



**IONA COLLEGE
HONORS PROGRAM
THESIS HANDBOOK
2016 - 2017**

Honors Program Office
Suite 106
Spellman Hall

Phone:
(914) 633.2697

Mailing address:
715 North Avenue
New Rochelle, NY 10801

TABLE OF CONTENTS

	Page
INTRODUCTION	4
THESIS TIMELINE	4
JUNIOR YEAR.....	5
HON 301 (Fall Junior Year).....	5
<i>Thesis Proposal Review.....</i>	<i>5</i>
<i>Institutional Review Board</i>	<i>5</i>
<i>Thesis Progress Report</i>	<i>6</i>
SENIOR YEAR.....	6
HON 402 (Fall Senior Year)	6
<i>Thesis Submission</i>	<i>7</i>
<i>Thesis Presentation</i>	<i>7</i>
<i>Distinction</i>	<i>7</i>
<i>Submission to Ryan Library</i>	<i>7</i>
EARLY GRADUATION	8
 APPENDICES	
1. Thesis Proposal Sample Outline	10
2. Thesis Proposal Cover Sheet	11

3. Thesis Advisor Agreement	12
4. Thesis Progress Report	13
5. Thesis Formatting Guidelines	14
6. Thesis Title Page	16
7. Application for Thesis with Distinction	17
8. Ryan Library Guidelines for Thesis Deposit	18
9. Ryan Library Release Form	19
THESIS CHECKLIST	20

INTRODUCTION

All Honors students are required to complete a thesis in their senior year. The thesis is a substantial research project in an area of scholarship chosen by the student and completed with the guidance of a thesis advisor. It is a piece of independent research that allows each student to contribute to a field of inquiry, to gain expertise in a specific area of interest to the student academically or professionally, and that demonstrates each student's intellectual accomplishments.

This booklet is designed to provide students and thesis advisors with an overview of the Honors thesis and to answer some basic questions about the thesis process. This booklet also contains some key forms that students pursuing an honors thesis will need. These forms are explained throughout the booklet and provided in the Appendices.

Students with questions about the honors thesis are asked to consult the Honors Program Office and speak with either the Director or Assistant Director. Contact information is provided on the cover of this booklet.

THESIS TIMELINE

Sophomore Year: In the spring semester, pick up **Iona Faculty & Areas of Interest*** list from Honors Program Office. Become familiar with the faculty in your areas of interest and get in touch with any that match. **List currently under construction.*

Junior Year

- Fall Semester:
 - Enroll in HON 301
 - Select thesis topic
 - Select thesis advisor
 - Final Exam period, submit Thesis Proposal with signed Thesis Advisor Agreement

- Spring Semester:
 - Enroll for HON 302 (for students who matriculated before Fall 2016)
 - Establish record of existing research on your topic (Literature Review)
 - Refine thesis question
 - If research involves human subjects or biological material, apply for IRB approval
 - Submit Thesis Progress Report, due the first Monday in April

Junior to Senior Summer: Continue research, make preliminary statement of results, prepare outline, revise question, sources, or methodology as needed. Ideally, the body of your thesis should be completed by September so that your fall semester can be spent revising and writing your introduction and conclusion.

Senior Year

- Fall Semester:
 - Enroll in HON 402

- In December, submit thesis to advisor
- Spring Semester:
 - Last Monday in January, submit bound copy and electronic copy of thesis to Honors Program Office
 - In February, present thesis at Thesis Day

JUNIOR YEAR

Honors students lay the groundwork for their thesis during their junior year by enrolling in: HON 301 (Fall Junior year) and by beginning their research under the guidance of their thesis advisor in the Spring semester.

HON 301 (Fall Junior Year) Honors Pro-Seminar

The Honors Pro-seminar will introduce juniors in the Honors program to the basics of conducting independent research in their particular discipline. These will be small classes of students interested in pursuing research in similar fields. Depending on the discipline, this may include abstract and proposal writing, research methodology, constructing a research plan, organizing, and synthesizing information, thesis writing strategies, producing a viable thesis, etc. The course will be taught by an honors faculty member with research expertise in the students' broad area of interest – Business, Humanities, Natural Science, or Social Science. Fall junior year. Honor Students only. Pre-req. HON 101.

In order to assist students in developing proposals, the Appendix contains the following:
 > **Thesis Proposal Sample Outline [see Appendix 1]**

A complete proposal should include the following.

