

## **SUGGESTED TIMELINE FOR COMPLETING YOUR HONORS THESIS**

The schedule you and your faculty thesis chair (sometimes called thesis advisor) develop for researching and writing your thesis will vary given your particular project, but here are some general guidelines you should follow in order to successfully complete your thesis by the deadline. This will ensure that you receive the recognition you will have earned at graduation, and that there is no delay in completing your degree. Here are the steps you will need to take.

**CJ Students: Note that you cannot take any thesis classes while completing your internship. Depending on when you do your internship, you may need to adjust this suggested timeline.**

### **AS SOON AS YOU DECIDE TO PURSUE HONORS:**

Start thinking about what topics really interest you in your field of study. It can be anything that you covered in a class that you would like to develop a greater understanding about, or something that interests you relevant to your field that wasn't covered. After you've chosen your topic, do a little investigating on the Department of Government and Justice Studies [website](#) into the research interests of faculty you might want to serve as the chairperson of your committee to see if their area of specialization is a good match for your project. The decision to approach a particular professor to chair your committee is ultimately yours, but make an effort to choose a person who is likely to have expertise in your area. Review all the procedures for completing an honors thesis at the bottom of the [GJS honors page](#).

### **THREE SEMESTERS FROM GRADUATING:**

Ask the professor you would like to chair your honors thesis committee if they are able to chair your thesis beginning the next semester with CJ 4509 or PS 4509 (Honors Thesis Prep). If they have too many commitments, or feel they don't know enough about your topic to chair, ask for suggestions and approach a different professor.

After you have determined who will chair your thesis, ask that professor for suggestions or opinions with respect to a second reader to serve on your thesis committee. After choosing, determine if they can serve in the capacity of a second reader. Again, it is your committee, so the choice is ultimately yours, but insight from your chair will likely prove very helpful.

### **DURING THE REGISTRATION PERIOD FOR TWO SEMESTERS FROM YOUR GRADUATION:**

Contact the professor who agreed to chair your committee and request a meeting to discuss fine-tuning your topic, and what you will accomplish during the Honors Thesis Prep and Thesis semesters. If you work better with deadlines, ask if you can create a schedule for your work. Sign up for CJ 4509 or PS 4509, which will require you to fill out a [Special Course Form](#). It will not show up as an option in the registration system. During your prep semester, you and your chair will need to fill out an Honors Thesis Application Form. Keep a copy of this form for yourself and your chair, and email the form to the Director of the Government and Justice Studies Honors

Program, Dr. Ellen Key ([keyem@appstate.edu](mailto:keyem@appstate.edu)). The deadline for submitting the form to Dr. Key is one week after the beginning of your last semester, but it can be submitted any time before that cut-off date.

### **DURING THE REGISTRATION PERIOD FOR THE LAST SEMESTER BEFORE YOU GRADUATE:**

As with the Honors Thesis Prep (4509), you will need to enroll in Honors Thesis (4510) when you register for your other classes. Signing up for PS 4510 or CJ 4510 also requires a Special Course Form that you will fill out in the Department of Government and Justice Studies Office. It is advisable to contact your thesis chair prior to the start of the semester and set up an appointment as soon as possible after the semester begins.

### **YOUR LAST SEMESTER BEFORE GRADUATING:**

In your first meeting, make a firm plan with your Thesis Chair to complete your thesis, defend it, and make any required revisions at least a full week before the last day of regular classes for that term. You will then need to follow the instructions on the [Departmental Honors Webpage](#) for preparing your thesis.

*The signatures on your title page can be done in a cursive font rather than printed, signed, and scanned.*

These specifications are very precise from the title page on, and your thesis must adhere to them in order to be accepted, so follow the directions exactly. Once you have completed all the formatting and corrections and obtained signatures from your thesis committee, you need to save the entire thesis as a .pdf file. Then email the file to Dr. Key ([keyem@appstate.edu](mailto:keyem@appstate.edu)).

Forms you will need to complete in addition to submitting your thesis:

1. [Thesis release form](#) (if you want your thesis archived on NC Docks)
  - a. *Note that this is a legal document so while it is okay to sign it digitally, it must be a real signature rather than a name typed in a cursive font.*
  - b. Email this form to Dr. Key ([keyem@appstate.edu](mailto:keyem@appstate.edu))
2. [Thesis metadata form](#) (if you want your thesis archived on NC Docks)
  - a. This is an online form
3. [Thesis binding form](#) (if you want a bound copy of your thesis)
  - a. Email this form to Dr. Key ([keyem@appstate.edu](mailto:keyem@appstate.edu))

**\*\*NOTE: This appointment must take place on or before the last regular day of classes for the term in which you complete your thesis.**

**If you have any questions about these procedures, contact the Honors Program Director:**

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