

# Honors Thesis Project



## Research Advisor Handbook



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Dear Honors Research Advisor:

On behalf of the J. N. Andrews Honors Program and the Honors Council, thank you for agreeing to mentor one of our SAGES students through the senior honors research process. The Honors Council and Honors Program regard the senior honors thesis as the capstone experience of the program. It combines our celebration of excellence in undergraduate research with our commitment to interdisciplinary engagement. However, this capstone experience would not be possible without your involvement and mentorship. We understand that overseeing undergraduate research means a significant time and energy commitment on your part. Thank you in advance for your contribution. Please consider the Honors Program and the Honors Office as a resource throughout your work with one of our students.

To provide you with a fuller picture of typical Honors procedures and the expectations of Honors research advisors, please consult the list of advisor responsibilities below:

1. Consult with student researcher on project goals, methods, and secondary sources.
2. Review and approve student's Honors Thesis Proposal when document meets your standards.
3. Attend student's proposal defense at Honors Council meeting.
4. Manage the online enrollment for research credits under the HONS 497 designation.
5. Oversee research project, helping to set reasonable deadlines and to ensure research meets discipline standards of excellence.
6. Consult on student's draft of research poster for poster presentation.
7. Read and critique student's senior honors thesis paper, suggesting changes, etc. in keeping with standards of discipline.
8. Sign final copy of Honors Thesis paper signaling your approval of document.
9. Assign a final grade to project under the HONS 497 registration. This may mean changing a previously assigned DG.
9. Consult with student as he/she prepares PowerPoint slides and oral presentation in anticipation of Thesis Symposium. While the thesis paper will be written to the standards of the student's major discipline, the presentation must be constructed with an effort to communicate dense specialized material to an interdisciplinary audience of Honors Council members, and faculty and students from the wider university community. As time permits, please consider rehearsing with the student to ensure he/she represents your discipline well and communicates his/her research in a logical and clear manner. Presentations must time out at twenty minutes, leaving ten minutes for questions.
10. Attend student's Honors Thesis Symposium presentation and introduce student prior to presentation.
11. If at any point when working with a student you discover that he/she will not be ready to present or to meet your expectations for performance, please contact the Director of Honors for assistance in creating an alternate timetable or plan.

The rest of this packet contains the research instructions your advisee receives from the Honors Office and found in the J. N. Andrews Honors Program Student Handbook. Thank you again for your support of undergraduate research at Andrews University.

God Bless,

L. Monique Pittman, PhD  
Director of Honors  
Associate Professor of English

## Senior Honors Thesis

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### **Research Opportunities—Honors Thesis**

Participation in SAGES includes a significant Senior Honors Thesis—a valuable asset in job-seeking or as a part of your application packet to graduate or professional school. It also forms an important first step towards publishing your work. The Honors Thesis involves more than just learning subject matter—it provides a chance to be actively involved in one's discipline. Opportunities for off-campus research and presentations, such as attending and participating in academic conferences, are also available.

### **Undergraduate Research Scholarship**

Students have the opportunity to become Undergraduate Research Scholars and participate in collaborative research with faculty members by applying for an Undergraduate Research Scholarship through the Office of Research and Creative Scholarship. Scholarship applications are submitted jointly with the faculty research mentor. All recipients of the Undergraduate Research Scholars Award are required to present their material at the spring Honors Scholars and Undergraduate Research Poster Symposium.

### **Conference Funding for Students Presenting Research**

The Honors Program has a modest fund available to support undergraduate research presentations. Honors students accepted to present their research at regional and national conferences may contact the Honors Office and request financial support, often enough to cover registration fees. Priority will be given to senior Honors students and provided on a first-come, first-served basis. The Honors Office will reimburse up to \$500 per student to cover presentation costs, provided that the student's home academic department and the Office of Research and Creative Scholarship also each provide up to \$500 of funding.

Qualified students should submit the following via e-mail to the Honors Director: student name, AU ID#, conference, date, program or acceptance letter verifying participation, copy of registration form, evidence of registration fees paid.

### **Conference Funding for Students Attending but Not Presenting Research**

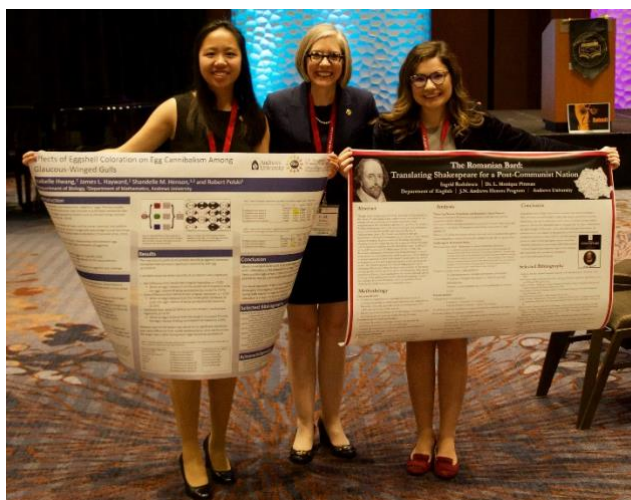
A smaller amount of money can be reimbursed to students attending academic conferences but not yet presenting their research. The Honors Office will reimburse up to \$100 of travel and registration fees.

Qualified students should submit the following via e-mail to the Honors Director: student name, AU ID#, conference, date, copy of registration form, evidence of registration fees paid.

### **Expressing Gratitude for Conference Funding**

When student funding for conference participation derives from donations to the Honors Program, students should plan on coordinating with the Honors Office to send thank-you notes to the generous donors.





## Senior Honors Thesis Requirements

To complete the SAGES curriculum, the Honors student will fulfill the following steps culminating in the Senior Honors Thesis:

1. Take HONS 398 Research Pro-Seminar (Fall or Spring of Sophomore or Junior Year).
2. Connect with a faculty member (primary advisor) who will oversee the research/creative activity.
3. Register for HONS 497 Senior Honors Project - a minimum of 2 credits. This registration can be completed online. Simply look for your research mentor's specific section and CRN number under the HONS 497 online course listing. As part of the online registration for HONS 497, you should be prompted to enter an 18-character thesis topic description. If you do not see your mentor listed, contact the Honors Office immediately and a section will be created. Do not enter a random CRN if one for your advisor is not listed.
4. In many cases Honors Thesis research continues over the course of multiple semesters. In order more precisely to monitor ongoing Honors Thesis work the Honors Council recommends that students register for HONS 497 as "0" credits during any semester when research activity occurs. The 0-credit HONS 497 registration does NOT replace the required 2 credits of HONS 497 but rather helps the university track how long faculty members mentor undergraduate research. In addition, it can be a no-cost way for students to indicate on their transcripts just how long they worked on research investigations. **As soon as you've decided upon a topic and a research mentor**, please start registering for HONS 497 at 0 credits each semester. To register for HONS 497 as 0 credits, follow the procedure described above in item #3 but enter a "0" under credits. Students will NOT be allowed to petition that their 0-credit HONS 497 enrollment substitute for the required 2-credit HONS 497 registration (where the grade for the research quality and written thesis *must* be recorded).
5. If your research will involve human subjects, you must immediately begin drafting your Institutional Review Board document (IRB Application) under the supervision of your research mentor. Honors Council will expect that you have submitted the IRB Application even if you have not yet received approval at the time of your defense.
6. Prepare a proposal with the help of a primary research mentor.
7. Obtain approval of the proposal from the Honors Council. Sign up for a proposal time in the Honors Office or via e-mail to the Honors Director. The student must make sure that his/her advisor can attend. Seniors must propose by November of senior year.
8. Complete the Senior Honors Thesis no later than the final semester of senior year.
9. Present the project as a poster at the Honors Scholars & Undergraduate Research Poster Symposium no later than March of the senior year.
10. Submit the final paper two weeks prior to the Thesis Symposium with the signatures of the primary and/or secondary advisors.
11. Present the project orally to an interdisciplinary audience at the Honors Thesis Symposium (April of senior year).

