



ASU[®] **Barrett**
The Honors College
Arizona State University

Thesis/Creative Projects

Student

Guidebook



Table of Contents

Title	Page
A Message from the College	3
What is a Thesis?	4
The Committee	5
Prospectus	7
Registration & Grading	9
Funding	10
The Defense	11
Final Approval & Submission	12
Thesis Checklist	13
ASU Library Resources	14

**Let's get
started!**

A Message from the College

Congratulations! You are starting your Honors Thesis/Creative Project! This means you're taking the next step toward graduating with honors. This also means that you are beginning a journey that culminates your honors experience, represents the quality of your academic commitment, and affords opportunity for reward.

The Thesis/Creative Project will enrich your scholarly achievements. Working closely with faculty is an opportunity to engage with professors who are not only nationally recognized in their fields, but are also specifically interested and committed to working with honors students. Our faculty are committed to your success. Students who know their professors well increase the likelihood that their interests and involvement spark a professor to suggest a Thesis/Creative Project topic or direction. Topics also emanate from experiences in the classroom, conferences, summer abroad opportunities, research, internship service, and other co-curricular activities.

The Thesis/Creative Project will also provide tangible evidence of your research, writing, and creative skills to prospective employers. Additionally, your project might serve as a writing or research sample for graduate school applications. Overall, a Thesis/Creative Project demonstrates experience with design, execution, analysis, and presentation in a field of study.

From the outset of this endeavor, please keep in mind Barrett's Signature event: The Celebrating Honors Symposium of Research and Creative Projects. Students in early and late stage of Thesis/Creative Project work benefit from attendance and presentation of work within this forum. The Symposium is open to ASU and local community members who often come to see students showcase their work.

Barrett is here to support you. The more you communicate with faculty and staff, the better you will understand the process and the more you will find that the Thesis/Creative Project enhances your education. Please explore the resources available to you within this guidebook and with your faculty to ensure your success.

What is a Thesis?

Getting Started

The experiences in your classes, Honors Enrichment Contracts, internships, research opportunities, study abroad programs, and other co-curricular experience can all produce ideas for your topic. Assess which academic papers, courses, internships, service work, creative projects, research, professors, and personal experiences hold promise for further exploration.

The Thesis/Creative Project is an original piece of work developed by you under the guidance of your Thesis committee.

If something in a class excites your interest, take the time to discuss with the professor how this topic might lend itself to a Thesis/Creative Project. A topic often emerges from substantial knowledge of a specific subject, such as one from your academic major. Every academic experience has the potential to introduce you to ideas that could grow into your Thesis/Creative Project. One key to your success is to be in conversation with faculty as your ideas emerge.

Once you have identified a few ideas for the project, you need to narrow your topic. This should be done under the guidance of Faculty Honors Advisors and other faculty in your area(s) of interest. Develop a topic that is broad enough to be researchable, but specific enough that you can thoroughly dissect and discuss it. You and your committee will create the goals and parameters for your specific topic.

Thesis

- A scholarly research project involving critical analysis that is presented in written form
- Length varies depending on the nature of the project and expectations of the Thesis Director

Creative Project

- A creative work that may be based on visual or performing arts, computer programming, architecture, film, business models, or other endeavors
- Includes a written component offering relevant research and analysis to support the project, which will be evaluated as an integral part of the project

Group projects are an opportunity for more than one Barrett student to work on a thesis together. Working in a group gives students valuable experience and enables them to take on larger, more complicated topics. Students may begin a group project with approval of a Thesis Director.

Honors Thesis Pathways are unique opportunities where students can be paired with faculty on engaging topics. The pathway options provide students a structured experience in completing their thesis, while researching a topic that interests them. Learn more at students.barretthonors.asu.edu/academics/thesis-pathways.

The Committee

The committee consists of a Thesis Director, a Second Committee Member, and may include a Third Committee Member. Committee requirements are determined by the academic unit of your Thesis Director.

Thesis Director

The Director is responsible for providing project expectations, guidance, and evaluation of your

final work. A strong working relationship is the key to a successful partnership. This is defined by regular communication, frequent meetings throughout the duration of the project, and feedback sessions.

