



Barrett Honors External Examiner Program
Funding Applicable for Third Committee Members

The Barrett Honors External Examiner program is a unique chance for students and their ASU faculty directors to welcome a third committee member from outside the University. This individual is an expert in the field who specializes in the area of the student's thesis/creative project. External examiners review each thesis project, give feedback and are then provided with the opportunity to travel to campus and participate in the thesis defense. An external examiner must be a third committee member and may not be an ASU employee or faculty member.

The External Examiner Program has numerous benefits including:

- Interaction with experts nationwide
- Holding the thesis to national standards in the field
- Student and faculty networking opportunities
- Encourages dialogue among colleagues within and outside of Barrett, The Honors College
- Learning new approaches to scholarship

Funding:

- The maximum award for an in-person External Examiner is \$1500.
- This includes airfare, hotel, local travel and food.
- It also includes an honorarium for the External Examiner. **An honorarium can be given for Zoom participation without travel** for a max of \$500. Virtual External Examiners are not eligible for the \$1500 fund.

Timeline:

- All applications are reviewed and approved by Dean Jacobs.
- **Fall Timeline: Due September 17, 2021 for a November 2021 thesis submission.**
- **Spring Timeline: Due January 31, 2021 for an April 2022 thesis submission.**

*Defenses should be held in the month prior to the thesis submission. The defense date is subject to committee and external examiner availability.

Application:

- Complete application including a signature from the Thesis Director.
- Provide a budget proposal totaling no more than \$1500 that includes, travel, lodging and honorarium.
- Include an agenda of planned activities including the dates of the thesis defense and other activities for the External Examiner.
- It is expected that the External Examiner will have some interaction (ex. a meeting, lunch or lecture) with the department of the thesis director and including students and other department faculty.

Submit your application to Christine Fleetwood: Christine.Fleetwood@asu.edu. Or at your campus:
Downtown campus – Mercado B4 Polytechnic campus – Lantana Suite 100

Revised 2/2022

Tempe campus – Sage North

West Campus – UCB 201



Barrett Honors External Examiner Program Application

Student Name _____

ASU ID # _____

ASU Email: _____ Phone: _____

Anticipated Graduation (semester, year): _____

Thesis/Creative Project Title: _____

Student Signature: _____

ASU Thesis Director Name _____

Department _____

Email: _____ Phone: _____

Director Signature*: _____

**I understand that External Examiner funding may only be used for a Third Committee Member who is not an ASU faculty or staff member.*

Students are expected to defend and submit thesis projects by the Barrett deadlines in order to qualify for funding.

Fall 2021 Thesis/Creative Project Deadlines

Defense Reporting Form Due: **October 15, 2021**

Recommended Defense Completed*: **October 29, 2021**

Final Submission (Director approval to BarrettAdvising@asu.edu and student digital submission): **November 12, 2021**

Spring 2022 Thesis/Creative Project Deadlines

Defense Reporting Form Due: **March 4, 2022**

Recommended Defense Completed*: **April 1, 2022**

Final Submission (Director approval to BarrettAdvising@asu.edu and student digital submission): **April 15, 2022**

*Barrett recommends that you defend by this date. The defense date is subject to your Director's approval. Please note that if you defend after this date, you will have less time to make any revisions by the final due date.



Barrett Honors External Examiner Program Application

Proposed External Examiner:

Name: _____

Institution and Department:

Address: _____

Email Address: _____

Phone: _____

Area of scholarly research:

Attach the following information:

- Complete application including a signature from the Thesis Director.
- Budget proposal totaling no more than \$1500 that includes, travel, lodging and honorarium.
- Include an agenda of planned activities including the dates of the thesis defense and other activities for the External Examiner.
- If virtual Thesis Defense, an honorarium of up to \$500 may be given. Virtual defenses do not qualify for the \$1500 funds.

For Use by Department Only:

Approval: _____ Date: _____