Deadline Guidelines for Honors Thesis in History  
Department of History

Paper Criteria for Consideration

Like the paper for HIST 494, this final project should employ the skills of a professional historian: it should provide providing new interpretations and make a contribution to the field of history. Students may use the research, work and writing from senior seminar to complement the final paper. However, the project should not be viewed as two separate papers; thesis participants should reflect, revise and rework sections of their history capstone project, where necessary, in order to submit the final paper for thesis consideration.

The final thesis must be at least thirty pages in length. The paper must be completed with correct use of Chicago Manual of Style; consult Mary Ann Rampolla’s *A Student’s Guide to History* as a reference. The paper should be proofread carefully and appear professional in style.

Although the Thesis Mentor will provide guidelines to the student for completion for the project, and these should be adhered to, the responsibility of independent research, deadline submission, and final product rests with the student.

Guidelines for Thesis Completion

First Semester:

The requirement for the Honors Thesis is met through HIST 494: Research Capstone in History. However, consulting with a Thesis Mentor will be an important part of the semester’s work and the honors project.

August/September: meet with and develop a topic in consultation with Thesis Mentor

October: meet with consultative team consisting of HIST 494 professor and Thesis Mentor at least once or as determined by mentor

October (in conjunction with HIST 494 deadlines): submit bibliography, prospectus, and outline to Thesis Mentor as well as submit for HIST 494 for consultation

November 15: Two-page Prospectus of Honors Thesis Project for academic year due to Thesis Mentor and committee for approval

Nov/December: submit drafts of pp. 1-10 and 1-16 to Thesis Mentor for feedback
Second Semester:

The requirement for the Honors Thesis is met through HIST 496, an independent class designed to further the research project. The Thesis Mentor will determine the grade for the class through consultation with other faculty on the Thesis Committee.

During this semester, students should meet at least once a month with their project team, together or individually, as determined by the mentor. Work should be conducted in stages, as determined by the mentor, but minimum expectations include:

- By January 30: Meet with Committee to Discuss Honors Thesis and Prospectus
- February: Conduct additional Research/Bibliographic additions
- By March 1: Submit draft of Revised Paper (argument, thesis, body, bibliography), approximately pages 1-25 to Thesis Mentor and Committee and meet, together or individually, as determined by Mentor
- By April 1: Submit revisions and pages 1-30 to Thesis Mentor and Committee meet with Thesis Mentor and Committee, together or individually, as determined by Mentor
- April 15: Submit final paper title to Faculty Mentor to arrange public presentation
- April 15-20: Meet with Faculty Mentor and Committee for final suggestions and revisions on revised paper
- April 30: Final Paper due
- Last week of April: Public Presentation with Visual Media Component
- First Week of May: History Faculty will meet to discuss the Thesis and determine whether the project meets the criteria of Departmental Honors in History

Departmental Honors Formal Approval

If a majority of the faculty concludes that an applicant has earned an Honors designation, in consultation with the Honors Thesis committee, s/he will be recommended for formal approval to graduate with a B.A. with Departmental Honors. The Honors designation is at the discretion of the Department and implies excellence. Should the honors designation not be granted, credit will still be earned for the class and a student’s resume may still list “honors thesis in history.” It is the student’s responsibility to work with the Faculty Mentor to ensure that important stages of the research paper are carried out in order to progress towards an excellent outcome.