

## **GUIDELINES FOR SENIOR HONORS THESIS COLLEGE OF BUSINESS AND TECHNOLOGY**

The Senior Honor's Thesis represents an in-depth, capstone experience designed to provide honors students with opportunities to develop a deeper knowledge of business and technology, a closer intellectual interaction with faculty, and more complete preparation for their career goals. The Senior Honor's Thesis must use primary materials in the field of study as well as secondary sources, such as biography and criticism. The thesis should represent a student's most sustained research as an undergraduate. It must be academically honest and in full compliance with ethical guidelines. **An approved Senior Honors Thesis that has been orally presented in public is required for graduation as a Business and Technology Honors student from East Tennessee State University.**

### ENROLLMENT

Typically, the Senior Honors Thesis is a year long project for which the student enrolls for three hours credit during the last semester of the senior year. Initial preparation for the thesis should begin the previous semester, however, and should follow the approved timetable. A typical schedule requires that the student complete the majority of all library work plus initial analyses by the end of fall semester, so that the spring semester allows ample time for the actual writing of the thesis. A student should plan on working a minimum of six to nine hours per week on the thesis project. Throughout the project, each student should engage in careful planning, thorough research, thoughtful analysis, good writing, and enthusiastic work. Both the Technical Writing and Research Methods Course must be completed before registration can be permitted for the Honors Thesis course.

### THESIS COMMITTEE

A senior honors student should choose a thesis committee in conjunction with the College Honors Coordinator. The committee must consist of a thesis professor and a second reader, both from the \_\_\_\_\_ Department (College), and a third reader who must come from outside the department (college). The thesis professor is responsible for directing the thesis and seeing that the student meets all deadlines and fulfills the expectations of the prospectus. A thesis director will receive one hour of DIS, up to a maximum of three hours per semester for three theses.

### THESIS FORMAT

The thesis should be considered a manuscript that may be submitted for publication in a scholarly journal. It must follow the research guidelines established by the APA or MLA. The final copies must be permanently bound, but they may have a soft cover and/or spiral binding if the student chooses. Most students have binding done at a photocopying business and have four copies made: a required copy to be submitted to the College Honors Coordinator, a required copy to be submitted to University Honors Programs, a copy to keep, and a copy to be given to the thesis professor as a courtesy.

The thesis should involve the student in intensive research of a topic in the student's academic discipline. It should be twenty to forty pages in length, the emphasis being on quality rather than quantity. Personal essays, descriptive reports and non-research reports may not be submitted as a senior thesis.

### PROSPECTUS

The senior honors student should write a 2-5 page prospectus clearly describing the objective of the thesis, its scope and limitations, and a preliminary bibliography of 7-12 sources to indicate that sufficient secondary material exists to support the thesis project. The prospectus should be signed by both the student and the thesis professor and should be shown to all faculty members who are asked to serve as readers.

### RECOMMENDED TIMETABLE

The following timetable establishes deadlines based on spring/fall thesis registration.

1. Sept/Jan 15 Choose a thesis professor in consultation with the College Honors Coordinator.
2. Oct/Feb 1 Meet with the thesis professor and discuss a prospectus.
3. Nov/Mar 1 Sign the prospectus and present it to the thesis professor for his or her signature. Choose second and third readers in consultation with the College Honors Coordinator. Give copies of the signed prospectus to the coordinator and the readers.
4. Feb/Oct 15 Present the first draft of the thesis to the thesis professor for review.
5. March/Nov 15 Present the second draft of the thesis to the thesis professor and the readers.
6. April/Dec 1 In conjunction with the College Honors Coordinator set a date for a thesis presentation to be completed before April 20. Make arrangements for publicity.
7. April /Dec 15 Submit two bound copies of the completed thesis, signed by the thesis professor, to the College Honors Coordinator—one for the department and one for Honors. You also may want to give a copy to the thesis professor.

In writing the prospectus, keep in mind that it is good to be up front with what you will cover and what you will omit.