

HONORS THESIS ADVISOR GUIDE



The Ethical Foundations of Literature





This guide outlines your role and responsibilities as a thesis advisor for an Honors Program students thesis. The Honors Program thesis is the capstone experience for our students, providing them with the unique opportunity to conduct research or creative work under the guidance of a thesis advisor.

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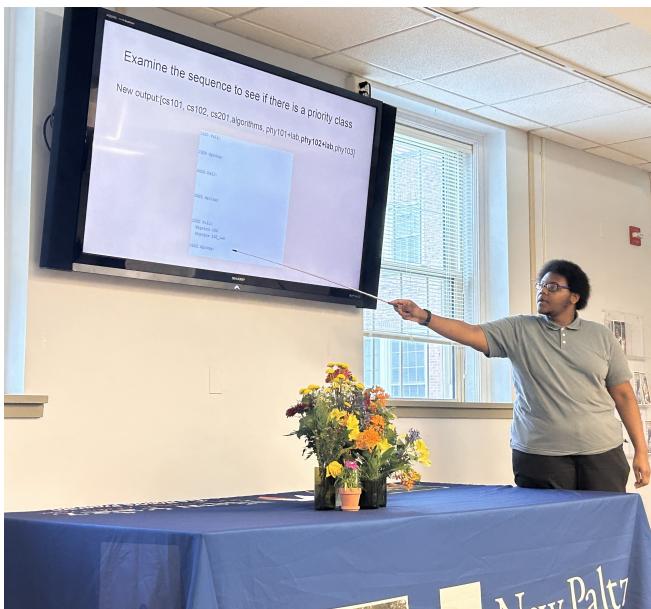
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HONORS THESIS ADVISOR ROLE

The advisors role is to act as a mentor and guide, rather than an instructor. While students are expected to take responsibility of their project, your guidance is crucial for their success.

THESIS ADVISOR RESPONSIBILITIES

- Discuss the student's project idea, ensuring the topic is feasible. Help the student define a clear path.
- Regular Meetings: Establish a schedule for regular check-ins with the student to review their progress, provide feedback on drafts, and keep the project on track.
- Provide Feedback: Offer constructive feedback and guidance on the student's research, writing, creative process, etc.
- Prepare For & Attend Thesis Presentation: Advise the student on preparing their presentation, which includes visual aids and is typically a 10-15 minute summary of their work with questions after.
- Final Evaluation: Review the complete, revised thesis paper and evaluate it using either your own rubric or the Honors Program rubric.



TIMELINE

1st semester
Junior Year

The student should be looking for their advisor and preparing thesis proposal

2nd Semester
Junior Year - 1st Semester
Senior Year

Regular meetings with student to refine thesis topic, undertake thesis research or creative work, and write first draft of thesis

2nd Semester
Senior Year

Student must register for independent study

By March 1 for
MAY GRADUATES /
October 1 for DECEMBER
GRADUATES

Submit next-to-last draft of thesis to both advisors

During March for
MAY GRADUATES /
October for
DECEMBER GRADUATES

Confer with advisors and prepare final version of thesis

Early December for FALL
GRADUATES / Late April –
early May for SPRING
GRADUATES

Take part in thesis presentations

Early May for
SPRING GRADUATES /
December for
FALL GRADUATES

Submit signed SOAR Release form and completed thesis to the Honors office

INDEPENDENT STUDY

The Independent Study will define the thesis process and guide the students work. Your advisee can enroll in independent study credits through Honors (HON495) or through their major. You will work with your advisee on the Independent Study. Below is the process for signing up for the independent study credits.

- You and the student will need to fill out an Independent Study form.
- You will need to create and attach the following information. These requirements are specified on the Independent Study form.
 - 1) Student learning outcomes
 - 2) Topics to be covered
 - 3) Reading materials and assignments
 - 4) Schedule for quizzes, papers, and examinations with basis for mid-term evaluation
 - 5) Explanation of course grading policies
 - 6) Method of determining the final grade, including relative weight of each assignment
- You will both need to sign the form.
- The form as well as all required documents needs to be sent to the Honors Program Director for review and signature.
- Once signed the paperwork will be sent to Records and Registration where it will be added to the students schedule.
- If the student is enrolling in an independent study through their major then you will still follow all the above steps except you no longer require the Honors Program Directors signature but the student will need to get the Department Chair and Dean's signatures. ****If the student is enrolling in an independent study through their major they need to consult with the Honors Program Director first.****

SUBMITTING HONORS THESIS

Honors students thesis work will be available on the SUNY Open Access Repository (SOAR). Though students are given the instructions they need to follow in order for their thesis to be properly submitted and accepted we are including those steps in this booklet for your information.

- The student will need to convert their thesis to a PDF document.
- They must save their thesis in the following format: Lastname_Honors.pdf
- The first page should be the title page with an acknowledgment to the students advisor(s). The thesis must include an abstract and keywords. The students major should be the first keyword.
- The student is required to fill out the SOAR form and have it signed by their advisor(s). The advisor can physically sign, digitally sign, or email the Honors Program Administrative Assistant approving the thesis.
- The students thesis (in PDF format) as well as their signed SOAR form need to be emailed to the Honors Program Administrative Assistant.
- The thesis will then be reviewed by the Honors Program Director. Once the SOAR form is signed by the Honors Program Director it will be submitted to the Sojourner Truth Library.



RUBRIC & ASSESSMENT

Primary thesis advisors need to complete a rubric as well as a one-page assessment of the students thesis. You can find a sample rubric on our Resources for Thesis Advisors web page that you may use though you will need to edit it to fit the students thesis work. You must submit the rubric and a one-page assessment of the thesis to the Honors Program Director by the end of the semester the student presents on.

For more information as well as links to forms please visit our Resources for Thesis Advisor website by going to
<https://www.newpaltz.edu/honors/resources-for-thesis-advisors/>

[*A Degree...and an Education*]



The Honors Program

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