Thesis Proposal Cover Sheet [see Appendix 2]
Thesis Advisor Agreement [see Appendix 3]¹

The thesis advisor must approve the final version of the thesis proposal before it is submitted to the Honors Office.

****Thesis Proposal Review***

During the spring semester of Junior year completed thesis proposals are distributed to faculty members of the Honors Council for external review. If an Honors Council member has any questions or concerns regarding a thesis proposal, their comments are forwarded to the relevant thesis advisor.

****Institutional Review Board***

¹ The Thesis Advisor Form must be signed by the student and returned to the Honors Program Office.

All students who are conducting research involving living human beings or human tissue must receive approval from Iona College's Institutional Review Board (IRB) prior to beginning their data collection. Students will be required to complete an on-line training module and IRB certification. This training module and all other information regarding the IRB are located on the IRB website: www.iona.edu/Academics/Academic-Resources-Advising/Institutional-Review-Board.aspx.

Spring Junior Year

Under the guidance of a thesis advisor the student begins the research outlined in the Thesis Proposal. This is a highly individualized process and the assignments and expectations of the course are determined by each Thesis Advisor.

HON 302 (Spring Junior Year) Senior Research for Honors Degree Program I

This course is an independent study in which Honors students begin the research which will culminate in their Senior Honors Thesis. Under the guidance of a thesis advisor the student begins the research outlined in the Thesis Proposal. This is a highly individualized process and the assignments and expectations of the course are determined by each Thesis Advisor. *Spring junior year. Honors Students only. Pre-req. HON 101.*

****Only required of students who matriculated before the fall of 2016***

The Honors Thesis Progress Report is a document that all junior honors students and their advisors complete during the spring semester of their junior year as a way to illustrate their progress on their honors thesis projects. These reports will be read by the Honors Director and may also be reviewed by relevant members of the Honors Council as a way to determine whether students are making satisfactory progress on their research. Students and their advisors will be contacted if there is concern that they are not making expected progress.

This report must be completed and submitted electronically and in hard copy to the Honors Office by the first Monday in April.

>Thesis Progress Report [see Appendix 4]

SENIOR YEAR

HON 402: Senior Research for Honors Degree Program II

This course is an independent study in which Honors students will finish the research and production of the Honors Thesis. Under the guidance of a thesis advisor the student concludes research as outlined in the Thesis Proposal but the ultimate aim is the submission of the Thesis project to the advisor by the end of the term. This is a highly individualized process and the assignments and expectations of the course are determined by each Thesis Advisor. *Fall senior year. Honors Students only. Pre-req. HON 101.*

Thesis Submission to Honors Office

The completed thesis must be submitted in hard copy to the Honors Program Office by the last Monday in January of their senior year. The thesis must be graded by the advisor and conform to the guidelines attached to this document and should be submitted both in hard copy and electronically.

>Thesis Formatting Guidelines [see Appendix 5]

>Thesis Title Page [see Appendix 6]

Students must submit an electronic copy of the final thesis to the Honors Director or Assistant Director. All files should be in PDF format. A complete submission includes the thesis saved as a PDF file and named as:

yourlastname_Thesis_2017.pdf

When submitting a hard copy of the thesis to the Honors Program Office students must also include the signed Ryan Library release form:

> Ryan Library Release Form [see Appendix 9]

Thesis Presentation

Thesis projects are presented to the College community during Honors Thesis Day in February. All students must participate in order to graduate with honors; the thesis presentation cannot be re-scheduled for any reason. This event is usually scheduled for the Thursday before Presidents Day. This is a time to recognize and celebrate the students' many accomplishments, and students' friends and family are welcome to join in the event.

Distinction

Students who receive an "A" on their Thesis project may be nominated by their faculty advisor to defend their thesis and possibly earn Distinction or High Distinction. Defense hearings should be held before April 15, 2017. If nominated, a student submits the Distinction Application to the Honors Program Office by the end of the first week of classes in January prior to graduation.

>Iona College Honors Program Application for Thesis with Distinction [see Appendix 7]

Formatting for Submission of Thesis by the Honors Program to Ryan Library

Procedures for submitting theses to Ryan Library are spelled out in Appendix 8.

EARLY GRADUATION

A student who is planning to graduate early must give the Honors Program Director notice in writing by the due dates indicated below in order to graduate with honors.

