



UHC Thesis Checklist

A Step-by-Step Guide to the Honors Thesis

Keep track of the little things that lead to a successful thesis experience!

- Start Now!** It is never too early! The first few steps are painless, but important.
- Familiarize yourself :** Read all about the Honors thesis process, including guidelines, timelines, and help-lines online on the Thesis page: <http://oregonstate.edu/dept/honors/current/thesis>.
- Get to know the faculty:** The most important factor in thesis success is finding a mentor. Talk to your professors. Attend departmental seminars and explore your interests. By engaging with faculty from the very beginning, you lay the foundation for a productive mentor-student relationship.
- Look at past theses:** Bound copies of all Honors theses are on file in the UHC office, or visit the Scholars Archive@OSU at <http://ir.library.oregonstate.edu/dspace/handle/1957/8>.
- Take HC 403 Introduction to Thesis:** Meet other students who are beginning thesis work in earnest. Taken no later than the junior year; at this point you should be selecting a mentor and thesis topic .
- File a Thesis Proposal:** All UHC students must file a thesis proposal, signed by the mentor. Submit your signed thesis proposal to the UHC office to receive credit for HC 403 Intro to Thesis.
- Excellence Fund:** Thesis research reimbursement for expenses up to \$250. Apply in the UHC office no later than the eighth week of the term.
- Do the research and write your thesis!** Your mentor and committee will help you select the project, learn the background, design your research, collect your results, and prepare the manuscript. Consult the Thesis Guidelines, available online at the Thesis page. Watch the Monday Message for announcements of thesis workshops and drop-in help sessions.
- Schedule your Thesis Defense:** Let us know when you will be defending your thesis. You are encouraged to schedule your thesis defense through the UHC office. The UHC Seminar Room (Strand 237) is often available.
- Thesis Fair:** A celebration of Honors academic excellence. Spring graduates are required to present a poster for the campus community. Cash awards for top posters.
- Thesis Due:** Submit bound and signed thesis to the main UHC office *no later than 5pm on Friday of Dead Week*. No extensions! No exceptions!
- Electronic Copy:** Please provide an **electronic copy of your thesis** for submission to the Scholars Archive@OSU in the digital collections of the Valley Library. PDF format is standard, but most document formats are acceptable. A copyright permission form will be provided.

Congratulations!!! You did it.

The Thesis page: <http://oregonstate.edu/dept/honors/current/thesis>