12. Attend the entire session of the Honors Thesis Symposium in which student is presenting.
13. **A Stern Warning about Procrastination:** The Honors Office sets the major thesis deadlines for each semester and academic year. However, individual thesis researchers **must** establish **steady progress deadlines** with their research mentors. In the early stages of thesis planning, please discuss the full list of deadlines with your research mentor in order to determine when rough drafts of the proposal, poster, written thesis, and PowerPoint presentations will be received and reviewed by the mentor. Similarly, remember to schedule in advance rehearsal times with your research mentor to review your proposal defense talk, your poster talk, and your Thesis Symposium presentation. **Do not** make research mentors the victims of your habits of procrastination. In general, plan that mentors should be seeing drafts of all presentation and written thesis materials **several weeks** in advance of the Honors-established deadlines. Please keep in mind that research mentors may opt to set much earlier deadlines than those established by the Honors Program; the Honors Program expects its student researchers to comply with all early and steady progress deadlines set by mentors.



### **Secondary Advisors**

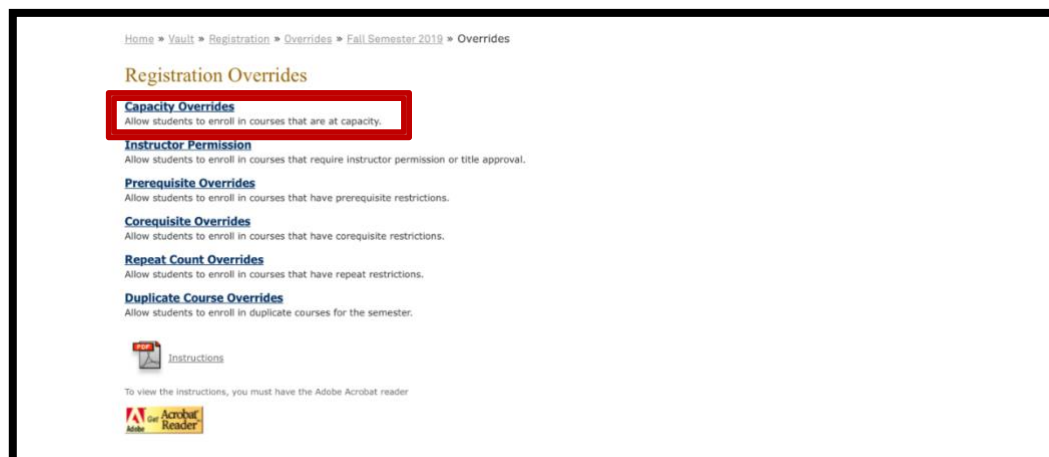
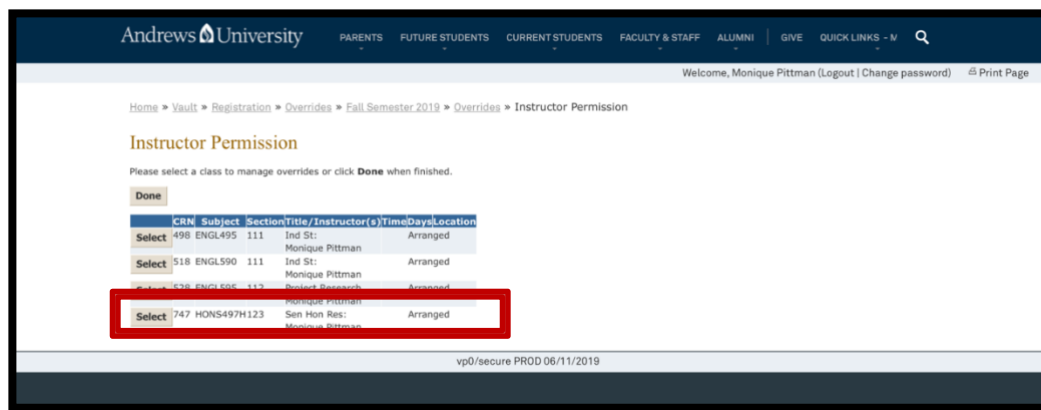
Secondary advisors may provide additional expertise required by the nature of the research investigation. Primary advisors and secondary advisors will decide together on the parameters of a secondary advisor's contribution to the research experience. Since both the primary and secondary advisors will be asked to sign the finished thesis as a signal of their approval, the secondary advisor should, at a minimum, read and offer feedback to draft thesis papers in addition to providing any other specialized expertise necessary.

## Supplemental Instructions for Online HONS 497 Registration

Instructions for Faculty Mentors to Facilitate Online HONS 497 Registration:

Before students can register to conduct research under faculty mentorship, faculty mentors will need to grant them permission. To do so, follow the steps below:

1. Log in to Vault.
2. From the menu on the left, select "Registration."
3. From the next menu, select "Registration Overrides."
4. Select a semester.
5. Select "Instructor Permission."
6. From the list of courses, choose "HONS 497."
7. Click "Add override."
8. Enter the ID of your research mentee.
9. Select the student.
10. Next, you'll be prompted to Enter Title (18 characters).
11. Click save.
12. You will be notified by email if the procedure was successful.
13. The student should now be able to enter the CRN and proceed to enroll for research under HONS 497.



Home » Vault » Search » Start

## Search

### Advanced Search

**ID Number:**

**Email:**

**First name:**

**Middle name:**

**Last name:**

**Phone:**

[Simple Search](#)

### How to Search

**ID number:**  
Enter an ID number with or without leading zeros  
Example: 75072

**Email address or username:**  
Enter a full email address or Andrews username  
Examples: cwilson@andrews.edu or cwilson

**Name:**  
Enter an exact part of a name including optional wildcards

**Note:** Unlike simple search, advanced name search finds EXACT name matches. Therefore, searching for first name "Chris" will not find people with a first name of "Christopher". In order to find people with a first name of either "Chris" or "Christopher", you would need to include a wildcard and search for "Chris\*".

**Wildcards:** \* = Matches zero or more characters  
? = Matches exactly one character  
Examples: ?ob finds "Bob" or "Rob" but not "Robert"  
\*ris finds "Chris" or "Kris" or "Doris"  
Chris finds "Chris" but not "Cris"  
Wil\* finds "Wilson" or "Williamson" or "Wilcox"

Home » Vault » Registration » Overrides » Fall Semester 2019 » Overrides » Instructor Permission » Manage Overrides » Enter Title

## Enter Title

Please enter a title for this course.

