

Revised Summer 2009

# **Departmental Thesis and Departmental Honors Manual**

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# DEPARTMENTAL HONORS AT UTC

## I. General Honors and Departmental Honors

There are two kinds of honors the University may confer on graduating seniors: General Honors and Departmental Honors.

**General Honors** is indicated by the following designations:

- *Cum laude* (with praise) - students graduating with a GPA (both cumulative and for all UTC courses) of 3.5;
- *Magna cum laude* (with great praise) - students graduating with a GPA (both cumulative and for all UTC courses) of 3.75;
- *Summa cum laude* (with highest praise) - the student graduating with the highest GPA, provided the student's GPA is at least 3.9. More than one *summa* graduate will be recognized in the event of a tie.

**Departmental Honors** is a distinction conferred at the student's graduation for the successful completion of Departmental Thesis that meets the department's requirements for Departmental Honors. It is, in part, a reflection of the recipient's academic standing (the minimum GPA requirement for an "honors" pass in departmental honors is 3.2 overall and 3.5 in major). Unlike General Honors, however, Departmental Honors results from successful completion of a Departmental Thesis in a student's major academic discipline.

## II. Application for Admission to Candidacy

Any student (normally a junior-level student) seeking to earn departmental honors must meet the minimum GPA requirements, complete the "Application For Admission To Candidacy For Departmental Thesis" (See Appendix A), and submit this form to the University Honors Program Faculty Assistant Director by the deadline specified in the current calendar (See Appendix D). An electronic copy of the form from Appendix A and the project proposal should be sent via email to [dhon@utc.edu](mailto:dhon@utc.edu) no later than the proposal deadline. A signed copy of the application form from Appendix A should also be submitted to the University Honors Program Faculty Assistant Director no later than the proposal deadline. The application form should be signed by both the faculty member who has agreed to work with the student (the Thesis Director) and the head of the major department in which departmental thesis will be undertaken. After the applicant's GPA has been verified and his or her candidacy has been approved by the Departmental Honors (DHON) Committee, the student will be notified of permission to register for the appropriate departmental thesis course (495R).

### Provisional Admission

Students wishing to apply for the departmental thesis course but whose GPAs are below the required minimum may be admitted provisionally as long as it is mathematically possible for their GPAs to meet the minimum requirement by the end of the first term in which they are registered for 495R.

## **Continued Candidacy**

Any departmental honors candidate who does not meet the minimum GPA requirements by the end of the first term of 495R will be automatically withdrawn from the program. Such a student will receive a grade for the hours of 495R already completed.

## **III. The Departmental Honors (DHON) Committee**

The Departmental Honors (DHON) Committee is composed of faculty members and students from the various academic divisions of the University of Tennessee at Chattanooga. Its essential function is to review and evaluate all departmental honors projects executed by UTC students with an eye towards promoting the highest traditions of undergraduate research, writing and performance. Specifically, its duties are to:

- review all proposals submitted by candidates for Departmental Thesis;
- interpret the policies contained in this manual;
- supply liaisons to the major department's examining committees;
- review the recommendations made by the examining committees; and
- recommend to the Faculty Senate the names of those considered worthy of receiving Departmental Honors.

## **Responsibilities of the DHON Committee Chair**

Appointed by the Faculty Senate's Committee on Committees, the DHON Committee Chair is responsible for the following:

- calling meetings of the DHON Committee to review proposals;
- informing students of the status of their applications;
- assigning faculty liaisons to serve on various examination committees;
- increasing awareness on campus of the opportunities for Departmental Honors;
- making students and faculty members aware of the of the requirements for completion of Departmental Thesis projects within the guidelines set forth by the committee; and
- presenting the results of committee's findings to the Faculty Senate.

## **IV. The University Honors (UHON) Program**

The University Honors Program is a four-year interdisciplinary program with a prescribed curriculum, and all students enrolled in the program are required to complete a departmental thesis project. Because of the close association of the UHON Program and the DHON Committee, and for matters of bureaucratic convenience, students may seek answers to their departmental honors questions from the University Honors Faculty Director or Faculty Assistant Director in the UHON Program Office (202 Guerry Hall, 425-4128). The departmental honors manual will be located on DHON Web site at <http://www.utc.edu/Administration/DepartmentalHonors/>. It is not necessary for candidates for departmental honors to be members of the University Honors Program.

