HONORS THESIS CHECKLIST

DEVELOPING A THESIS TOPIC: Second or Third Year
☐ ATTEND A THESIS INFORMATION SESSION
☐ MEET WITH YOUR DEPARTMENTAL HONORS ADVISOR FOR IDEAS ABOUT TOPICS AND FACULTY WHO MIGHT BE HELPFUL TO YOU
☐ FIND A FACULTY MEMBER TO BE YOUR THESIS SUPERVISOR AND SOLIDIFY YOUR TOPIC

WRITING YOUR THESIS: Third & Fourth Year
☐ TURN IN COMPLETED THESIS PROPOSAL FORM TO THE HONORS CENTER
   Due September 15 (or as soon as your topic is solidified). This form, available at honors.utah.edu, should present a one-paragraph description of your proposed thesis topic and be signed by your Faculty Supervisor and your Departmental Honors Advisor.
☐ GET COURSE CODE FOR THESIS COURSE (Dept. 4999) FROM YOUR DEPARTMENT
   Students generally enroll in the Thesis Course either Fall or Spring Semester of their senior year. The Thesis Course does not typically involve formal meetings. Check with your department!
☐ WRITE YOUR THESIS!
   Meet with your Faculty Supervisor early in your final year and final semester to agree on a schedule for the completion of your thesis. Your Faculty Supervisor may suggest a schedule of meetings to review your progress, submit drafts, discuss any problems, etc. Content standards for your Honors Thesis are determined by your major department. As a significant piece of undergraduate research quality matters more than length, but Honors Theses are typically 40-45 pages. Theses should be completed and turned in to your faculty supervisor one month before the end of classes in order to be approved by your advisor and department and submitted to the Honors College by the last day of classes.

PRESENT AND PUBLISH YOUR WORK
☐ SUBMIT MATERIALS FOR UNDERGRADUATE SYMPOSIUM - end of February
☐ SUBMIT ABSTRACT AND PHOTOS FOR THE ABSTRACTS JOURNAL – end of March
☐ PRESENT IN UNDERGRADUATE SYMPOSIUM - early April

FINAL SUBMISSION OF YOUR THESIS
☐ FINISH THESIS AND OBTAIN NECESSARY SIGNATURES – Signed by your Faculty Supervisor, Departmental Honors Advisor and Department Chair
☐ SUBMIT FINAL COPY OF YOUR THESIS TO THE HONORS COLLEGE BY LAST DAY OF CLASSES IN THE SEMESTER YOU ARE GRADUATING
☐ PROVIDE AN ELECTRONIC COPY OF YOUR THESIS WITH A USPACE PERMISSION FORM

You are on your way to earning an Honors Bachelors degree, the highest undergraduate degree awarded by the University of Utah! Please contact Honors College staff and your Departmental Honors Advisor with questions anywhere along the line. We are here to support you.