The Director may be any member of ASU faculty with professional expertise in the project area. (This excludes graduate students.)

Finding a Thesis Director

Think of memorable professors:

- Who was easy to talk with?
- Which classes did you enjoy?
- Which Honors Contracts were fulfilling?

Learn more about professors:

- Have you reviewed their ASU profile, area of expertise, and department webpage?
- Have you read their publications?

The Thesis/Creative Project is a collaborative effort between the student and the committee.

Contact the Faculty Honors Advisor (FHA) in the discipline related to your topic for recommendations. Learn more about FHAs at: students.barretthonors.asu.edu/faculty/faculty-honors-advisors

Meeting with Potential Directors

Faculty to Approach

Meeting Times

Idea Takeaways & Recommendations

The Committee (cont.)

Second Committee Member

A Second Committee Member is responsible for assisting you with your project. This includes research support, reviewing drafts of the work, and providing feedback. The Second Committee Member may be a regular faculty member at ASU or a qualified professional in a related field. The specific credentials and responsibilities of your Second Committee Member may be determined by the Director and the academic unit.

You are required to establish regular meetings with the whole committee to discuss your progress.

Third Committee Member

Third Committee Members are often optional, but always encouraged. A Third Committee Member offers insights beyond those of the Director and Second Committee Member. They can be from multiple disciplines in either industry or the larger community.

With agreement from your Director, you may also apply for the External Examiner Program, which provides funding for an expert outside of ASU to act as a Third Committee Member. An External Examiner is only eligible for the role of Third Committee Member.

The Institutional Review Board

The role of the Institutional Review Board (IRB) is to review all proposed research involving human subjects to ensure that subjects are treated ethically and that their rights and welfare are adequately protected. The human subjects review process is administered through the Office of Research Integrity and Assurance.

All research activities involving the use of human subjects must be reviewed and approved by the IRB before data collection can begin. You may not solicit subject participation or begin data collection until you have received written approval from the IRB. Please discuss this with your Director and visit the IRB website: researchintegrity.asu.edu/human-subjects.

Purpose

The prospectus serves as an action plan for the Thesis/Creative Project and provides a definitive list of goals, procedures, expectations, and an overall timeline including internal deadlines for your work.

This will lay the groundwork for your project and serve as a reference point for you and your committee. You and your committee

should work together to solidify a topic and create project goals. The prospectus includes a working project title which is finalized at project completion. It is also confirmation that all committee members have read the Thesis/Creative Project Committee Guidebook.

Every Thesis/Creative Project officially starts with the submission of a prospectus.

Before prospectus submission, be sure to:

- Meet with your Director and Second Committee Member to discuss and address prompts outlined on page 8.
- Discuss anticipated expenses with the committee, and submit Thesis Reimbursement Funding Application for pre-approval before making purchases. (See Funding, page 10.)
- Start the IRB approval process, if appropriate.

Submission

Submit your prospectus online at students.barretthonors.asu.edu/academics/prospectus

Your submission must include:

- Working title
- Group members, if applicable
- Director information
- Second Committee Member information
- 2-3 page summary and timeline

Group projects: Each student is required to submit an individual prospectus.

Any changes to the committee members should be reported to Barrett Advising.

Deadline

Meet the Prospectus deadline by submitting the prospectus one year prior to project completion. If you are unable to meet this, prepare to meet the final deadline at the start of the semester prior to project completion. If you are unable to meet this deadline, contact Barrett Advising.

Address the following in the prospectus:

1. What is the compelling question or idea?

- From what field of study is the question derived?
- What is interesting about this topic?
- What are the main goals of this project?

2. How will research be conducted?

- What resources are needed?
- How many sources will you analyze?

3. How often will you meet with committee members?

- When, where, and how many times each semester will you meet?
- How will meeting agendas be determined?
- What are your goals for the meetings?

4. Outline the two-semester timeline with goals and milestones.

- Develop a schedule of internal due dates while adhering to Barrett deadlines.
- Decide on format, length, and style for the written component.
- Discuss review periods for each draft of your work.
- Discuss grading criteria.
- Determine a timeframe for the defense.

