1 General Course Information

Call No. 30271
Professor: Dr. Craig Fox, Philosophy Program; Associate Director, UHP
Email: fox@calu.edu (this is by far the best way to get in touch with me)
Office: Honors Area, Smith Hall/Building A;
        Manderino 450F (Philosophy Department: Manderino 450)
Office Phone: (724) 938-4254
Office Hours: TR 11:30–2:00; W 11:00–12:00 (in Smith Hall);
        Note: W 11:00–12:00 is for HON 499 students only
        (Also by appt.)

Note that there is no regularly scheduled meeting time for Hon 499. More information on meetings, below.

Texts:
While there is no text for this course, the following reference materials (available from Manderino Library) will be essential, according to the accepted practices of your discipline:


2 Catalog Description

“The senior Honors project serves as the capstone of the University Honors Program. Under the supervision of a faculty advisor of the student’s choice, the Honors student seeks to make a substantive contribution to the discipline. Considerable latitude in the form of the contribution is permitted. Empirical and historical research as well as creative products are all appropriate. A reader/reviewer is assigned to independently pass judgment on the student’s scholastic effort. An oral defense, demonstration, or display of the completed honors project is required. (3 crs.)"
3 Elaborated Description

Your work on your Honors Thesis Project is the culmination of your academic work both in California University of Pennsylvania’s Honors Program and outside of it. Because you are a student in the University Honors Program (UHP), you have considerable flexibility in the form and focus for your senior Project. Historical, critical, or theoretical research, empirical research (field studies, correlational investigations, experimental studies) or creative efforts (such as fiction, computer software, sculpture, or performance) are all equally acceptable. Many Projects will simply be more elaborate research-type papers, but even in “non-standard” Projects a written component is always necessary. This is because the most important feature of the Project is that your effort produces a contribution to the “conversation” in your chosen Project’s discipline: your voice in this conversation is essential. (Thus, note that something like a literature review is not sufficient on its own—though it could certainly form a part of the overall Thesis.) Interdisciplinary efforts are particularly encouraged.

You have primary responsibility for your Project. You will formulate a topic, select a committee that will work with you, and present the Project publicly. Your advisor, who must be a faculty member at Cal, will be especially important for helping to formulate the topic. You will also work with your advisor to determine the concrete goals of your particular project, including the amount of work expected. The rest of your committee (the second reader and the HAB member) will normally be of increasing importance as your work on the Project progresses. In order to help with the research process, you will be assigned a librarian who specializes in your general area of interest. The UHP staff will work with you when it comes time to schedule your Thesis Presentation. The Presentation itself typically lasts about an hour, with about a third to a half of that time given to a recap of your Project. The remainder of the time is for discussion and questions. It is common for the committee to request revisions to the Thesis in light of the Presentation. Your entire committee must be present at the Presentation.

In effect, once you make your Presentation and any required changes, you will have completed the UHP. Your grade for HON 499 will reflect your work on the Project as a whole. Accordingly, a grade for HON 499 will not be assigned until you have completed your Project. Normally, this will occur in the Spring. Thus most students will receive an “I” in the Fall term, which will be changed to your actual grade in the Spring, prior to graduation. Your grade will be assigned to you primarily by your advisor, in consultation with your committee and UHP faculty members. (Fall graduates will simply receive their grades at the end of the Fall semester.) A grade of “A” is reserved only for the highest quality Thesis Projects. We have had grades ranging from “C-” to “A” in the past few years.

Sample copies of completed Thesis Projects are available in the Honors Library.

Note that there will be two required meetings for the course in the Fall. The first will be during the second week of class. We will meet on Tuesday, 9/2/14, at 11:30 in the Honors Area.

The second required meeting will be around midterm. An announcement about dates and times for this meeting will be forthcoming.

Remember that you need a minimum of 24 credits to graduate from the UHP. Normally, students have at least 18 credits before enrolling in HON 499—however you should check the number
of your Honors credits with Kim, just to make sure everything goes smoothly when graduation arrives.

My role in this course is to guide you through the Honors Thesis project. If there is anything I can do to help you or your advisor in this process, please do not hesitate to contact me!

4 Requirements and General Information

In order to receive your “I” for this course in the Fall, before 12/4/14 you must:
1. Attend both meetings of HON 499.
2. Complete and submit the Honors Thesis Project Declaration Form. (This includes your committee members & their signatures, your librarian’s name and his/her signature, a preliminary title, a preliminary abstract, and a preliminary one-sentence description of your Project.)
3. Meet with your assigned librarian at least once.

If appropriate, you also must:
(4.) Complete requirements specified by the Institutional Review Board (IRB), if you are planning to conduct any empirical research involving human subjects.

