

## Student Guidelines for Senior Honors Project

**General Requirements for ANTH/SOCI 499A-C:**

1. Students must have a cumulative GPA of 3.5 in order to be eligible to write an honors thesis. The student's GPA must be 3.5 during the semester that he/she registers for 499A and the student must maintain a 3.25 in subsequent semesters (499B and 499C).
2. Ideally students should complete the following classes prior to beginning the thesis:
  - a. For anthropology students—ANTH 375
  - b. For sociology students—SOC 300
3. Students are responsible for familiarizing themselves with the procedures, policies, and processes of the Honor's Program in consultation with the Honor's liaison as needed.

**Specific Requirements for ANTH/SOCI 499A:**

1. Prior to enrolling in 499A, students should select a topic and a thesis advisor and secure that faculty member's consent. It is important to remember the faculty member of choice may not be available to supervise a thesis (due to academic leave, grants, etc). Students who need help selecting an advisor should meet with the faculty honors liaison and/or their program advisor or program coordinator.
2. Other committee members should be selected in consultation with the thesis advisor. This selection (and consent from the committee members) should occur by the fourth week of class in the semester that the student is enrolled in 499A.
3. Students and thesis advisors should work out a clearly defined schedule for completing the proposal. During the semester, the faculty advisor and student are required to hold a minimum of two meetings and regular (weekly or bi-weekly) meetings are encouraged.
4. It is the responsibility of the student to complete a thesis proposal with the following sections: Introduction, Background, Statement of Problem, Project Plan, and References.
5. The draft proposal must be submitted to the entire committee no later than Week Eleven of the semester that the student is enrolled in 499A.
6. Students are also responsible for submitting the final draft of the project proposal and the application (found on the Honors Program's website) to the Honors Program office by the deadline. The Honors Project Application **must** be approved and signed by the student's advisor and readers, the department head, and the college dean before submission.
7. The thesis advisor assigns a grade for 499A based on his/her assessment of preliminary research (if applicable), literature review, proposal writing in addition to the student's ability to meet deadlines and complete required revisions.
8. If applicable, students should complete all IRB requirements and receive approval to conduct the research project. For more information, see <http://www.jmu.edu/sponsprog/irb/irbsubmit.html>

**Specific Requirements for ANTH/SOCI 499B and 499C:**

ANTH/SOCI 499B usually involves research activity and/or writing a draft of the thesis. ANTH/SOCI 499C usually involves writing and revising the thesis. Theses vary in precise structure and number of chapters. Most students write conventional theses but students also have the opportunity to design other types of projects with the agreement and assistance of their advisor and committee members.

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1. A conventional thesis often incorporates the following elements in the final text: Abstract, Introduction and Statement of the Problem, Literature Review, Research Design, Analysis, Conclusions, and Bibliography.
2. The length of the thesis and the number of references cited must be sufficient to meet the committee's expectations of Honors scholarship activity.
3. It is the responsibility of the student to comply with the committee's instructions according to the agreed upon schedule, respond to all requests for revisions, and otherwise fulfill committee member's expectations for research and scholarship activity.
4. The student is also responsible for submitting the completed and approved thesis to the Honors office by their deadline.
5. In order to nominate outstanding theses for Phi Kappa Phi and other awards, full drafts must be completed at least two weeks prior to the nomination due date (generally in April). Therefore, drafts of the *full* thesis must be given to readers by the week after Spring Break. This applies to all 499C students.
6. All thesis students are required to present at the Sociology and Anthropology Symposium in the spring.
7. It is the responsibility of the faculty advisor to ensure that students are given clear instructions and a clearly defined schedule for completing various drafts of the thesis and that they return their comments on drafts in a timely manner to the student. The faculty advisor (in consultation with the readers) will assign a grade at the end of each semester based on assessment of the progress made, the quality of the final product, and the ability of the student to meet deadlines and respond to requested revisions.

\*\*\*If a student drops below 3.25 after enrolling in the 499 sequence, students will be assigned a grade for the 499 course but will not be allowed to complete an honors thesis. It is at the discretion of the faculty advisor whether or not the work begun during the 499 sequence can be completed as part of an independent study in a subsequent semester.\*\*\*

**Problems and Conflict Resolution:**

Students, faculty advisors, and readers who have any complaint or dispute regarding the performance or completion of any obligations regarding a thesis project should consult with the Honors Liaison, Program Coordinator, or Department Head for advice on resolving the problem. Students wishing to change advisors should consult with the Honors Liaison. Students wishing to discontinue their project should discuss the decision with their faculty advisor.

Faculty advisors will terminate a project upon unsuccessful completion of 499A or 499B (indicated by a C or below) on the basis of insufficient progress, failure to meet commitments, deadlines and/or proposal/thesis requirements, or unethical behavior as determined by the thesis advisor.

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Timelines for 499A and 499C

**ANTH/SOCI 499A**

<b>Deadlines</b>	<b>No later than second week of the semester</b>	<b>Fourth week</b>	<b>Week Eleven</b>	<b>Week Fourteen</b>	<b>Week Fifteen (CHECK EXACT DATE)</b>
	Select topic/thesis advisor	Select and obtain consent from committee members	Submit full draft of proposal to entire committee	Submit application and proposal for signatures	Submit signed application and proposal to the Honors Program

**ANTH/SOCI 499C**

<b>Deadlines</b>	<b>Week after Spring Break (usually Week Ten)</b>	<b>Week Eleven</b>	<b>Week Thirteen (CHECK EXACT DATE)</b>
	Full drafts to readers	Full proposal for award consideration (may contain minor revisions)	Submit completed project