HONORS THESIS APPLICATION  
Due May 1 of the applicant’s junior year

NAME:_________________________________ PROJECT ADVISOR:____________________________________

PROJECT TITLE:_________________________________________ PROJECT YEAR:___________

HISTORY COURSES TAKEN

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Departmental GPA (normally 3.5 minimum):

Submit along with this form a project description of 2-3 pages that includes the following:
• Detailed description of the study
• Preliminary research questions
• Annotated bibliography (annotations may be brief)
• OPTIONAL: Research funds proposal

Required signatures:

Student __________________________________________ Date __________

Approved: __________________________________________ Date __________

Project faculty advisor __________________________________________ Date __________

Approved: __________________________________________

History Department Chair __________________________________________ Date __________
HONORS THESIS PROCEDURES

Majors may earn the citation of Honors in History by successfully completing an honors thesis under the direction of an advisor. A history grade point average of 3.5 is normally required to be eligible to undertake an honors thesis. The completion of the year-long honors thesis earns two credits towards the major and fulfills the department’s SYE requirement.

Application
Qualified students intending to pursue honors should consult with their prospective thesis advisors by the spring of their junior year. Potential candidates for honors must submit the honors thesis application form and accompanying written proposal no later than May 1 of their junior year. After departmental approval of the proposal, honors candidates will be registered in History 498 for the fall semester and must establish with their advisor any necessary background reading and/or research to be done during the summer in preparation for the honors thesis.

Applications for student research funds (Vilas and Carlisle funds) are also due May 1 and may be submitted along with the honors thesis application. The honors thesis and student research funds application forms are both available on the History Department website under “Forms for History Students” (http://www.stlawu.edu/history/useful-forms-current-students).

Fall semester
During the fall semester, honors students should meet regularly with their thesis advisor. No later than the Wednesday of the final week of classes, the following materials must be submitted by e-mail to the department chair for distribution to the entire department:
- a historiographical essay on their topic’s sources (minimum 8-10 pages)
- a full project plan that includes research questions and findings to date, a working thesis, a working bibliography, and a detailed outline of the work to be undertaken in the spring semester.

During exam week of the fall semester honors students will deliver a 10-15 minute oral report on their progress to the full History Department. In consultation with the thesis advisor, the department will determine whether the work submitted warrants continuation to a completed thesis in the spring semester. Students’ advisors will communicate the department’s decision to them within 24 hours of their oral reports.

If it is determined that the quality of the work will not likely merit honors, or if the work is not being completed in a timely fashion, the student will be given a grade for the work done under a 300-level Independent Study designation and will need to complete the departmental SYE requirement in the spring semester.

Spring semester
Students whose projects are approved for continuation will be registered for History 499 for the spring semester, and will complete their theses in consultation with their advisors. No later than the third Friday in April, students must provide to the department chair by e-mail a submission draft of the thesis for distribution to the entire department. During the final exam week, students will give an oral defense of the thesis (a 10-15 minute presentation, followed by a question and answer period) that is open to the public. After the defense, the department will meet to assess the thesis.

Under normal circumstances, the department will make one of three determinations:
- Honors granted and submission draft accepted as the final draft without revisions
• Honors granted, conditional on specified revisions being incorporated into the final draft due no later than the Monday following the end of the final exam week
• Honors not granted but a grade awarded for the work completed under the Independent Study SYE designation (History 490)

Once an honors thesis has been completed, two copies and the original are sent to Owen D. Young Library for binding. The original is kept in the library, one copy is returned to the History Department where it is maintained, and the third copy is sent to the student. All departmental copies of honors theses are available for perusal on the bookshelf in the History Department office (Piskor 114).