## **Responsibilities of the University Honors Program Director and Faculty Assistant Director**

With regard to Departmental Honors, the UHON Program Director and Faculty Assistant Director have the following responsibilities:

- to act as sources of information and counsel for students applying for admission to candidacy in departmental honors or who are already candidates;
- to provide the names of all candidates to the Office of Records so that grade checks can be made to determine whether or not students are satisfying departmental honors grade point requirements;
- to insure that the GPA of all applicants is accurately recorded on all DHON forms; and
- to notify the Office of Records when candidates have fulfilled all requirements and obligations for graduation with departmental honors (see Section XVI).

## **V. Proposal Guidelines**

Each proposal should include a description of the project. (See Appendix A.) The brief description (500-750 words) should:

- identify the problem or topic to be addressed;
- set out the methods and procedures to be used in completing the project (may include description of how data will be collected, how sample size will be determined, how deviations will be measured, etc.);
- define the scope and focus of the project and indicate the types of resource material and methods to be used;
- employ language intelligible to an educated person outside the field;
- indicate the form that the final outcome of the project will take (a 40-page paper, a suite of paintings, a one-hour recital, etc.); and
- include a preliminary bibliography.

Note that all departmental honors projects must include a substantial written component, whether it is the project itself (in the case of a scholarly essay or scientific paper, for example) or an extensive introduction and discussion essay (in the case of a fine arts project or a computer programming project, for example).

## **VI. Responsibilities of the Departmental Thesis Project Director**

The Project Director is the faculty member who works with the student on his or her departmental thesis. Chosen by the student, this faculty member is specified in the application for candidacy. He or she becomes the student's tutor and chairs the departmental examining committee in its evaluation of the student's finished project. Unless a specific exception is granted by the DHON Committee, the Project Director must be a full-time faculty member in the academic department at UTC in which the student is seeking departmental honors. The Director's responsibilities include the following:

- to direct, approve and sign the student's application form for his/her participation in Departmental Thesis (see Section V and Appendix A);
- to tutor and grade the student on the project in 495R for two consecutive semesters (see Section IX);
- to help the student select a committee for the purpose of evaluating the progress report and completed honors project (see Section XIV);

- to supervise the progress of the project on a regular basis, insuring that the student adheres to the Departmental Thesis time line. (See Appendix D);
- to insure, if necessary, that the student meets the requirements of the UTC Institutional Review Board if working on research involving human subjects. (See Appendix E);
- to insure, if necessary, that the student meets the requirements of the UTC Institutional Animal Use and Care Committee if working on research involving the use of animals (See Appendix E);
- to advise the student on an appropriate style for the manuscript and to help with issues like the use of sub-headings, appendices, and other aspects of paper writing unique to larger manuscripts (see Section XVI);
- to chair the progress report review (see Section XIII) and the oral examination committee (see Section XV).

## **Banking of Hours**

The following "Banking" Plan for Supervision of Master's Thesis and Honors Project Direction was distributed to the faculty by the Provost on February 4, 1991.

Full-time, tenured and tenure track faculty with academic year appointments and a teaching load of twelve semester hours may accrue credit for future load reduction ("banking") by directing Master's theses and undergraduate honors projects in excess of the twelve-hour load. Faculty who receive in-load credit, or extra service, or overload compensation, may not bank credit for these activities.

In order for a faculty member to be eligible for banking credit, he/she must be listed as instructor of record on the fourteenth day for the thesis or honors course for which credit is sought and must receive prior written approval to bank the hours from both his or her dean and department head. Earned banked hours should also be noted each year on the EDO annual report

Faculty will be entitled to a three-hour teaching load reduction after directing 24 semester credit hours of Thesis (599) or [Departmental Thesis] (495) activity. No more than 24 semester credit hours may be accumulated, regardless of the total number of hours earned. Once 24 semester credit hours are accumulated, the banked course must be used before new banked credit can begin to accrue. No more than six hours of Master's thesis supervision for any one student can be credited for banking, regardless of the number of thesis hours for which the student enrolls. This policy supersedes program, department, school or college workload formulas which may have previously given overload or extra service credit for these activities via a different formula.