Students Graduating One Semester Early

Students who plan to graduate one (1) semester early must notify the Honors Director in writing by the first day of classes their junior year. Students must then take the following classes:

HON 301 – Fall Junior Year

HON 302 – Spring Junior Year (students who matriculated prior to Fall 2016)

HON 402 – Fall Senior Year

In addition to meeting all the requirements for honors, the student must agree to the following:

The student is still required to present during the February Honors Thesis Day and will receive a diploma after that event. Students who do not come back to participate in thesis day will not be able to graduate with honors.

Students who graduate one semester early are not eligible to graduate with Distinction unless they notify the Honors Director of their intent to pursue Distinction within three weeks after fall grades are submitted; students must defend their thesis before the February Thesis Day.

Students Graduating One Year Early

Students who plan to graduate one (1) year early must notify the Honors Director in writing by the first day of classes their sophomore year. Student must then register for the following classes:

HON 301 – Fall Sophomore/2nd Year

HON 302 – Spring Junior Year (students who matriculated prior to Fall 2016)

HON 402 – Fall Junior/3rd/Last Year

In addition to meeting all the requirements for honors, any student graduating one year early must present during the February Honors Thesis Day (Spring of their Junior/third/last year on campus).

APPENDICES

Thesis Proposal Sample Outline

Your thesis proposal is a short document that briefly describes your topic, the manner in which you plan to research it, and some possible outcomes. The proposal should include the following sections, although the exact format of your thesis proposal may vary according to discipline.

Introduction and Background

The introduction should identify your topic and its context. Give a concise statement of the main idea and your goals. You should also provide a brief background of the central issues, problems, or concerns to which you are responding.

Preliminary Outline

Explain how your thesis will be organized, including what the main sections will be, and an outline of projected content. The structure will depend on the specific requirements of your discipline.

Documentation of Preliminary Research/Literature Review

Conduct library research to learn what others have already said about the question, issue, problem, concern, or topic your project will address.

Methodology

Outline in specific terms how you will use the valid methods of inquiry common to the discipline to produce the thesis including itemized steps, specific procedures, and a justification of your chosen method's appropriateness to your object of study.

Projected Schedule

Provide an outline of the stages and expected timeline for completing your project.

References and Bibliography

Thesis Proposal:

The Irrigation Techniques of South African Anteaters

Submitted December 1, 20__

Sally Smith

Under Advisement of Professor Rabbit Department of Ecology

**Iona College Honors Degree Program
Honors Thesis Advisor Agreement**

Please fill out & Submit to Honors Director by Final Exam period in December of students' junior year

Thank you for agreeing to work with a member of the Honors Degree Program in preparation of their senior thesis. All the seniors will present their thesis work in a public forum in early spring of senior year. Outlined below are the responsibilities of a thesis advisor, which we hope will help you answer any questions you have about your role. If you have other questions, or if problems should arise during the course of your work with an honors student, please do not hesitate to contact us. Please sign this sheet (electronic signatures are fine) and send it to the Honors Program Director (either email or hard copy), to indicate that you are willing to serve as a thesis advisor and have reviewed your advisee's preliminary thesis proposal. Please keep another copy of this sheet for your records. The appointment of a thesis advisor is subject to approval by the Honors Program Director.

- ❖ In order to serve as a thesis advisor, you must be an Iona College faculty member or an Iona College administrator/staff member with a terminal degree.
- ❖ For each thesis that you advise to completion, you will be compensated as if you are teaching a 2 credit Independent Study course (HON 402 fall of student's senior year).
- ❖ Please plan to meet regularly (at least once a month in person) with your advisee in order to monitor his or her progress.
- ❖ Please work with the student to develop an appropriate framework for this significant research project. This may include creating research guidelines, demonstrating disciplinary expectations, etc.
- ❖ During this process students will ask you to sign a progress report and submit to the Honors Program Director.
- ❖ Please also feel free to contact the Honors Program Director if you have any questions, feel your advisee is not making satisfactory progress on the thesis. The final draft of the thesis is usually due during exam week of the fall semester (end of HON 402 in time for you to submit a grade on PeopleSoft).
- ❖ Please make sure that you will be able to attend your student's thesis presentation, which will be scheduled for early spring semester.

Courses/Grading

- ❖ In the fall semester of senior year, thesis students enroll in HON 402, which is a two-credit course. You will be listed as the instructor of record for that course. Once you have filed a grade for 402 on PeopleSoft, your compensation will be processed.
- ❖ If you approve an incomplete for your thesis advisor for HON 402, please email to inform the Honors Program Director. Please also contact the Dean's Office in advance of exams to post an "I."

