

HONR 4000H: Thesis
Wednesdays, 11:00-11:50am
Thursdays, noon-12:50pm
Fridays, 3:00-3:50pm
MS Teams

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Required Textbooks and Supplies

None, but you must go to D2L and access all necessary information and forms. You may also access completed theses from our Scholarly Commons site with the Libraries.

HONR 4000H Course Description and Outcomes

HONR 4000H: Thesis is a directed project wherein you will work closely with your thesis adviser to develop an acceptable honors thesis based on an approved prospectus designed in HONR 3999H. (If you are carrying an incomplete grade in HONR 3999H, you must resolve the “I” or “IP” by Friday, September 5, or you should withdraw from this course.) You will consult with your adviser to determine the appropriate formatting and documentation styles.

The honors program (HP) has adopted three core goals for our students to achieve: **Knowledge**, **Communication**, and **Professionalism**. You will achieve these goals in the following ways:

- **Knowledge**
 - Demonstrate proficiency in research and creative skills as applicable to your chosen project
 - Use and understand terminology related to your project and the larger academic discipline
 - Master documentation style applicable to your discipline
 - Use appropriate technology for scheduling meetings, distributing paperwork and placing events on calendars
- **Communication**
 - Write formal emails pertaining to your thesis project to relevant faculty and staff
 - Draft, revise and edit a thesis
 - Independently present a focused and well organized description of your thesis and answer questions without the assistance of your adviser
- **Professionalism**
 - Adhere to all deadlines set by the course instructor and your thesis panel
 - Provide regular updates to panel members and course instructor, especially regarding any changes to your schedule
 - Participate fully and in a respectful manner in class discussions, to include using your camera appropriately, attending from a location that permits clear communication and refraining from any distracting behaviors

Attendance and Timely Progress

This class meets nine times for one academic hour each during the semester. During meeting times, you will do numerous activities that include the following:

- Discuss your project with the course instructor and other students;
- Consult previously approved theses and thesis presentations;
- Consult with the course instructor to plan the progress of your thesis; and
- Share your work in progress with other students and the course instructor.

All class meetings are online on MS Teams. Discussion is better and more efficient when we can see one another, so please exercise the following courtesies while we are meeting:

- You must use your camera and consistently stay within the frame. You will be granted one excused “no camera day” for technical issues, but you are responsible for getting your camera fixed or using another device.
- Meet from a place where you can speak aloud without distractions to yourself and others in the virtual classroom.
 - Bad locations include a public space in a library, a car that you are driving or an active lab.
 - Good locations include a quiet study room, a parked car, your room or apartment or a secluded place outdoors.
- Do not conduct other conversations while class is in session.

You must attend all scheduled meetings. Should you miss a meeting, you must make up work outside of class and meet with the course instructor. If you want to do well and finish on time, you must keep up on your weekly tasks.

Students who miss multiple classes without valid excuses are subject to a penalty of one letter grade (see **Grades**). This potential penalty is in place for two reasons:

- Much of the work in this course is cooperative. Students who fail to attend are therefore not doing their fair share.
- We will discuss during class the best ways to complete all work successfully and on time. Students who miss class will therefore either not get this information or will force the instructor to repeat it.

Grades

To complete the course, you must submit the following documents to the HP director by no later than 4pm on M December 1:

- The completed thesis, as either a Word document (preferred) or a PDF
- The thesis approval form and cover sheet, with all signatures
- The Scholarly Commons Form Licensing Agreement completed and signed by both you and your thesis adviser

You can find all forms you need to complete HONR 4000H: Thesis on the course’s D2L page. **Do not access forms from any other source.**

The grade for HONR 4000H is determined by both your thesis panel and recorded by the HP director. The HP director may adjust the grade the panel recommends by one letter for those who have multiple unexcused absences or who consistently fail to meet deadlines.

You may apply for a grade of IP (In-Progress) if your thesis will not be completed and approved by M December 1. If you do not apply or your application is denied, you will receive an F.