Normally faculty must use and departments must honor the banked course before additional banked hours can be accrued. Consistent with departmental instructional needs and available resources, efforts should be made to honor the banked course request within two regular semesters of the accrual. Faculty members may neither accrue nor redeem credit during summer terms.

Every effort will be made by the University to provide part-time funding for course coverage; however, budget conditions or the availability of qualified replacement personnel may require some units to manage banking through alternative staffing strategies. Advanced planning is encouraged.

In order to bank the four hours of supervision of 495R, you should discuss your plans with your department head. Your department head may wish you to complete an Individual Studies Contract form. If so, send a copy to the UHON Program Faculty Assistant Director.

In the event that the student is not granted honors, you should indicate what the final outcome or product of the study was and send a copy of the final product to the UHON Program Faculty Assistant Director. The University Departmental Honors Committee will review the project, and, if there are no problems, the Chair of the committee will send a recommendation to your department head that you be allowed to bank the hours of 495R.

## VII. Responsibilities of the DHON Liaison

Each candidate is assigned a member of the DHON Committee as a liaison. The DHON Committee Liaison is responsible for:

- answering questions that the candidate or Project Director may have about DHON guidelines;
- reviewing the progress report and any available drafts of the Departmental Thesis project;
- checking with the student and Project Director to insure that the project is completed in a timely manner;
- serving on the oral examination committee as a full voting member; and
- reporting the outcome of the examination to the Chair of the DHON Committee and the UHON Program Faculty Assistant Director (see Section XV).

## VIII. Responsibilities of the Student

The student undertaking a Departmental Thesis must agree to do the following:

- Meet the requirements of an overall GPA of 3.2 and a GPA of 3.5 in the major for honors, and a 3.5 overall and 3.75 in the major for highest honors. These requirements must be met at the end of both semesters of 495R.
- Identify an area of study and a faculty member to serve as Project Director. Many students develop their ideas for their project after talking with their Project Directors.
- Complete an application for departmental thesis (see Section V and Appendix A) and return this signed application form and proposal *electronically* to the UHON Program Faculty Assistant Director by the required deadline. The proposal will be reviewed by the DHON Committee, which may accept the proposal as is, send it back for revisions, or reject it as unsuitable.
- Register for 495R in the major department. *Remember to register for 495 for two semesters (or terms) before graduation.*
- Establish a regular time (at least once a month, preferably more often) for consultation with your Project Director, and keep a record of these meetings. Develop a timetable for completion of each step of your project (see Appendix D). This helps to identify what needs to be done, and indicates the time needed to accomplish each step.
- Fulfill, when necessary, all the requirements of the UTC Institutional Review Board (IRB) (if you are working with human subjects). If your project involves, say, interviewing people who will be identified in your paper, you will need to complete a Research Protocol Review form and secure the appropriate signatures (see Appendix E). Information about the IRB Committee and its requirements can be found online at <http://www.utc.edu/Administration/InstitutionalReviewBoard/>.
- Fulfill, when necessary, all the requirements of the UTC Institutional Animal Care and Use Committee (if you are working with any type of animals). (See Appendix E). Information about the IACUC and protocol submission can be found at <http://www.utc.edu/Administration/InstitutionalAnimalCareAndUseCommittee/>.