Course: HONS497H 123 (747) Sen Hon Res:

Topic of study:

Home » Vault » Registration » Overrides » Fall Semester 2019 » Overrides » Instructor Permission » Manage Overrides

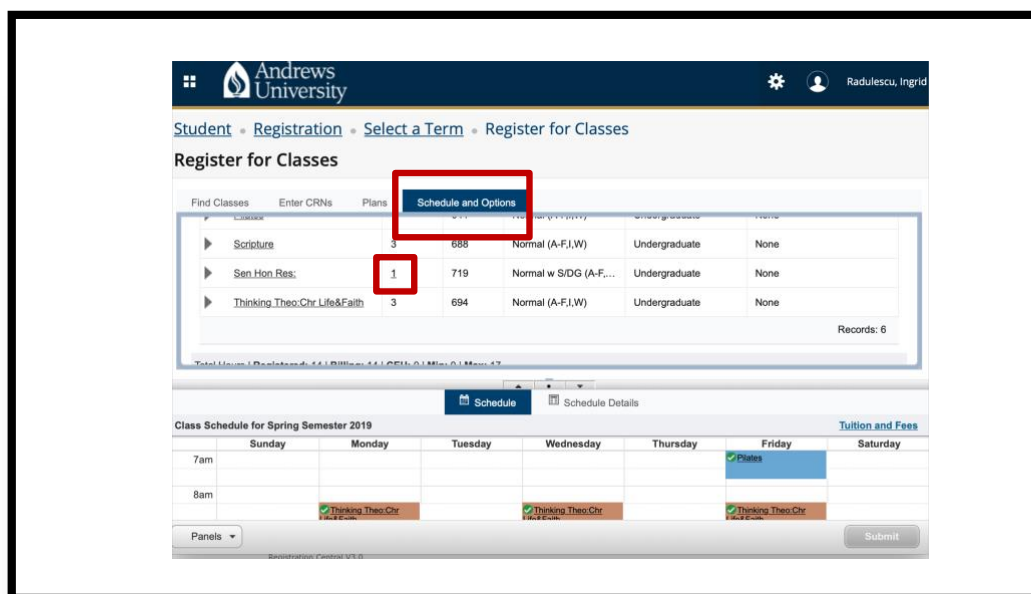
## Manage Overrides

HONS497H 123 (747) Sen Hon Res:

Delete	ID	Name	Title
<input type="checkbox"/>	000162267	Radulescu, Ingrid	Romanian Shakespeare

## Instructions for Students to Register for HONS 497 Online:

1. Confirm that your research mentor has granted online permission for you to add HONS 497 under his/her mentorship (see the faculty steps above).
2. Using the Course Schedule, find the sections of HONS 497 listed by faculty member. Locate the specific CRN for your research mentor. If you cannot find a listing for your mentor, contact the Honors Office immediately, and one will be created. Only proceed to register when a CRN is listed for your mentor.
3. Log in to Registration Central and follow the typical steps for adding courses to a given semester.
4. In Registration Central, opt to add HONS 497 by clicking "Enter CRN." Proceed to enter the CRN for your mentor's HONS 497 section.
5. Most likely, you will need to adjust the number of credits for which to register. To change the credits you must go to the panel called "Schedule and Options." When clicking on the credit number, you should be able to enter the number "0", "1", and "2", etc.



## Research Experience for Undergraduates and the Honors Thesis

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On occasion, students who participate in a summer Research Experience for Undergraduates (REU) at another academic institution may wish to utilize that research for the purposes of the Honors Thesis requirements. The Honors Council has voted the following policy to govern such practices.

Students wishing to participate in REU opportunities and utilize that work as their Senior Honors Thesis must endeavor to do the following:

- Complete HONS 398 before the REU
- Confirm that the research methodology coursework needed to make the REU and Honors Thesis successful has been completed
- Locate an on-campus Andrews University research advisor willing and adequately expert to oversee the completion of the Honors Thesis process
- Notify the Honors Director of the plan to rely upon the REU for the Honors Thesis requirement
- Submit and defend an Honors Thesis proposal prior to the REU (when possible)
- Inform the REU advisor of the intent to utilize the REU for a subsequent Honors Thesis project at Andrews University
- Inform the REU advisor of the Honors Thesis guidelines (available in the J. N. Andrews Honors Program Student Handbook)
- Begin an annotated bibliography in consultation with the REU advisor and share the annotated bibliography with on-campus AU advisor both before and during the REU
- Correspond over the course of the REU with the on-campus AU advisor supplying updates about the research focus and progress
- Document, throughout the REU, personal contributions to the lab's research (making a case for personal creative contribution)
- Submit to the J. N. Andrews Honors Program materials from presentations and publications completed during the REU experience
- Complete the entirety of the AU on-campus Honors Thesis requirements: write and defend an Honors Thesis proposal, prepare original poster document, draft written thesis, and deliver thesis symposium presentation.



## Thesis Proposal Suggestions

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- Indicate your competency in the field of research.
- Define the key terms of the project with care. Provide the necessary background information and context to facilitate understanding of the project goal's and methods.
- Articulate clearly the goals of the research project. Honors Council members enjoy bulleted lists that state clearly the goals and methods to be pursued in the thesis project.
- Spell out carefully the steps in your research methodology.
- Demonstrate how the methodology will appropriately pursue the goals of the project.
- Explain how your research is part of a bigger project and why it is significant to the aims of your field of study.
- Be cautious about what you claim you will be able to achieve given your methodology.
- If administering a survey, remember to do the following:
  - Include the survey itself in the proposal;
  - Have a statistics expert as one of your advisors;
  - Explain your competency in this form of research;
  - Explain how your survey will deliver the desired data;
  - Explain carefully the strategies to be used in assessing the data.
- Create a detailed annotated bibliography that summarizes the source material you have found and read and indicates its usefulness to your project.
- If working on a project involving other researchers, be certain to clarify how much of the research was your personal responsibility.
- Be certain that your advisor has read and critiqued your proposal at least once and that he/she has signed the cover sheet accompanying the proposal. The Department Chair of the discipline in which you are conducting research must also sign the proposal.
- **Students must sign up for a proposal defense to take place no later than November of senior year.**
- **Proposals are due to the Honors Office one week prior to the agreed upon defense date so that Honors Council members may read proposals prior to defense meeting.**

## Thesis Proposal Suggestions—Science, Technology, Engineering, and Mathematics (STEM)

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1. View the proposal as an opportunity for you to educate interested readers about an exciting area of research.
2. Provide a contextual background for your research and connect it to the experience of any professor at Andrews.
  - a. Don't assume the readers know about your area of research.
3. Clearly and explicitly define the goals and scope of *your* research project.
  - a. Explain how the "bigger picture" of knowledge might be modified by your project.
4. Clearly and explicitly spell out the steps in *your* research methodology:
  - a. Explain jargon, acronyms, and key terms carefully, especially ordinary words that you may be using in a very particular way;
  - b. Make the methodology as non-abstract as possible;
  - c. Give examples of what you will (or might) do or a result you could obtain;
  - d. Concisely explain how particular methods (which usually are jargon) will be used in your research and how a positive or negative result may appear;
  - e. Be quantitative throughout your proposal; numbers won't be available as you write the proposal, but consider what numbers you will get and how you will interpret them (consider uncertainty).
5. Include well-labeled and captioned figures in your proposal that will help your explanation.
6. In the methodology section, explain how many times you will repeat experiments. Be aware of statistical methods and how much inference you can make based on the number of repeated data sets you plan to take. Plan your sample size accordingly.

