of Honors without an accompanying Thesis Access and Embargo Form will be substituted as an “Archival Access” only file (See “Access” below). Candidates 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 the day listed on the Honors Timeline Checklist.

## Access

Honors students and their advisors may choose from a number of access options depending on particular circumstances.

- 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: Campus/Bates Community Only Access” grants thesis access through SCARAB only to the on-campus Bates community via either the secure Bates computer network or a SCARAB login using an active Bates username and password. 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 this designation. When “Restricted Access: Campus/Bates Community Only 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.
- Selecting “Restricted Access: Embargoed [Open Access After Expiration of Embargo]” ensures the thesis is to be made inaccessible to all for a specified length of time (i.e. embargoed) and then made available to all after that embargo period. The embargo can be set for 1, 5, 10, or 15 year periods, after which the thesis will become “Open Access.”
- Selecting “Restricted Access: Embargoed [Bates Community After Expiration of Embargo]” ensures the thesis is to be made inaccessible to all for a specified length of time (i.e. embargoed) and then made available only to the Bates Campus community after that embargo period. The embargo can be set for 1, 5, 10, or 15 year periods, after which the thesis will become “Restricted Access: Campus/Bates Community Only Access.”
- Selecting “Restricted: Archival Copy [No Access]” allows the Honors thesis and associated metadata to be uploaded to SCARAB, but the thesis will be unavailable for viewing or downloading by anyone. A thesis containing sensitive or restricted personally identifiable data is an example of a thesis that could fall in this category.

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 along with a final abstract before the thesis may be marked for access to the public but no later than the date listed on the Honors Timeline Checklist.

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](http://libguides.bates.edu/c.php?g=384369&p=3728620). (<http://libguides.bates.edu/c.php?g=384369&p=3728620>)

## Embargo

Honors students and their advisors may also assign a period of embargo that prevents all access to the thesis for a period of time. This is common if the student and advisor are planning to publish the findings elsewhere, for instance. Periods of embargo may be 1, 5, 10 or 15 years. If none of the choices are acceptable periods of embargo, select "Restricted: Archival Copy [No Access]." Once a period of embargo is chosen, it cannot be changed. During the period of embargo, those outside the Bates community requesting a copy of the thesis will be referred to faculty advisor or department/program.

Once a student is ready to upload the final version of a thesis to SCARAB, a final approval is required by both the student and advisor to indicate to choose the date to indicate both when the thesis will be available for viewing and the audience to be provided access. The student will receive an email to an online form to select the access level and any embargo date. This goes to the advisor automatically for final approval once the student submits. Failure to complete this form will set the thesis as "Restricted: Archival Copy [No Access]." The online form must be submitted by both the student and advisor before commencement in order for the thesis to be available in SCARAB. For more guidance about access and embargo, please email the chair of the Honors Committee.

## Summary of Program Responsibilities

### Honors Committee

- 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 Honors Timeline Checklist.
- 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 pm on the date listed on the Honors Timeline Checklist.
- 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 pm on the date listed on the Honors Timeline Checklist
- Grades for Honors theses should be submitted at the end of winter semester during the regular grading period.

## 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 of the previous year.
- Submit thesis abstract to Academic Services no later than the date listed in the Honors Timeline Checklist.
- 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](mailto:cschiff@bates.edu).
- Continue with research and writing in winter semester.
- Upload original thesis along with an updated abstract onto SCARAB no later than 3 p.m. on the date listed in the Honors Timeline Checklist. 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 along with a final version the abstract on SCARAB no later than 3 p.m., on the date listed in the Honors Timeline Checklist. Deliver the signed copy of the Thesis Correction Form to Academic Services, 7 Lane Hall, no later than 3 p.m. on the date listed in the Honors Timeline Checklist.
- Students with defenses in Short Term should leave campus within 24 hours of the defense unless enrolled in a course or staying on campus for another legitimate reason.