- Submit a progress report (see Section XIII and Appendix C) towards the end of the first semester of 495R to the UHON Program Faculty Assistant Director and to all the members of the examining committee, including the DHON liaison. The progress report you submit to the UHON Program Faculty Assistant Director should be signed by your Project Director, your examination committee members, and your DHON Committee Liaison. (Appendix C)
- Meet, after submitting the progress report, with your entire examining committee to review progress (see Section XIII and Appendix C). It is the student's responsibility to arrange this meeting and to insure that it is held *no later than a week before the last day of class* for that academic term, preferably earlier.
- Keep **all** the members of the examining committee informed of progress, sharing with them drafts of the project and seeking their advice.
- Arrange towards the middle of your second 495 a time and place for the oral examination with **all** of the members of the examining committee (See Section XV). Distribute to each member of the examining committee the final draft of the project *at least one week before the oral examination*.
- Make all changes to the project requested by the examining committee within one week following the oral examination.
- Submit three (3) finished copies of the completed thesis, with all the necessary signatures, to the UHON Program Faculty Assistant Director no later than two weeks prior to the last day of classes in the term in which second 495R is registered. (See Section XVI for details on the format of the paper.)
- Contact your DHON Committee Liaison, the Director or Faculty Assistant Director of the UHON program, or the Chair of the DHON Committee to clarify any Departmental Thesis recommendations or project procedures. All students registered for 495R should be able to contact the DHON Committee Liaison, the Director or Faculty Assistant Director of the UHON program, or the Chair of the DHON Committee via the Communications feature on Blackboard since all 495R students are part of the DHON Blackboard Community.

## IX. Departmental Thesis Course 495R

495R is the course in which the candidate works with his or her Project Director while completing the project approved by the DHON Committee. As soon as the candidate receives approval of the proposal from the DHON Committee, he or she should contact the major department to make sure an appropriate course section of 495 has been created, listing the Project Director as the instructor.

Normally, the two 495s are completed during each of the last two consecutive semesters before graduation, and usually for two credit hours each term. There are some notable exceptions however:

- Students may elect to take only one credit hour of 495 one semester and then three hours the other, as long as together the two courses constitute four total hours.
- Students who intend to be exceptionally busy their last semester at UTC, such as those enrolled in off-campus teacher training, may elect to begin their first 495 during the third term before graduation, i.e., the second semester of their Junior year or a summer term between the Junior and Senior years. For this to work, however, departmental honors candidates will have to submit their proposals to the DHON Committee early, usually (but not always) in the first semester of the Junior year.
- Occasionally, students who have already completed one 495 may find it necessary to defer their graduation date and the completion of their second 495. Assuming the student is in good standing, and

that the DHON Committee Chair is notified in writing of this development, the deferral will usually be granted.

Please note, however, that students permitted to pursue a Departmental Thesis must enroll in 495R during two consecutive semesters. If the candidate's work is judged satisfactory at the conclusion of the first 495, he or she should receive a grade of IP (in progress) and continue in the Departmental Thesis course 495R for the last semester.

Students must be registered in appropriate sections of 495R to correspond with the project director awarding the letter grade. Except in extenuating circumstances, students should register for all hours of 495R with the same project director.

Following the candidate's submission of final copies of the thesis, the departmental examination itself, a letter grade is assigned by the Project Director, designated projects are presented for acceptance by the DHON Committee and the Faculty Senate. The student then receives four hours of credit for 495R with the assigned grade.

All students completing the 495R, Departmental Thesis, may not necessarily be awarded departmental honors. Departmental Honors is based upon a successful project and defense. (As the Grade Guidelines below articulate, only students earning a grade of A on their Departmental Theses will qualify for Departmental Honors). Enrolling in 495R for the required number of hours does not automatically award students Departmental Honors status.

Students not successfully completing the Departmental Thesis may be awarded a letter grade for the course but will not receive the Honors designation on their academic record.

Grade Guidelines for Departmental Thesis Directors:

**A** — is given for work of distinctly superior quality and quantity accompanied by unusual evidence of enthusiasm, initiative, thoroughness and originality. A grade of A represents outstanding research combined with an excellent written project as well as superior performance on the oral examination. Only students who earn a grade of A on the Departmental Thesis may qualify for Departmental Honors. Students who are not awarded Departmental Honors by their examination committees may still earn a grade of A in rare instances where it can be justified by the student's Thesis Director.

**B** — is given for work showing the above qualities to a lesser extent. A grade of B indicates that the student has performed solid research combined with a very good written project, but did not offer superior performance on the oral examination. Students who earn a grade of B on the Departmental Thesis will not earn Departmental Honors.

**C** — represents fulfillment of the minimum essentials of the course. A grade of C represents a minimum level of research combined with a written project. A grade C occurs in situations in which the project is of a level that is not presentable for oral examination. Students who earn a grade of C on the Departmental Thesis will not earn Departmental Honors.