## Thesis Proposal Suggestions—Fine Arts and Humanities

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In the arts and humanities, before writing a proposal document, students must decide what form of investigation their thesis work will follow. Arts and humanities students have two options as outlined below:

1. Students conducting a **scholarly analysis of a work of art** (visual, musical, or literary) fit the patterns of traditional research. Typically, analytical projects begin with a research question regarding the work, identify the appropriate analytical methods for answering that research question, substantively review secondary resources discussing the piece, and launch an interpretive argument regarding the artifact.
  - a. Such projects should show that they are filling a gap in the understanding of the artwork in question and adding to the scholarly conversation.
  - b. Students should be able to provide sufficient evidence to substantiate the validity of their claims and articulate why this kind of research is important.
  - c. As analytical projects often involve working with unusual archival documents, students should describe their access to such texts and discuss how they will help prove their claims.
2. For students completing **artistic-professional projects and/or performances** (visual art, musical composition, creative writing, and musical or dramatic performances), the Honors Council asks such students to conceive of the thesis in the following way: the project should have a “thinking” phase, a “doing” phase, and a “reflecting” phase.
  - a. In the “thinking” phase, a student should explain the type of artistic work, its genre, and the criteria by which he or she will measure the project’s success. This portion of the project would most heavily rely on secondary sources. The student should describe the artistic methods to be utilized and explain why they have been selected. The “thinking” phase must include a substantive literature review (to include materials such as written scholarly resources, recordings, scores, installations, other artworks or musical pieces, and items/materials that establish the artist’s professional comparative community). The “thinking” process should address the following questions: How does the project improve personal skills and artistry? What governs the artistic choices made (what is the student selecting and rejecting? Why? What is the impact of those choices)? What is the professional comparative community or context (this might include things such as performance history; genre of artwork and its expectations; current professional practices; historical background and context, critical commentary and approaches to the works)? How does the project situate within the current professional practice of the arts discipline in question? What theoretical framing, key terms, definitions, and professional comparative community must be established for a thoughtful product? What resources provide the clear parameters, criteria, and means to judge/evaluate the success of the endeavor?
  - b. In the “doing” phase, students produce the desired artwork.
  - c. In the “reflecting” phase, students explain how the artistic result matches stated goals and expectations. Students utilize the establishing basis/framework/criteria articulated in the “thinking” phase to reflect on the actual product/performance/practice. The student should think productively about how the project has “leveled” him or her up within his/her discipline and professional practice. How has the student grown or changed in his/her craft and thinking? What strengths and weaknesses have been revealed by the project? The student will strive to develop a truly professional level of self-evaluation. The Honors Council expects students to avail themselves of the professional community/training/standards provided by the faculty mentor for

this reflection. When the student evaluates his/her project, the student should be comparing him/herself to other comparable professional projects (not other student projects). This thesis project allows students an entry to the professional arena.

- d. Of course, the Council does not expect that students will have a completed product at the time of the proposal defense, simply that students will articulate their planned project in something resembling this three-part manner.



### Proposal for Senior Honors Thesis

**HONS 497 Senior Honors Thesis** Credits \_\_\_\_\_ (2 minimum required)

Directions: Please return signed proposal to the Honors Office **at least one week prior to your scheduled meeting with the Honors Council**. This proposal must be accepted by Honors Council the semester before presentation.

Student's Name:

Primary Advisor:

Secondary Advisor:

Thesis Title:

Local phone:

Email:

Expected date of Graduation:

- I. Provide goals and brief description of your project or research.
- II. Outline your methodology. **Please be specific.** How does this achieve your goals and how reliable is it?
- III. Explain in what sense your project is original, unique, or beyond normal senior expectations. How does it relate to current knowledge in the discipline?
- IV. Include a substantive annotated bibliography of similar or related work.
- V. Provide a statement of progress to date and list the research methods coursework completed.

#### Department Chair Approval

- This student's performance in his/her major field is acceptable.
- He/she has completed the requisite research methods coursework for the research to be pursued.
- I understand that he/she plans to graduate with Honors.

\_\_\_\_\_  
Department Chair (signature)

#### Research Advisor Approval

I have read and support this proposal:

\_\_\_\_\_  
Primary Advisor (signature)

I have read and support this proposal:

\_\_\_\_\_  
Secondary Advisor (signature)

If human subjects or if live vertebrate animals are involved, evidence of approval from the Institutional Review Board or an Animal Use Committee is needed through the campus scholarly research offices (Ext. 6360).



## Thesis Proposal Defense Suggestions

- Prepare a 3-5 minute oral introduction to your research that articulates the goals, methods, and significance of the project.
- Practice your short presentation, preferably with your advisor.
- Anticipate counterarguments and a discussion of weaknesses of your project.
- Arrive early to defense and bring primary advisor to the defense.
- Do not defer continually to the advisor. Answer questions yourself. The advisor is there to legitimize your project and to step in only if absolutely necessary.
- When answering questions, reveal the specificity and depth of your knowledge.
- Be able to articulate clearly the central question to be answered by your research.
- Demonstrate enthusiastic personal investment in the project.
- Do not patronize audience.
- Make eye contact with all members of Honors Council.
- Arrive in professional attire. Demonstrate that you are taking the process seriously.
- Convey an attitude of intellectual flexibility. Remember that critique is not an attack. The feedback that council members may give you is designed to strengthen the research and enhance your chances of success.
- Remain calm and composed throughout the session.

## Thesis Proposal Defense Suggestions

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### Special comments for physical, natural, and mathematical sciences

1. It is essential that your proposal be understood by any professor at Andrews. Do not 'dumb down' your proposal, but be prepared to explain key aspects of your research at multiple levels.
  - a. The Honors Council are intelligent learners, but not scientists in your field; they are not familiar with the terminology of your field (and implications associated with a term or concept).
2. Be a teacher: plainly explain what you are doing, explain how it fits into something else.
  - a. Use this as an opportunity to educate graciously the committee and increase the level of understanding about the language of your field;
  - b. Remember you do know a lot about your field; simple connections to people's understanding of the world will help convey your message.
3. Make the research project and methodology very real (non-abstract):
  - a. Use simple visual aids, figures, lists, tables, etc. in the proposal to aid the presentation of your research;
  - b. Clearly explain what would constitute one "result" in your research;
    - i. Explain how a result (or set of results) might be interpreted.
4. Question & answer:
  - a. Generally, questions are asked to attempt to understand what your research is about and to assess your ability to be successful in doing the research and presenting it to an interdisciplinary audience;
  - b. Because physical, natural, and mathematical sciences have special terminology, the specific words of a question from the committee may not be quite correct. Try to understand the question the committee member was asking by repeating the question after translating into understandable science-speak;
  - c. Acronyms often need to be explained beyond their definition. Some committee members will benefit from an explanation of why using the acronym is important;
  - d. Be able to explain the methods you will use to a specialist and also to an interested and capable non-specialist.