In order to receive your grade for the course (replacing the “I”), you must:
1. Complete work on your Thesis Project.
2. Consult with Kim before 3/6/15 (10/30/14 for Fall graduates) to schedule your presentation. (This is essential for your name to appear in the Commencement Booklet.)
3. Present your Thesis by 4/23/15 at the latest (12/4/14 for Fall graduates). (Provide a copy to each member of your committee at least one week prior to the Presentation.)
4. Complete any required revisions.
5. Attend at least one Thesis Presentation other than your own.
6. Submit paper and electronic copies of your Thesis to the UHP.
5 Technical Details About the Written Document

Any standard and appropriate format style is acceptable (e.g., APA, MLA, Chicago) as long as you are consistent throughout the Thesis. Consult with your advisor for which style to use. We use a set of standard pages for the prefatory items that precede the body of the document. The initial page is the title page; next comes the approval page. The UHP supplies the title page and the approval page. Following these may be (you would supply these) an optional page of acknowledgments; optional pages for a table of contents, list of tables, list of figures; and finally, the required abstract. Please note that four signatures are required on the approval page, which is the UHP’s quality control measure. Two copies of an abstract or summary (200-250 words) are also required. A minimum of two bound copies of the thesis, one for the library and one for the UHP, is also required (through Manderino Library). The student is responsible for the expense of preparing, copying, and binding the Thesis. Standard features are: good quality paper (white, 25% minimum cotton/rag content); a minimum 1.5” left margin to accommodate the binding process; top, bottom, and right margins should be at least 1”. Do not create your own title page; the UHP will provide it. Begin numbering with “1” on the first page of your text. When the UHP receives its bound copy of the thesis, the abstract or summary is sent to the National Collegiate Honors Council (NCHC) where it will appear in an annual publication of all honors theses. Consult Kim (orslene@calu.edu) in the Honors Area for help with any of these details.

All students are also expected to behave in accordance with all regulations pertaining to academic honesty. Any student who engages in academic dishonesty shall have his or her case referred to the appropriate University office. I treat academic dishonesty cases very seriously. Any student who engages in plagiarism will receive a failing grade for the course and will not complete the UHP.
6 Thesis Project Checklist:

- Attend First Meeting
- Formulate Topic
- Obtain Advisor
- Formulate Explicit Expectations for Project with Advisor
  (e.g., number of pages, topics to be discussed, literature to treat, etc.)
- Obtain Second Reader
- Obtain HAB Member (see list on D2L)
- Meet with Librarian
- Submit Work to IRB (for human subjects research only, see IRB page on Cal website)
- Check on Honors Credits with Kim
- Attend Second Meeting
- Submit Thesis Declaration Form

- Work on Thesis Project!
- Schedule Presentation by 3/6/15
- Attend at Least One Thesis Presentation
- Submit Copies of Thesis to Committee At Least One Week Prior to Presentation
- Present Thesis Project by 4/23/15
- Make Revisions to Thesis (if requested)
- Submit Paper Copies for Binding to Kim
- Submit Electronic Copies to Kim (.pdf or .doc(x))
HONORS THESIS PROJECT DECLARATION FORM

NAME: __________________________________________________________

DATE: ____________  STUDENT ID: ___________________________ MAJOR: ____________

EMAIL: ___________________  NUMBER OF HONORS CREDITS: ______

EXPECTED GRADUATION DATE: ______________________

Thesis Advisor: ____________________________________________

(Signature)

__________________________________________________________

(Print Name & Email Address)

Second Reader: ________________________________

(Signature)

__________________________________________________________

(Print Name & Email Address)

HAB Member: ________________________________

(Signature)

__________________________________________________________

(Print Name)

Librarian: ________________________________

(Signature)

__________________________________________________________

(Print Name)

Tentative Title:

__________________________________________________________

__________________________________________________________

*Please attach a tentative abstract to this sheet, at the end of which is a tentative one-sentence description of your Project.

Honors Program Director Approval: ________________________________
7 Other Information

OSD
October 2004

STUDENTS WITH DISABILITIES

Students with disabilities:

- Reserve the right to decide when to self-identify and when to request accommodations.
- Will register with the Office for Students with Disabilities (OSD) each semester to receive accommodations.
- Might be required to communicate with faculty for accommodations which specifically involve the faculty.
- Will present the OSD Accommodation Approval Notice to faculty when requesting accommodations that involve the faculty.

Office for Students with Disabilities

Requests for approval for reasonable accommodations should be directed to the Office for Students with Disabilities (OSD). Approved accommodations will be recorded on the OSD Accommodation Approval notice and provided to the student. Students are expected to adhere to OSD procedures for self-identifying, providing documentation and requesting accommodations in a timely manner.

Contact Information:

- Location: Azorsky Building – Room 105
- Phone: (724) 938-5781
- Fax: (724) 938-4599
- Email: osdmail@cup.edu
- Web Site: http://sai.calu.edu/osd