**D** — represents a passing grade to be given only in rare cases.

**F** — indicates unqualified failure.

**IP** — is used as an interim grade to indicate work in progress requiring more than the normal limitations of a semester. It has a one-year limitation for removal. The instructor will determine the IP designation

in the first semester or term. A student may not register for additional 495R courses if he or she has earned two incomplete or in-progress (I or IP) grades.

**W** — indicates official withdrawal from one or more classes after the first two weeks of classes and up to the last six class weeks before the final examinations. Comparable deadlines apply to each of the summer terms.

Should a student who has made satisfactory progress not wish to complete his or her project, a letter grade instead of IP will be assigned by the Project Director at the end of the first semester and the student will be withdrawn from consideration for Departmental Honors. If, by the end of the first semester of 495R, the student has not made progress deemed satisfactory by the Project Director and the DHON Committee, he or she will receive an appropriate grade and not be allowed to re-register for a second semester of the Departmental Thesis course 495R. The student does, however, have the right to appeal. (See *Student Handbook* for procedure.). In cases involving students who have made unsatisfactory progress towards the Departmental Thesis, it is recommended that the student be given a failing grade for the course.

## **X. Thesis Project Guidelines**

In the past, students from all degree-granting colleges and schools have submitted projects in a wide variety of disciplines and areas of creative endeavor. Each project attests to the willingness of the student to go beyond the learning environment of the classroom and to assume the responsibilities associated with a commitment to scholarship and creative enterprise. Copies of past projects are available in the permanent collection of the Lupton Library.

A project may develop as a natural extension of the studies the student has undertaken in the major discipline. The student may initiate a project to explore ideas discovered in a course, or a laboratory, or a studio, or even in a chance encounter between the student and a faculty member.

Typically the project will take the form of a thesis, an extended essay that explains the student's work in a specific area of inquiry. The project may, however, have as its goal a designated activity in the fine arts—a recital, exhibition, or the like.

In any event, the project will always have a substantial written component. Written work for the honors project should conform to conventions of scholarly writing for the discipline in which the student is working, though in all cases the paper should be written so that an educated person outside the discipline can understand it. Especially technical jargon should either be avoided or well explained.

Each manuscript prepared for review by the examining committee should adhere to the following specifications:

- it must be printed on 8 1/2 by 11 white paper,
- all corrections should be neat and infrequent,
- all margins must be between 1 and 1.5 inches wide,
- the title page should conform to the model given in Appendix B, and
- it must include a one page abstract of the project written for an educated lay audience.

*Note: these requirements are only for the copies of the paper submitted to members of the examining committee. The two finished copies of the thesis eventually submitted to the UHON Program Director after the examination must adhere to the stricter requirements outlined in Section XVI.*

## **XI. Project Extensions**

All departmental honors activities are governed by these guidelines and by the UTC Calendar for Departmental Honors and Candidates (see Appendix D). It is the responsibility of the student to meet these deadlines.

Departmental Honors projects at UTC cover two semesters of work. The DHON Committee will consider a request for a one-semester extension only under extraordinary circumstances. The student seeking such an extension must file the following:

- a progress report for the second semester's work, and
- a letter explaining the reasons for the extension.

These materials must be filed with the UHON Program Faculty Assistant Director on or before the date that progress reports are due in that semester. For more information on project extensions, email [dhon@utc.edu](mailto:dhon@utc.edu).

## **XII. Departmental Honors and Summer School**

Students intending to graduate in August or December may take one term of their departmental honors course 495R in a term of summer school, as long as they take the other term of 495R in a regular semester according to the following schedule:

- **August graduation candidates:** first term 495R in spring semester, second term 495R in summer school;
- **December graduation candidates:** first term 495R in summer school, second term in 495R in fall semester.

Also, students who will be involved in student teaching or off-campus internships during the last semester of enrollment may need to begin the project earlier and register for departmental honors hours during a summer term. Students anticipating such a course of action should plan carefully and well ahead of time to insure that faculty members will be available in the summer to direct projects and to serve on departmental examining committees. Keep in mind that many faculty members do not teach in the summer and may be off campus.