Registration & Grading

Credits

Most departments allow up to 6 credits for the Thesis/Creative Project, which is the maximum amount. You will register for the Thesis/Creative Project credits through the department of your Director (XXX).

- XXX 492 and XXX 493 are a sequence and may not be taken together in the same semester
- **XXX 492 – Honors Directed Study**
Independent study in which a student, under the supervision of a committee, conducts research or creative work for the Honors Thesis/Creative Project
- **XXX 493 – Honors Thesis**
Supervised research or creative activity focused on completion of the Honors Thesis/Creative Project, including a defense

Grades

The Director is the primary evaluator and responsible for assigning grades. Discuss grading criteria with your Director at the start of your project. Barrett, The Honors College does not establish grading criteria for projects.

For projects in which a student enrolls in XXX 492, a grade of Z may be assigned for this phase of work. A grade of Z is defined as “course in progress.” The Z grade delays placement of a final grade until the project is completed and successfully defended. After project completion, remind your Director to submit a grade change request for any Z grade. Any unresolved grades may impact your ASU and/or Barrett graduation.

All students must complete the Thesis/Creative Project Preparation Requirement before enrolling in Thesis credit.

Registration Checklist:

- Complete a Thesis Workshop
- Confirm Thesis Director
- Obtain override from department of Director
- If necessary, secure Credit Overload from your major
- Enroll in Thesis credit and manually select the appropriate number of credit hours
- Verify enrollment and credit hours in your DARS

If you have questions or need additional information, contact your Honors Advisor.

Funding

Funding Applications and additional details are available on the Barrett website: students.barretthonors.asu.edu/funding/thesis-project-funding

Questions? Contact Christine Fleetwood at Christine.Fleetwood@asu.edu

Funding is available for the **Thesis/Creative Project** and other academic endeavors. All funding requests must be pre-approved by the Barrett Deans Office.

Thesis/Creative Project Funding

Barrett, The Honors College offers up to \$1,000 in reimbursement funding to cover expenses essential to Thesis/Creative Project investigation, design or execution. The funds may be used to cover expendable costs such as: travel, library and copying fees, lab equipment, research incentives, supplies, or artistic materials.

Honors Project Fund

Typically used for non-thesis related expenses up to \$1,000. This reimbursement funding may be used to cover expenses related to special projects (e.g. presenting a paper at a conference or attending an annual meeting related to your major). The funds may be used to cover such costs as travel, hotel, conference registration, and supplies.

External Examiners Program

You and your Director may also apply to bring in an outside expert as the Third Committee Member. The purpose of this support is to bring a distinguished expert from outside ASU to evaluate your work and to help you build a network in your area of expertise. Up to \$1,500 may be allotted to bring in this examiner to attend the defense.

The Defense

At the defense you will present your Thesis/Creative Project and field questions from your committee and other attendees.

The agenda, content, and length of the presentation is determined by your Director, so consult closely with them. All committee members must be present for the defense.

The Thesis/Creative Project defense is an opportunity to publicly share the expertise you have gained.

Defenses are open to the ASU community and published on [Barrett's Defense Calendar](#). Members of the Barrett and ASU communities, including other honors students, are highly encouraged to attend.

Before the Defense:

1. Submit final draft to the committee at least two weeks before the defense. Allow time for revisions leading up to the defense.
2. Work with your committee to set a defense date and location.
3. You are responsible for room/Zoom reservations and arranging for any special needs. Your committee and Honors Advisor can help you through this process.
4. After scheduling your defense, complete the [Honors Defense and Thesis Approval Form](#) to 1) report your defense date, and 2) generate a thesis approval link to your Director.

Outcomes

You will leave the defense with one of the outcomes below. You are responsible for making all revisions proposed by the committee. All revisions must be made by the final Thesis/Creative Project submission deadline set by Barrett Advising.