Calendar:

- This calendar might change depending upon your progress and the progress of the group. I will contact you regarding any changes to the calendar.
- You must meet **in person** with a Center for Writing Excellence consultant no later than the week of October 20-24. You will need to make an appointment on their website. The CWE will send us confirmation of your attendance.

Week	Date	Week’s activity	Notes
1	Aug. 11-15	Discuss HONR 4000H: Thesis timeline and materials	
2	Aug. 18-22	No regular class —I will call individual meetings with students carrying an I/IP grade in HONR 3999H	
3	Aug. 25-29	In-class work on thesis	Due: Three pages of thesis for group review (may include material written for the prospectus)
4	Sep. 1-5	Mentor HONR 3999H: Prospectus students <ul style="list-style-type: none"> • Topic: Planning and writing the prospectus & thesis • Time[s] TBD 	Due by F Sep. 5: <ul style="list-style-type: none"> • Brief progress update #1 to all members of your panel

			<ul style="list-style-type: none"> • All Prospectus paperwork or course withdrawal form (only for those carrying an I/IP grade in HONR 3999H):
5	Sep. 8-12	Presentation from the Center for Writing Excellence (Topic: Writing a conference proposal)	
6	Sep. 15-19	In-class work on/discussion of thesis	Due: <ul style="list-style-type: none"> • Three new pages of thesis for group review • Five-week report to HP director by M Sep. 15
7	Sep. 22-26	No class —Work with adviser on thesis	
8	Sep. 29-Oct. 3	In-class work on/discussion of thesis	Due: <ul style="list-style-type: none"> • Three new pages of thesis for group review • Brief progress update #2 to all members of your panel by F Oct. 3
9	Oct. 6-10	No Class —Fall Pause/Priority registration	Last Day to Receive a W is M Oct. 6
10	Oct. 13-17	In-class work on/discussion of thesis	Due: Three new pages of thesis for group review
11	Oct. 20-24	No class —Work with adviser on thesis &/or meet with CWE consultant	Due: <ul style="list-style-type: none"> • Ten-week report to HP director by M Oct. 20 • Verification of attendance from CWE, dated no later than F Oct. 24
12	Oct. 27-31	Discuss final panel meeting and sample presentations	Due: Complete draft of thesis to adviser by F Oct. 31
13	Nov. 3-7	No class —NCHC conference	Due: <ul style="list-style-type: none"> • Brief progress update #3 to all members of your panel by M Nov. 3 • Complete draft of thesis to in-field reader by F Nov. 7
14	Nov. 10-14	Practice final presentations	Due: <ul style="list-style-type: none"> • Complete draft of presentation • Complete draft of thesis and meeting poll due to full panel by November 14
15	Nov. 17-21	No class —Work with adviser on final presentation	Due: Schedule full panel meeting to present complete thesis for no later than F Nov. 21
16	Nov. 24-28	No class —Thanksgiving break	
16+	Dec. 1	Due: Completed thesis, thesis cover sheet & approval form and Scholarly Commons Licensing Agreement or HONR 4000H Justification For a Grade of “IP” Form to HP director	

Important dates

Week	Date due	What is due?
4	F Sep. 5	Brief progress update #1 to all members of your panel
6	M Sep. 15	Five-week report to HP director
8	F Oct. 3	Brief progress update #2 to all members of your panel
9	M Oct. 6	Last Day to Receive a W
11	M Oct. 20	Ten-week report to HP director
11	F Oct. 24	Verification of attendance from CWE
12	F Oct. 31	Complete draft of thesis to adviser
13	M Nov. 3	Brief progress update #3 to all members of your panel
13	F Nov. 7	Complete draft of thesis to in-field reader
14	F Nov. 14	Complete draft of thesis and meeting poll to full panel
15	F Nov. 21	Deadline for full panel meeting to present and review complete thesis
16	M Dec. 1	Completed thesis, thesis cover sheet and approval form and Scholarly Commons Licensing Agreement or HONR 4000H Justification For a Grade of “IP” Form by 4pm