## **XIII. Progress Report and Review**

During the first semester of departmental honors course 495R, a progress report is required from each student. The progress report is a brief statement (one or two double-spaced, type-written pages) explaining the work accomplished to date, accompanied by a separate bibliography of works consulted (see Appendix C). It must be signed by the Project Director, Committee Members, and DHON Committee Liaison. Copies of that signed document must then be distributed to all members of the examining committee and to the UHON Program Faculty Assistant Director.

One week before the last day of class for the first semester of 495R, the student will arrange for all members of the examining committee to meet and discuss the progress report. The purpose of this meeting is to:

- encourage the student and Project Director to form an examining committee well in advance of the oral exam;
- allow all the members of the examining committee to help guide, and not just evaluate, the project;
- provide a chance for all the committee members to contribute ideas about proper methodology, bibliography, and direction that may not have occurred to the student or the Project Director;
- allow for all members on the committee (especially those members outside the major department) to ask questions about the project and the discipline from which it comes.

Occasionally a student will find it necessary to shift the emphasis of the project or perhaps significantly alter its direction. When this occurs, the student should indicate and justify the change in the progress report and seek approval from the examining committee. In some instances, the change in the direction or focus of the project may be so substantial that the student should seek the approval of the Departmental Honors Committee. If the student has questions, the student should ask the Chair of the DHON Committee or the UHON Faculty Assistant Director for more information.

All students who have made satisfactory progress in their first semester of 495R will be permitted to register for a second semester. It is recommended, but not required, that project directors give students a grade of “IP” at the end of the first semester of work on their 495R projects.

#### **XIV. Departmental Examining Committee**

This committee should consist of the following:

- a project director from the department in which departmental honors is being sought,
- two additional faculty members from this same department, and
- a member of the DHON Committee serving as liaison (appointed by the DHON Committee Chair).

Care should be taken to select members who are likely to be available for service on the committee for two consecutive semesters (or terms). In the case of interdisciplinary honors projects, the examining committee may have a representative from outside the major department. For example, if the project were concerned with both biology and chemistry, it would be appropriate to have one member of the examining committee from biology and one from chemistry, in addition to the Project Director and the DHON Committee liaison. Faculty selected for or asked to serve on the committee from outside the major department must be approved by the head of the department granting honors. To secure such approval, the head must send a memo to the chair of the DHON committee.

#### **XV. Oral Examination for Departmental Honors**

The oral examination should be held as specified in the time line (see Appendix D). Any changes must be approved by the chair of the DHON Committee. The candidate should contact the examining committee members as early as possible in the second semester of work to schedule the date, time and place of the exam. At least one week prior to the examination date, each member of the committee should receive a copy of the candidate's project.

After at least a week of individual review, the departmental examining committee will convene to question the candidate on his or her work. If the honors project involves a performance activity, the candidate and his or her Project Director should make special arrangements regarding review of such

activity with the Chair of the DHON Committee at the start of the candidate's final semester. The Project Director will have the role of chairing the examination meeting. It is traditional to offer the student the opportunity to begin the meeting with some remarks about the nature of the project – perhaps a few words about the origins of and influences on the project, problems encountered, goals met, etc. It is important to note that the purpose of this meeting is to examine the results of the student's study; it is not to provide an opportunity for the student to hold an extended formal presentation. After those remarks each member of the committee will have the opportunity to ask questions of the student. A certain latitude is permitted here, but outlandish and irrelevant queries are strongly discouraged. This questioning period will usually last for about one hour. The student will then be dismissed from the meeting with instructions to stay near the meeting site (though out of earshot). The committee will then discuss the merits and deficiencies of the project and vote on its acceptability for departmental honors.

After the vote, the committee will call the candidate back into the meeting to report the findings of the committee and to offer congratulations or explanations as appropriate. Acceptance of the honors project means that the student is thereby recommended for one of the following designations at graduation:

- Honors (requires 3.2 overall GPA; 3.5 in major), or
- High Honors (requires 3.5 overall GPA; 3.75 in major)

During its deliberations, the examination committee may recommend that the student make some changes to the project, often making their recommendation for conferral of honors contingent upon these changes. These changes must be made within one week of the initial meeting of the oral examination. In cases where only minor editorial changes are required, it is usual for the committee to confer authority for approval on the Project Director.