## Poster Session

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The Honors Scholars and Undergraduate Research Poster Symposium (conducted in Spring) is a two-and-a-half hour session during which time Honors Thesis presenters stand by their displayed research posters and explain their research to Honors Council members, Honors Program faculty and students, and interested members of the larger Andrews University community. The first hour of the session is a "quiet hour" free from guests other than council members; the subsequent 1.5 hours feature other Undergraduate Research Scholarship presenters and a large gathering of visitors. The Honors Poster Session is a shorter, slightly less formal version of the research presentation that takes place at the annual Honors Thesis Symposium in April. If your project is not complete at this time, it is acceptable to present it as a progress report. The idea is to share what you have been doing with younger scholars so that they can begin to develop ideas for their own projects in the future. This is also good practice for your oral presentation.

### Research Poster Preparation Suggestions

You will be supplied with a 30 x 40 in. foam poster board. Metal stands will be supplied at the reception to hold your poster. Remember to consult examples of previous Honors posters available for viewing on the Honors website.

Each poster should contain the following elements arranged in a satisfyingly logical fashion:

1. Title
2. University affiliation, departmental affiliation
3. J.N. Andrews Honors Program Logo
4. Logo of funding agency if applicable/indication of Undergraduate Research Scholarship Award if applicable
5. Institutional Review Board approval number (if applicable)
6. Student name
7. Faculty mentor/advisor
8. Abstract
9. Methodology
10. Results/data
11. Conclusions
12. Bibliography

Tips for making the poster:

1. Must be prepared on the computer, printed on a large-scale printer, and adhered to the Honors-supplied poster board prior to the session.
2. Should look professional.
3. Should be readable.
4. Should not be overly flashy.
5. Text should be large enough for easy reading. In selecting readable font sizes, consider the following standards: titles and headings (54-80 point), body text (25-35 point), and auxiliary text on tables or graphs (16-24 point). Anything smaller than 16 point is too difficult for evaluators to read.
6. Should follow the dictates of individual disciplines when it comes to balancing text with images, charts, and graphs.
7. Should avoid over-crowding information on the board.
8. Background should enhance understanding not be so bright or dark as to distract from text, charts, and graphs.
9. Should serve the student as a speaking guide. Student should plan on referencing examples or material on the board while explaining their research.

10. Should be carefully proofread just prior to printing to avoid the embarrassment of a typo printed at 40 point font.

Using Microsoft PowerPoint to create your poster (for PC):

1. Click the Design tab and select "Slide Size" and choose "Custom Slide Size."
2. Set your dimensions to a size that fits the maximum size of the supplied poster board: 30 inches (height) by 40 inches (width).
3. This will change your slide size to the size of the actual poster.
4. To create different subsections on your slide, choose a layout design or make your own tables/sections.

Using Microsoft PowerPoint 2011 to create your poster (for Macintosh):

1. Open PowerPoint
2. Choose a new presentation with a white background by clicking the "White" thumbnail in the list of themes.
3. Click the "Home" tab (top left corner). Then under "Slides" click "Layout." Choose the "Blank" theme.
4. Next, set the poster size by clicking on the "Design" tab. Under "Page Setup" click "Slide Size." Click "Page Setup" and manually set slide size for a width of 40 inches and a height of 30 inches.
5. To create different subsections on your slide, choose a layout design or make your own tables/sections using the "Text Box" function.

Poster Printing & Mounting:

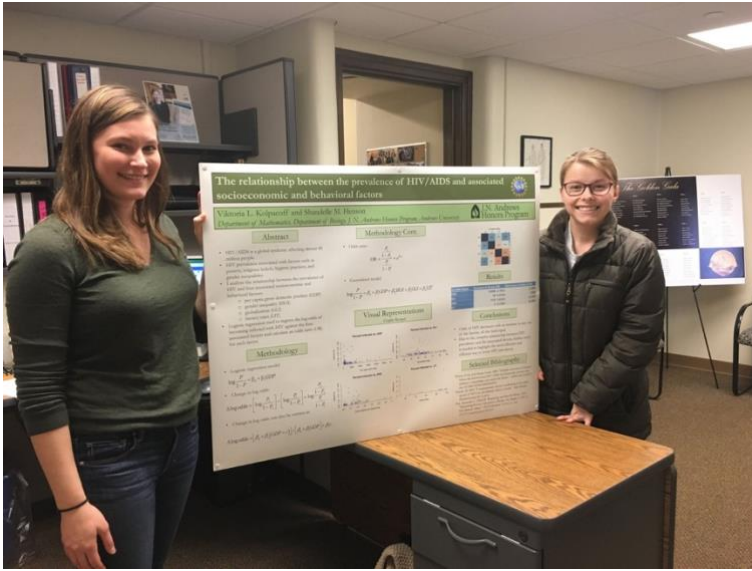
If your home department has access to a large-scale printer, please arrange with the appropriate individuals for a timely printing. This generally is a low-cost option.

Otherwise, you must send a poster file to be printed at the James White Library Multimedia Center. When doing so, ensure that your email has all the information below:

1. Make sure that your file is sized at 30 x 40 inches and saved as a PDF.
2. Indicate the type of paper that you would like to have it printed on (most Honors students use satin.)
2. Here's a link for further details on the Multimedia Center's stipulations.
3. <https://www.andrews.edu/library/media/MediaCenterPrints.html>
4. Please take check or cash directly to the Multimedia Center since the poster must be paid for before printing.
  - a. To use an IDC, provide the account number, the name of the department, and the name of the departmental employee authorizing the charge.
5. Call ext. 3272 or 6259 to confirm that you sent the email to [jwlmultimediacenter@gmail.com](mailto:jwlmultimediacenter@gmail.com)
6. After they receive the correct information and payment, they will proceed to print and let you know when it is ready to pick up.

Stop by the Honors Office to mount your poster to a foam board in advance of the session.

Students may mount poster using spray mount adhesive, thumbtacks, or clamps available at the Honors Office. Clamps are usually preferred. Please have poster mounted at least two days prior to the poster symposium.