Approved	<ul style="list-style-type: none">• Minor revisions may be suggested• Director reports approval using the Final Thesis Approval link that is emailed to them on the defense date.
Provisional Approval	<ul style="list-style-type: none">• Revisions are required, ranging from minor to significant• Director reports approval after revisions are complete using the Final Thesis Approval link that is emailed to them on the defense date.
Not Approved	<ul style="list-style-type: none">• Overall execution of the Thesis/Creative Project or defense does not meet expectations or standards.• Discuss next steps with the committee; the Director and committee may continue working with the student to make substantial revisions• Notify Barrett Advising as this outcome may impact Barrett graduation timeline

Final Approval & Submission

Procedure

Thesis Director Approval: Your Director must report approval to Barrett Advising using the Final Thesis Approval link that was emailed to them on the date of your defense.

Final approval and submission of your Thesis/Creative Project is required to participate in Barrett graduation.

Digital Submission: Upload the approved Thesis/Creative Project to the ASU Library

Digital Collection at students.barretthonors.asu.edu/academics/defense-thesis-approval. The project will be published once it is manually reviewed for submission accuracy and embargo conditions. To upload your project, you will need:

- A brief summary of your project
- A PDF of your final approved written thesis saved as LastName_Semester_Year (Ex: Schultz_Spring_2021)
- If applicable, additional files or creative components (photos, videos, etc.)

Group Project Approval and Submission

Each Barrett student is required to submit an Honors Defense and Thesis Approval Form to secure Thesis Director Approval, and upload a Digital Submission. Consult with your group members to ensure you each have the same title, summary, and documentation.

Embargo

An embargo delays the release of a thesis/creative project to protect information of commercial value, patentable rights, pending publication or sensitive information. To request an embargo, email BarrettAdvising@asu.edu after completing your Digital Submission.

Thesis Checklist

- Complete a mandatory Thesis workshop. (students.barretthonors.asu.edu/academics/thesis-creative-project)
- Brainstorm ideas for your topic: consider personal interests, previous Honors coursework and contracts, and view past Thesis/Creative Projects through the ASU Library Digital Repository.
- Schedule meetings with potential Directors. Refer to the Faculty Honors Advisors for additional assistance and expertise. (students.barretthonors.asu.edu/faculty/faculty-honors-advisors)
- Select the Second Committee Member in collaboration with your Director.
- Register for the appropriate Thesis credits through your Director's department.
- Write your prospectus summary with your Director and Second Committee Member.
- Submit your Prospectus online. (students.barretthonors.asu.edu/academics/prospectus)
- Work on your project and meet regularly with your committee regarding your progress.
- Determine the date, time, and location of the defense with the approval of your committee.
- Submit the Honors Defense and Thesis Approval Form at students.barretthonors.asu.edu/academics/defense-thesis-approval to 1) report your defense date, and 2) generate a thesis approval link to your Director.
- Give the committee members a final draft of your Thesis well in advance of the defense.
- Complete your defense and make any final revisions as requested by your committee.
- Remind your Director to use the Final Thesis Approval link emailed to them on your defense date to confirm your project is approved.
- Upload your final, approved thesis project to the Barrett Digital Collection at students.barretthonors.asu.edu/academics/defense-thesis-approval.

**You're
almost
there!**

ASU Library Resources

Ask a Librarian

Online chat service powered by real library professionals providing live, online support.

lib.asu.edu/help

Library Guides

Quick access to best library materials for specific subjects and courses prepared by ASU librarians. libguides.asu.edu

Library Homepage

The homepage serves as a dashboard for library resources and services.

lib.asu.edu

One Search

Browse, share, customize and access free, full-text resources for your research papers.

lib.asu.edu/one

ASU Library Resources | Barrett Thesis/Creative Project

ASU Library is home to the Barrett Thesis/Creative Project Digital Collection. The online collection features the work of Barrett students while providing a research model for current students looking to find faculty sponsorship and develop their own project. keep.lib.asu.edu/collections/130827

Interested in becoming an ASU Library Barrett Peer Mentor?

A paid position, Barrett Peer Mentors work to develop their own skills and subsequently guide their fellow students in effectively locating, evaluating and using library resources to develop their research for the Thesis/Creative Project.

A diversity of skills, backgrounds, and interests are welcome.

Please contact barrettadvising@asu.edu.