If the project is not accepted for honors, the student should be issued a grade suitable for the quality and amount of work he or she has done towards completion of 495R, and the course can be converted to a 497R or 498R, at the discretion of the student's major department.

The professor serving as liaison will promptly report the findings of the examining committee to the DHON Committee Chair and the UHON Program Faculty Assistant Director.

### **The Criteria for Honors**

Although each department has its own standards of evaluation, all projects worthy of the designation "honors" should meet the following general criteria:

- the paper should include a clear, compelling introduction to the subject of the project, presenting a developed context for the research question or thesis;
- the writer's thesis or hypothesis should be sophisticated, meaningful, and clearly stated early in the paper;
- the paper's organization should be rigorous, well developed, and consistently apparent to the reader;
- the writer's presentation of researched materials should be managed with skill, gracefully synthesized into the argument of the paper, and orchestrated such that the author maintains control of the paper's purpose and direction.
- sources should be precisely and consistently cited according to documentation standards accepted in the discipline (MLA, Chicago, APA, etc.);
- the paper's conclusion should be thorough, drawing together the threads of the argument or

thesis and making plain the writer's conclusions about the subject;

- the bibliography should include a convincing array of relevant source materials, such that the reader is certain of the writer's authority on the subject;
- editing and proofreading of the final draft must be exhaustive;
- the candidate must demonstrate an ability to defend the project with confidence and intelligence in an oral examination.

## **XVI. Form and Disposition of the Final Project**

Upon successful completion of the honors project, the student should deliver to the UHON Program Faculty Assistant Director three (3) paper copies of the approved thesis, and one digital version (see below). One paper copy will be bound and housed in the University Library's permanent collection. The other will be stored in the offices of the University Honors Program. It is the student's responsibility to see that all members of his or her examining committee and the Chair of the DHON Committee sign the title pages of the two final copies of the approved paper. (See Appendix B)

All three (3) paper copies must meet the following requirements:

- they must be laser printed (double spaced) on 8.5 by 11" white 20 lb. (or heavier) bonded paper with a cotton fiber (rag) content of at least 25%, preferably 100%;
- there must be no hand-made corrections;
- margins must be 1.5" on the left side to facilitate binding, and 1.25" on the top, bottom and right sides;
- the pages may be clipped together, but not bound;
- Each copy must have an original signed title page. See Appendix II for guidelines on the cover pages.

In addition to the two paper copies of the thesis, the student must also submit the complete project in digital form, as follows:

- the project may be submitted on a standard 3.5" floppy disk or a CD-ROM disk;
- the project must be saved *as a single* file in Microsoft "Word" (.doc) format;
- images accompanying the text must be saved in either "jpeg" or "tiff" format;
- projects designed for display on the Internet must be saved on disk in either "html" or "pdf" format.

Video-based projects (theatrical performances, music recitals, etc.) must be recorded in VHS format and on premium-quality tape or standard digital video disc (DVD). Such tapes or DVDs must be clearly labeled and boxed with the paper part of the project.

Following receipt of the project, with fully completed title pages and digital media, the UHON Program Director will notify the Office of Records that the departmental honors candidate has fulfilled all requirements and obligations for graduation with departmental honors.

**APPENDIX A**  
**THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA**  
**APPLICATION FOR ADMISSION TO CANDIDACY**  
**FOR DEPARTMENTAL THESIS**

Date of Graduation: \_\_\_\_\_ Major: \_\_\_\_\_

Name: \_\_\_\_\_ UTC ID: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Project Title: \_\_\_\_\_

\_\_\_\_\_

Project Director: \_\_\_\_\_

(name)

(signature)

(date)

Department Head: \_\_\_\_\_

(name)

(signature)

(date)

Please attach a description of the project (500-750 words). Be sure to follow the proposal guidelines specified in the *Departmental Honors Handbook*, Section V.