Thesis Student Name (Please print): _____

Advisor Name (Please print): _____

Advisor Department: _____

Advisor Email: _____ **Advisor Phone:** _____

Advisor Signature: _____ **Date:** _____

Honors Thesis Progress Report

To be completed by all Junior Honor Students

Please return to the Honors Program Office by the **first Monday in April**. The forms must be submitted via email and in hard copy (inter-office mail or drop off). For email copies, electronic signatures are accepted. All hard copies must be signed.

Student Section:

Name: _____ School (Arts & Science OR Hagan): _____

ID Number: _____ Email Address: _____

Major(s): _____ Advisor: _____

Thesis Title: _____

Please circle:

1. Y N* My thesis involves the use of human subjects (including tests, questionnaires, interviews, observations, surveys, and/or other experiments) or biological material.

**If you answered N (no) skip to question #4*

2. Y N I have already applied for Institutional Review Board (IRB) approval for this project.

3. If yes, please indicate date of IRB submission: _____

4. Y N I have met with my thesis advisor to discuss my thesis progress.

5. Y N I am satisfied with the progress I am making on my thesis.

Signature Date _____ Student's

Advisor Section:

1. Y N I have met with this student during the spring semester.

2. Y N This student has submitted work which I have graded.

Advisor's Signature

Date

Thesis Formatting Guidelines

***Bound copy of thesis and electronic version due to the Honors Program Office, last Monday in January**

The Honors Program has some basic rules regarding format for the submission of your Honors thesis. Specific requirements are listed below. The Honors Program defers to the Honors thesis advisor for any disciplinary specific formatting regulations. Students should verify all formatting requirements with their advisor.

Front Matter

Thesis must contain and should begin with the title page, an acknowledgments page, a table of contents, and an abstract, in that order.

•Title Page

Use the title page format contained at the end of these thesis formatting guidelines.

•Front Matter/Acknowledgments Page

Your acknowledgments should include specific references to the following:

- the aid and support given by your thesis advisor
- any help received from various members of the faculty, administration, staff, other researchers or individuals in the preparation of the thesis
- access given to manuscripts, data, and unpublished work by various researchers
- support of any type, particularly financial, from the Department, a foundation, or a governmental agency; you should state the name of the foundation or agency; this applies not only to grants made directly to you but also to those made to your supervisor which have helped you in your research

Many thesis writers also extend thanks to those friends and family members who have provided personal support throughout the thesis process.

•Front Matter/Table of Contents

A table of contents listing at least the major headings should be prepared for any thesis that is divided into sections, as most theses are.

•Front Matter/Abstract

An abstract does not usually exceed 350 words and is usually single-spaced.

Back Matter

A bibliography/citations/reference section is required. Appendices may be appropriate.

Bibliography/Citations/References

Most theses will use a style appropriate to their discipline. You can access this information at the following web site: <http://owl.english.purdue.edu/owl/owlprint/585/>

You should also consult your thesis advisor and your disciplinary librarian on campus.

You may also want to consult a disciplinary style manual for guidelines used to create tables and figures. Again, consult with your thesis advisor on these specifics.

Spacing/Margins/Pagination

The thesis should be typed in a common 12 font (ex. Times New Roman), double-spaced with margins of 1 inch at the top and bottom and right; and a margin of 1.5 inches on the left-hand sides.

Individual footnotes, bibliographic references, and long quotations may be single-spaced, but double-spaced between entries.

Page numbers are required, but the format is up to you. As in a book, page numbers can be centered at top or bottom, or placed in the upper or lower right-hand corner. Page numbers should be at least a half-inch from any edge of the paper. It is customary not to have a page number at the top of a page containing a chapter heading; if you placed the numbers at the top of the page, we suggest it be omitted entirely on chapter heading pages. Be sure that page numbers are adjusted accordingly on any page where you have changed the orientation of the page to landscape.

The title page of a thesis need not be numbered, and all front matter through the Table of Contents can be numbered with lower-case Roman numerals - i, ii, iii, iv, etc. Following the Table of Contents, the Abstract can be page 1 and the body of the thesis can follow beginning with page 2. In addition, all pages must be sequentially numbered, including all addenda and supplementary material.

Binding [please see Appendix 10]

Content: To facilitate cataloging, title page must include: - Type of report (thesis, practicum report, curriculum project, etc.) - Title

- Student's name
- Name of department or program and instructor's name - Date

Physical condition: Theses are to be submitted in bound form. Several options are acceptable:

- retail stores such as Staples bind documents with plastic spiral spines and plastic covers (total amount varies, but probably about \$10)
- the College bookstore sells black, heavy duty spring binders for approximately \$15

Three-ring binders and folders with clasps are not acceptable enclosures because of the ease of removing pages from them.