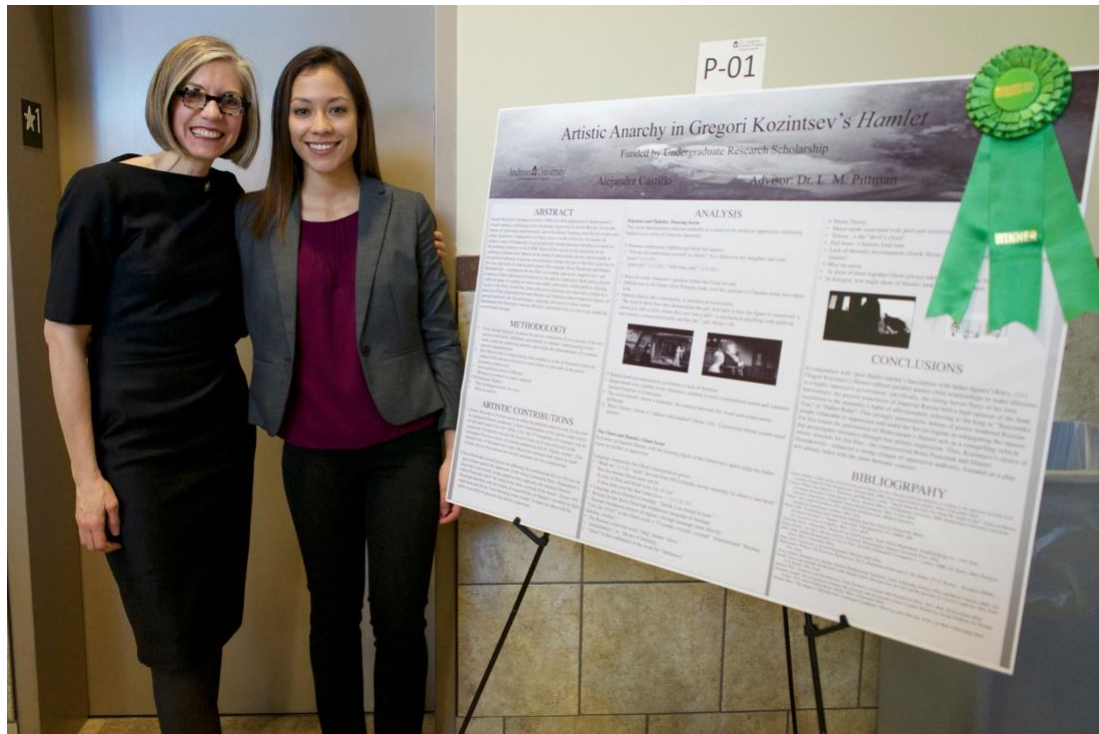
## Poster Session Practices

During the Poster Session, students will stand by their posters to answer questions of those in attendance. Attendees will mill about and as they see something interesting, they may ask specific questions, or they may ask students to summarize their project. While referencing details on the board will be helpful, avoid reading large portions verbatim. This will help the student clarify major points, determine weaknesses that still may exist, and prepare for the question period after the oral presentation. Two Honors Council members will evaluate each student poster. Grades for the poster session will derive from those Honors Council evaluations. Honors Council members will supply a written critique of the posters.

## Preparation Time

Please allow many weeks for poster preparation. Fiddling with text and images in PowerPoint can be frustrating and time-consuming. Students must also allow ample time for printing of the document.





Honors Thesis Poster Session Evaluation					Student Name: _____
	Inferior	Below Average	Average	Above Average	Exceptional
<b>Research Quality:</b>					
Research goals, methods, and results appear substantive and valid.					
	1	2	3	4	5
<b>Poster Content:</b>					
Abstract, methodology, results, and conclusions are accessible, substantive, and content-rich.					
	1	2	3	4	5
<b>Poster Appearance:</b>					
The poster is professional and neat in appearance, presenting information clearly and legibly.					
	1	2	3	4	5
<b>Verbal Performance:</b>					
Student is articulate and attentive when explaining project.					
	1	2	3	4	5
<b>Holistic Impression:</b>					
Overall impression of research and presentation.					
	1	2	3	4	5

## Thesis Symposium Presentation

---

You will present your project orally to a combined audience of the Honors Council and members of the J. N. Andrews Honors Program in April of the year that you plan to complete your project (check the activity calendar for time and date). There will be 3-5 concurrent sessions so it is important that you are ready and set up before your assigned time. This is the final public forum for your project. The completed written project is due two weeks prior to the Thesis Symposium.

### Specifications of the Presentation

1. You will be introduced by your primary advisor (please let him/her know when he/she is expected to be at the symposium).
2. You will have 30 minutes (20 min. for a PowerPoint presentation followed by 10 min. of questions).
3. Introduce the project/research question with references to related works or previous research in the field. Clearly indicate how this project is unique.
4. Using as many graphics/visual aids as possible, describe what you did and what you found/produced. It is important to remember that you are going to be talking to an interdisciplinary audience so you will need to try to keep the specialized language of your discipline to a minimum or spend time familiarizing the audience with the terminology and ideas that you will use.
5. Present conclusion(s) clearly and identify the future developments that could follow this project; be sure to include weaknesses and strengths of the project.
6. Required slide content:
  - Indication at the outset of student name, research mentor, project title, sponsoring department, and J. N. Andrews Honors Program
  - Logo of funding agency if applicable/indication of Undergraduate Research Scholarship Award if applicable (placed where advisor deems best suited)
  - Institutional Review Board approval number (if applicable)
  - Clear indication of research question(s), goals, methods, results, conclusions, suggestions for further research
  - Definitions of crucial terms, articulation of underlying assumptions (if applicable)
  - Illustrations if warranted by the topic area
  - Utilization of PowerPoint slide area in a way that is professional, readable, clear, uncluttered, and logical (good management of text within allotted space)
  - Non-existent grammar and spelling errors
  - Organization of the slide order into a natural and logical progression of ideas and information
  - Inclusion of a bibliography
  - Inclusion of an acknowledgements slide
7. **Two-three weeks prior to the Thesis Symposium**, provide the Honors Office with a 100-word abstract of the project; this abstract will appear in the Thesis Symposium Program. Students may use the abstract from the poster session or resubmit based on updated results.
8. Provide a handout for the audience (**due in the Honors Office one week before your presentation**) of no more than one page front and back that includes an abstract of your research, a brief outline of your presentation, and a selected annotated bibliography.

9. At the time of the Thesis Symposium, you will be evaluated on the quality of your PowerPoint presentation, the clarity of your oral delivery, and the quality of your handout.
10. In planning your participation in the Honors Thesis Symposium, please remember that you are expected to stay and listen to all the projects scheduled for your session and to attend the entire Thesis Symposium as scheduled.

Develop your PowerPoint presentation well in advance. Seek the guidance and critique of your mentor. Come to the session with your presentation on a flash drive, or ask the room moderator in advance if you may present with your own laptop. To ensure things will work, you should test your project for compatibility before the presentation date. After your presentation, you will answer questions from the audience until the moderator indicates that it is time for the next presentation. Since you are part of a sequence, it is important to have the length of the presentation fall within the guidelines.

### Grading

Your presentation will be evaluated by individuals in attendance. Your grade for HONS 398 will be based on the evaluations of the Honors Council members and faculty members attending. As you develop your oral presentation, pay close attention to the evaluation forms that will be used.

### Preparation Time

It normally takes more time than anticipated to prepare a good presentation! Practice your presentation several times, first without an audience (to get the wording of your presentation worked out) and then practice several times with a small audience to get over the jitters and to determine and adjust the length of your presentation.