**APPENDIX B**  
**Departmental Honors Thesis**  
**The University of Tennessee at Chattanooga**  
**Departmental Thesis Sample Title Page**

**Project Title**

**Student Author's Name**

**Departmental Thesis**

**The University of Tennessee at Chattanooga**

**Major Department**

**Project Director: Name**

**Examination Date**

**Type Names of Members of Examination Committee**

Signatures:

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Project Director

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Department Examiner

---

Department Examiner

---

Liaison, Departmental Honors Committee

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Chair, Departmental Honors Committee

**APPENDIX C**  
**Departmental Honors Thesis**  
**The University of Tennessee at Chattanooga**  
**PROGRESS REPORT**

Project Title: \_\_\_\_\_

Student Name: \_\_\_\_\_

Department: \_\_\_\_\_

Project Director: \_\_\_\_\_

Examination Date: \_\_\_\_\_

Names of Committee Members: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Examining Committee Signatures:

\_\_\_\_\_  
Project Director

\_\_\_\_\_  
Department Examiner

\_\_\_\_\_  
Department Examiner

\_\_\_\_\_  
Liaison, Departmental Honors Committee

**Directions:** See Section XIII of Departmental Honors Handbook. Meet with your project director at least once a month during the first semester of enrollment in 495. After your project director has signed this progress report, distribute copies to each member of your examining committee, and turn the original in to the Director of the UHON Program in 202 Guerry Center.

**APPENDIX D  
CALENDAR FOR  
DEPARTMENTAL HONORS APPLICANTS AND CANDIDATES  
APPLICANTS**

**GPA Requirements:** *Eligible for honors 3.2 GPA overall and 3.5 GPA in major  
Eligible for highest honors 3.5 GPA overall and 3.75 in major*

**Application Deadlines:**

*May graduates* ▶ One week before last day to withdraw from a course during the spring semester of the year before graduation

*Aug. or Dec. graduates* ▶ One week before last day to withdraw from a course during the fall semester of the year before graduation

**CANDIDATES:**

*Notification of candidate status for departmental honors* (from Chair of Departmental Honors Committee) End of semester in which application is made

*Registration for Departmental Thesis* Upon notification of acceptance, enroll in 495R in your major dept. for the following 2 Semesters

*Progress Report and First Committee Meeting* For students first enrolling in 495R At least one week before last day of classes

*Thesis and Oral Examination* Final draft of thesis to all members of examining committee At least one week prior to scheduled exam date

Oral examination (students should complete as early as possible) At least three weeks prior to last day of classes

Two final copies of thesis (unbound) with any prescribed revisions to UHON Director At least two weeks prior to last day of classes

*All materials regarding Departmental Honors are available at the Office of the University Honors (UHON) Program, 202 Guerry Center (425-4128), or email [dhon@utc.edu](mailto:dhon@utc.edu). Unless otherwise indicated, completed forms and other materials should be submitted to the Faculty Assistant Director of the UHON Program by the date specified in the calendar above.*

## APPENDIX E

### **THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA INSTITUTIONAL REVIEW BOARD (IRB)**

The UTC Institutional Review Board (IRB) is guided by the ethical principles regarding all research involving humans as subjects. The mission of the IRB is to ensure that vital research of the University can be conducted in full compliance with both the letter and the spirit of regulations designed to protect the rights and welfare of human subjects. The IRB also monitors research to ensure that human subjects are protected from undue risk and from deprivation of personal rights and dignity.

If you plan to undertake University-related research that will involve human beings in any way, you may need IRB approval. For additional information, such as submission procedures, review status, and other general inquiries, contact [instrb@utc.edu](mailto:instrb@utc.edu) or go to the IRB site at <http://www.utc.edu/Administration/InstitutionalReviewBoard/>.

### **INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE**

The University regards the use of animals in research and teaching to be an essential component for continued progress in the field of science and is committed to the highest ethical standard of animal care. Federal regulations mandate the establishment of an institutional animal care and use committee (IACUC) to provide guidance, to oversee the animal care and use program, and to ensure compliance with relevant laws, regulations, and policies.

If you plan to use any type of animals in your research, the IACUC members will need to review where and how the animals will be housed and used, how the animals will be treated, etc. For more information, go to <http://www.utc.edu/Administration/InstitutionAnimalCareAndUseCommittee> .