Students are encouraged to retain a copy of their theses for their own use.

[Title]

An Honors Thesis presented

by

[Full Name]

to

The Honors Program

in Partial Fulfillment of the Requirements

for the Degree of Bachelor of Arts OR Bachelor of Science OR Bachelor of Business Administration

Honors Thesis Advisor: [Full Name, Title]

Iona College

New Rochelle, New York

[Month, Day, Year]

Iona College Honors Program Application for Thesis with Distinction

This form must be submitted in hard copy to the Honors Program Office by the end of the first week of classes in January prior to graduation.

Name _____

ID number _____

Name of Thesis Advisor _____

Thesis Title _____

Thesis Topic _____

Thesis Grade _____

Recommended Thesis Committee Panel Members (student/advisor may recommended up to four additional faculty to serve on the thesis distinction panel)

Student Signature _____

Advisor Signature _____

Administrative Use Only

Names of Faculty Committee _____

Date Received _____ Date of Thesis Defense: _____

Student Theses in the Iona College Libraries

Policy

The Iona College Libraries are pleased to accept one copy of student theses and graduate program research reports written to satisfy degree requirements, for permanent addition to our print and online collections. This material may be cataloged, listed in the online catalog of library holdings, made available in full-text online, and placed on Reserve at the appropriate library service desk (Ryan, Helen T. Arrigoni, or Rockland). Reserve materials have limited loan periods, and are subject to the same recalls and fines as other library materials.

Theses should be submitted to the program director, not directly to the library. Students are encouraged to retain digital and print copies of their theses for their own use.

Requirements for Library Acceptance

- Title Page including: Document type (thesis, practicum report, curriculum project, etc.); Title; Student's name; Department or program; Faculty advisor's name, Date
- All pages must be sequentially numbered, including all addenda and supplementary material.
- Theses are to be submitted in bound form. Options include binding at office service stores with plastic spiral spines and plastic covers or heavy-duty spring binders available in the College bookstore. Three-ring binders and folders with clasps are not acceptable enclosures.
- Digital theses are to be submitted in PDF format named as:
honors_thesis_yourlastname_yourfirstname_YYYY.pdf or
master_thesis_yourlastname_yourfirstname_YYYY.pdf
- The Iona College Electronic Thesis Release Form must be signed and submitted with the hard copy version of your thesis.

Iona College Electronic Thesis Release Form

Student Name: _____

Student ID: _____

Student Address: _____

Student Email: _____

Alternative Email: _____

Student Phone: _____

Major Department: _____

Expected Year of Graduation: _____

Faculty Advisor: _____

Title of Submission: _____

I _____ hereby grant Iona College and its agents the non-exclusive, worldwide right to reproduce and/or distribute my submission (including metadata and abstract) in such tangible and electronic formats as may be in existence now or developed in the future for non-commercial, academic purposes only.

I agree that Iona may, without changing the content, translate the submission to any medium or format. I also agree that readers of my work have the right to use it for non-commercial, academic purposes as defined by the “fair use” doctrine of the U.S. Copyright law, so long as all attributions and copyright statements are retained.

I retain all ownership rights to the copyright of my submission, including the right to use it in whole, or in part, in future works (such as articles or books).

Excepting materials for which a license has been obtained and attached to my submission, I warrant that I am the sole owner of all content submitted and that said content does not infringe on any copyright already in place, violate any property rights, or contain any scandalous, libelous, or unlawful matter.

Signature of Student: _____ Date: _____

THESIS CHECKLIST

Sophomore Year: In the spring semester, pick up Iona Faculty & Areas of Interest list from Honors Program Office.

Junior Year

- Enroll in HON 301
- Select thesis topic
- Select thesis advisor
- Submit thesis proposal, December of Junior year
- Submit Thesis Advisor Agreement, December of Junior year
- Enroll in HON 302 (students who matriculated prior to Fall 2016)
- Submit Thesis Progress Report, April of Junior year
- Apply for IRB approval if required

Senior Year

- Enroll in HON 402
- Submit thesis to advisor, December of Senior year
- Last Monday in January, submit electronic and hard copy of thesis to Honors Office
- If applicable, submit Application for Distinction
- Present at Thesis Day in February
- Submit thesis in electronic and hard copy forms to Honors Program Office, with Ryan Library Release form