J.N. Andrews Honors Program

### EVALUATION FORM FOR ARTISTIC-PROFESSIONAL PROJECTS AND PERFORMANCES HONORS THESIS SYMPOSIUM

Presenter's Name: \_\_\_\_\_ Evaluator's Name: \_\_\_\_\_

Circle one: Research Advisor / Honors Council Member / Faculty / Student / Guest

	<i>Inferior</i>	<i>Below average</i>	<i>Average</i>	<i>Above Average</i>	<i>Exceptional</i>
<b>PROJECT DEFINITION (10 Points)</b>					
1. Provides high quality abstract, outline, and annotated bibliography in the handout	1	2	3	4	5
2. Articulates a well-crafted purpose statement that situates the artistic objective within the expectations of the professional cooperative community	1	2	3	4	5
_____					
_____					
<b>METHODOLOGY AND CONTENT (20 Points)</b>					
3. Incorporates convincing reasoning with well-conceived interpretive analysis of artistic choices and performance	1	2	3	4	5
4. Demonstrates familiarity and facility with key secondary print materials	1	2	3	4	5
5. Demonstrates comprehensive knowledge of primary materials (For example: recordings, scores, artworks, performances, installations, etc.)	1	2	3	4	5
6. Achieves a professional-level artistic product/performance	1	2	3	4	5
_____					
_____					
<b>COMMUNICATION OF THE PRESENTATION (15 Points)</b>					
7. Presents a well-organized talk adapted to the interdisciplinary audience and uses the allotted time effectively	1	2	3	4	5
8. Embodies personal engagement with and ownership of topic	1	2	3	4	5
9. Responds with clarity, flexibility, and grace in question and answer session	1	2	3	4	5
_____					
_____					
<b>HOLISTIC IMPRESSION (5 Points)</b>					
10. Overall impression of research and presentation	1	2	3	4	5
_____					
_____					





**EVALUATION FORM FOR HUMANITIES AND FINE ARTS ANALYTICAL PROJECTS  
HONORS THESIS SYMPOSIUM**

Presenter's Name: \_\_\_\_\_ Evaluator's Name: \_\_\_\_\_

Date: \_\_\_\_\_ Circle one: Research Advisor / Honors Council Member / Faculty / Student / Guest

**Directions: Each aspect of the presentation should be rated by circling a number in each row.  
Comments: Include rationale for any Exceptional (5) or Inferior (1) scores given.**

	<i>Inferior</i>	<i>Below average</i>	<i>Average</i>	<i>Above Average</i>	<i>Exceptional</i>
<b>PROJECT DEFINITION (10 Points)</b>					
1. Provides high quality abstract, outline, and annotated bibliography in the handout	1	2	3	4	5
2. Articulates precise research questions and well-crafted, arguable thesis statement	1	2	3	4	5
_____					
_____					
<b>METHODOLOGY AND CONTENT (20 Points)</b>					
3. Presents clear description of and scholarly rationale for approach	1	2	3	4	5
4. Demonstrates familiarity and facility with key secondary materials	1	2	3	4	5
5. Demonstrates comprehensive knowledge of primary materials	1	2	3	4	5
6. Produces a convincing analytical case reliant upon logic, evidence, and compelling interpretive analysis	1	2	3	4	5
_____					
_____					
<b>COMMUNICATION OF THE PRESENTATION (15 Points)</b>					
7. Presents a well-organized talk adapted to the interdisciplinary audience and uses the allotted time effectively	1	2	3	4	5
8. Embodies personal engagement with and ownership of research topic	1	2	3	4	5
9. Responds with clarity, flexibility, and grace in question and answer session	1	2	3	4	5
_____					
_____					
<b>HOLISTIC IMPRESSION (5 Points)</b>					
10. Overall impression of research and presentation	1	2	3	4	
_____					





**EVALUATION FORM FOR THE SCIENCES AND SOCIAL SCIENCES  
HONORS THESIS SYMPOSIUM**

Presenter's Name: \_\_\_\_\_ Evaluator's Name: \_\_\_\_\_

Date: \_\_\_\_\_ Circle one: Research Advisor / Honors Council Member / Faculty / Student / Guest

**Directions: Each aspect of the presentation should be rated by circling a number in each row.  
Comments: Include rationale for any Exceptional (5) or Inferior (1) scores given.**

	<i>Inferior</i>	<i>Below average</i>	<i>Average</i>	<i>Above Average</i>	<i>Exceptional</i>
<b>PROJECT DEFINITION (10 Points)</b>					
1. Provides high quality abstract, outline, and annotated bibliography in the handout	1	2	3	4	5
2. Articulates precise research question(s) and hypothesis(es)	1	2	3	4	5
_____					
_____					

**METHODOLOGY AND CONTENT (20 Points)**

3. Defends convincingly the soundness and quality of research process and methodol	1	2	3	4	5
4. Demonstrates comprehensive knowledge of the relevant secondary scholarly work	1	2	3	4	5
5. Offers significant quantity and quality of research data	1	2	3	4	5
6. Produces substantive research conclusions and well-conceived recommendations for further investigation	1	2	3	4	5
_____					
_____					

**COMMUNICATION OF THE PRESENTATION (15 Points)**

7. Presents a well-organized talk adapted to the interdisciplinary audience and uses the allotted time effectively	1	2	3	4	5
8. Embodies personal engagement with and ownership of research topic	1	2	3	4	5
9. Responds with clarity, flexibility, and grace in question and answer session	1	2	3	4	5
_____					
_____					

**HOLISTIC IMPRESSION (5 Points)**

10. Overall impression of research and presentation	1	2	3	4
_____				

## Thesis Paper Specifications

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The style of the writing of this paper must match the style of writing in your discipline. Your primary advisor can help you with this. The paper should conform to the written paper expectations of the specific discipline. As appropriate, the paper should include the elements listed in the following sections:

1. Title page: this should clearly state 'HONS 497', the thesis title, your name, the names of your mentors for the project (including their signatures), the date submitted and the sponsoring academic department. Refer to page 47.
2. An abstract of no more than one page: this can be identical to the abstract prepared for the poster session.
3. An introduction of the project/problem: clearly indicate the published literature/creative activities relevant to your project (use referencing styles that are typical for your discipline); an explanation of how the project is unique.
4. Methods: clear and concise description of what you did.
5. Results: include what you found or accomplished (use figures and tables as appropriate to illustrate the statements that you make in the results – reference these as Fig. 1, Fig. 2 etc.). Results should also include statistical evaluation of your data and findings.
6. Discussion: these are your conclusion(s) and how your findings/creativity relate to what has been done in the past. Identify the strengths and weaknesses of your project and the "next step(s)" if this project were to be followed up by others. What new questions and problems does your project raise?
7. Complete bibliography: this relates to your references cited in the paper. The bibliography need not be annotated.

There is no length requirement—the paper should be as long as it needs to be to describe the project in a discipline-appropriate manner.

A final copy of the paper needs to be submitted to your primary advisor (for grading) and to the Honors Office (including the required title page and signatures). The Honors Office sets a deadline for the submission of the final version of the written thesis two weeks prior to the Thesis Symposium (consult published Honors calendar).

After the Thesis Symposium, the student will receive the gold, blue and white honors cords signifying graduation status as a J.N. Andrews Honors Scholar, provided the student's overall GPA is also a 3.5 or higher. At this time, please complete and submit the Honors Senior Survey.

