

Suggested Timeline for Honors Thesis

The schedule you and your thesis advisor develop for researching and writing your thesis will vary given your project, but here are some general guidelines you should follow 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.

First Semester of Junior Year

- Take your first department honors course.
- Think about a few selected topics that you are interested in and a faculty member with whom you would like to work.

Second Semester of Junior Year

- Take your second department honors course.
- Approach a faculty member with whom you would like to work. Inquire if they can be your thesis advisor beginning the next semester with CJ 4509 or PS 4509 (Thesis Prep). If they have too many commitments or feel they don't know enough about your topic to be your thesis advisor, ask for suggestions and approach a different professor.
- After you have determined who will be your thesis advisor, 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.
- Complete the [special course approval form](#) to register for PS 4509 or CJ 4509 (Thesis Prep) when you register for your other classes. You will register for the first semester of your senior year.

First Semester of Senior Year

- Complete the thesis prep. What you do during the thesis prep is at the discretion of your thesis advisor; this includes how much you and your thesis advisor interact with your second reader.
- You will need to enroll in PS 4510 or CJ 4510 (Thesis) when you register for your other classes. You must complete the [Honors Thesis Application Form](#) and prospectus toward the end of your thesis prep. Instructions for completing the form are found on the form itself. The deadline for submitting the form to Dr. Williams is one week after the beginning of the next semester, but it can be submitted any time before that cut-off date. Once that has been approved, you must complete the [special course approval form](#) to register for the thesis. It is advisable to contact your thesis advisor prior to the start of the semester and set up an appointment as soon as possible after the semester begins.

Second Semester of Senior Year

- In your first meeting, make a firm plan with your thesis advisor 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.
- These specifications are very precise from the title page on, and your thesis must adhere to them 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. Williams (williamsmr4@appstate.edu)
- The signatures on your title page can be done in a cursive font rather than printed, signed, and scanned.
- Forms you will need to complete in addition to submitting your thesis:
 - If you want a bound copy of your thesis:
 - complete the [Thesis Binding Form](#)
 - email this form and a copy of your receipt to Dr. Williams (williamsmr4@appstate.edu)
 - If you want your thesis to be included in AppState's Institutional Repository:
 - this is rare for department theses – see your thesis advisor or the honors program director for more information before you complete the form
 - visit the [Honors College website](#) for more information about including your thesis in the repository
 - complete the [Open Access Repository Thesis Submission Form](#) and follow the directions for uploading your thesis and other forms