### Grading

The primary advisor of the thesis will assign the final grade for the paper. The grade for the paper will be submitted by the advisor to the Records Office as the final grade for your HONS 497 credits.

## Submission Instructions for Honors Thesis

In addition to the advisor-signed paper submission of the Honors Thesis to the Honors Office, students must also submit electronic versions of the Honors Thesis in PDF format.

1. Students who agree to make available a digital copy of the Honors Thesis through the James White Library Catalogue must fill out and sign the "Andrews University Digital Dissertations and Theses Submission Agreement" at the Honors Office. The Honors Program will keep the signed agreement. However, if you wish to withhold digital circulation temporarily or even permanently based on publication plans, simply notify the Honors Office.
2. Students will submit one advisor-signed hardcopy of the Honors Thesis to the Honors Office. At the same time, a digital copy of the thesis in PDF format will be emailed to the Honors Office at [honors@andrews.edu](mailto:honors@andrews.edu). The digital copy must be in PDF format and must be saved as one file only.
3. The Honors Office will then submit the hardcopy and PDF versions of the Honors Thesis to the James White Library for archiving.
4. The James White Library will catalogue the Honors Thesis and make the PDF available on the library website.



J. N. Andrews Honors Program  
Andrews University

Honors Thesis

Title goes here

Your Name here

Date submitted goes here

Advisor: (name goes here)

Primary Advisor Signature:\_\_\_\_\_

Department: \_\_\_\_\_

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Position:

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## Approval of Final Honors Thesis Release

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Before any Honors Thesis documents are released to the James White Library for digital upload, the Honors Office will always email research mentors asking for their approval to upload. These approval requests will generally arrive in mentor email Inboxes in May. The research mentor always has the right to refuse digital upload, whether because of the quality of the project or because of plans for publication. Simply let the Honors Office know your preference. A hard copy of the Honors Thesis will always be archived at the James White Library regardless of whether or not the thesis is also digitally available.

**Subject:** Approval of Final Honors Thesis Release – [Term Inserted Here]

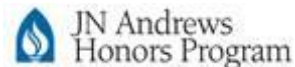
Dear Dr. Pittman,

We are in the process of making the Honors Thesis documents available, in hard copy and as PDF files on the James White Library website. In order to submit PDF copies of the Honors Thesis papers to the Library, we also need the advisor's permission for online uploading. This semester, you mentored [Honors Mentee's Name] project for [Term Inserted Here]. Would you kindly reply to this email to indicate whether or not you approve that their thesis documents be made available as a PDF on the James White Library's website?

Blessings,

Maxine Umana

Administrative Assistant



Nethery Hall 108

4141 Administration Dr

Berrien Springs, MI 49104-0075

269.471.3297 | [honors@andrews.edu](mailto:honors@andrews.edu)



## Standard Senior Honors Thesis Schedule

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### ***Deadlines for Fall Presenters:***

#### **September**

Seniors presenting in November 2018 must propose research projects by the end of September.

#### **Early September, 5:00 pm**

Submit Celebration of Research 100-word thesis abstract to [honors@andrews.edu](mailto:honors@andrews.edu), [research@andrews.edu](mailto:research@andrews.edu), and Digital Commons

#### **End of October, 5:00 pm**

Submit PDF of poster to [research@andrews.edu](mailto:research@andrews.edu) and [honors@andrews.edu](mailto:honors@andrews.edu) for upload to Digital Commons.

Submit poster PDF file for printing to James White Library (Ext. 3272) at this email address [jwlmultimediacenter@gmail.com](mailto:jwlmultimediacenter@gmail.com).

Contact Persons: Rozenia Marinho, [rozenia@andrews.edu](mailto:rozenia@andrews.edu) and Steve Sowder, [sowder@andrews.edu](mailto:sowder@andrews.edu)).

The approximate cost of printing through James White Library is \$15 - 20 and must be paid for in cash or check.

#### **End of October, 1:30 – 3:00 pm Celebration of Research (Buller Hall)**

December thesis students present their poster talk at this time. Honors Council members will be present to grade the poster presentation.

#### **End of November, 5:00 pm**

1-page (front and back) Fall Thesis Symposium handout due to Honors Office. Handout should include abstract, brief presentation outline, and a selected annotated bibliography.

#### **Early December, 4:00-6:00 pm (Buller Hall Classroom)—Fall Honors Thesis Symposium**

Thesis Talk Delivered: Presenters are expected to participate in the full session.

#### **Early December 2019 by 5:00 pm**

Advisor-signed final paper copy of Honors Thesis due to the Honors Office; PDF file to be emailed by the same deadline to [honors@andrews.edu](mailto:honors@andrews.edu) along with digital release form (as deemed appropriate by advisor and student).

***Deadlines for Spring Presenters:***

**September, October, and November**

Write Honors Thesis Proposal and defend before Honors Council  
Seniors presenting in Spring must propose research projects by the end of November.

**End of January, 12:00 pm**

E-mail 100-word project abstract and poster session application form to [research@andrews.edu](mailto:research@andrews.edu) **AND** [honors@andrews.edu](mailto:honors@andrews.edu) (to be printed in Honors Scholars and Undergraduate Research Poster Symposium Program).

**End of February, 5:00 pm**

Poster PDF file submitted for printing to James White Library (Ext. 3272) at this email address [jwlmultimediacenter@gmail.com](mailto:jwlmultimediacenter@gmail.com).

Contact Persons: Rozenia Marinho, [rozenia@andrews.edu](mailto:rozenia@andrews.edu) and Steve Sowder, [sowder@andrews.edu](mailto:sowder@andrews.edu)).

The approximate cost of printing through James White Library is \$15 - 20 and must be paid for in cash or check.

**End of February, 5:00 pm**

Poster mounting deadline in Honors Office (assistance provided). Can be pinned or clipped.

**End of February, 5:00 pm**

Submit PDF of poster to [research@andrews.edu](mailto:research@andrews.edu) and [honors@andrews.edu](mailto:honors@andrews.edu) for upload to Digital Commons.

**End of February or Early March, 1:30 – 4:00 pm (Buller Hall Lobby)  
Honors Scholars and Undergraduate Research Poster Symposium**

Presenters are expected to stand by posters and explain their work for the full time.

**Michigan Academy of Science, Arts, and Letters Conference (Different Date every year)**

<https://www.alma.edu/offices/michigan-academy/>

**End of March by 5:00 pm**

Deadline to submit to [honors@andrews.edu](mailto:honors@andrews.edu) any changes to title and 100-word abstract to appear in Honors Thesis Symposium program.

**End of March, 5:00 pm**

Advisor-signed final paper copy of Honors Thesis due to the Honors Office; PDF file to be emailed by the same deadline to [honors@andrews.edu](mailto:honors@andrews.edu) along with release form (as deemed appropriate by advisor and student).

**Early April, 5:00 pm**

1-page (front and back) Spring Thesis Symposium handout due to Honors Office. Handout should include abstract, brief presentation outline, and a selected annotated bibliography.

**Early April, 1:30 – 5:30 pm (Buller Hall)  
Honors Thesis Symposium**

Presenters are expected to participate for the full afternoon.

