University Honors Program

GUIDELINES

- Thesis
- Project
- Creative Activity
UNIVERSITY OF NEBRASKA AT OMAHA

UNIVERSITY HONORS PROGRAM

The Senior Honors Thesis/Project/Creative Activity is intended for juniors and seniors in the University Honors Program who are ready to work on an academic venture that will complete their Honors career at UNO.

What is a “Thesis”/“Project”/“Creative Activity”?

This activity/effort should be the culmination of your academic career in the University Honors Program here at UNO. It is your opportunity to bring together the separate strands of your education at UNO into a final product that demonstrates your accomplishment.

You choose the topic. Study/investigate/embrace an area that has always interested you: what do you want to explore? How do the theories you have worked with in your major(s) translate into the reality of an actual experiment? Your first step toward a thesis is thinking about a topic you wish to pursue. Talk to the Honors Director about options or to a faculty member with whom you have worked or wish to work closely. Then try to draft a two-page or so proposal, in which you outline the central idea of the area you wish to explore; you can present methodology, etc, if relevant. You also want to think about deadlines and manageability in terms of completing the project; a thesis can be 3-6 credit hours worth of work, so it can extend one semester or a year.

Although you will discuss your topic with the University Honors Director, it is the departmental thesis advisor who works with you, who ultimately grades the thesis/project/creative activity and who signs the acceptance page in the thesis/project/creative activity document. It is therefore imperative that you are in constant communication with your advisor.

Selecting an Advisor and the Initial Proposal

Before seeking an advisor, consider ideas that might be developed into an Honors Thesis/Project/Creative Activity. It is your responsibility to contact faculty members who could serve as advisors. The faculty advisor selected should have expertise in your proposed area of work and should be someone with whom you get along.

If you aren’t sure where to start, talk to the Honors Director, who can guide you to resources.

Once you have selected a topic and discussed it with a faculty advisor, you need to work on the two-page proposal, which should be submitted to the faculty advisor AND the University Honors Director for review BEFORE you can enroll in the Honors Thesis course. Should a project require IRB approval, appropriate adjustments must be made in the timeline. Once submitted and once you are enrolled in the course (or have indicated in the proposal which major course you wish to have approved as your thesis course), you are then ready to really get to work.

Abstract

The abstract should begin with a definitive statement of the problem, project, or creative activity, delineating its purpose, scope and limit. Concisely, describe research methods and design, major findings, the significance of the work, if appropriate, and conclusions. Students whose project involves creative work (original, fine art, music, writing, theatre or film production, dance etc.) should describe process and production, indicating the forms of documentation on file as thesis materials.
Pay special attention to the subject words since these will be the key words by which your thesis may be found. Think of these words (or phrases) as instrumental in leading a potential reader to your thesis. Ask your advisor to review your abstract for organization, content, grammar, and spelling before submission.

**Recommended Text**

It is recommended that you consult the following text: Charles Lipson, *How to Write a BA Thesis* (Chicago: University of Chicago Press, 2005). There are several copies in the Honors Program Office that may be checked out for one month; please return any borrowed copy before graduation.

**Ten Tips for Success on your Thesis/Project/Creative Activity**

Taken from Charles Lipson, *How to Write a BA Thesis*, (2005).

1. The University has valuable resources outside the classroom to help you, including writing tutors and programs, study skills centers, and a counseling and mental health center.

2. The first important thesis tasks are to begin general background reading and write your proposal. Then revise it based on feedback from your advisor, and summarize background readings in a three- to five-page bibliographic paper.

3. At the end of each meeting with your advisor, set a date for your next meeting and specific tasks to accomplish for it.

4. The best way to manage any large project, including a thesis, is to divide it into smaller projects and set deadlines for each part.

5. Read selectively. Don't read everything; focus on works directly related to your topic. Don't read everything at the same speed; read the most important works more carefully. Remember that you are reading to write.

6. Good research includes extensive reading about your subject. Learn the main questions, the common ground among experts, and the big debate.

7. Instead of detailed outlining, try prewriting, which involves sorting through your book notes and comments, amplifying them with sentences and paragraphs, and then putting them in a logical sequence.

8. Use red pens to edit printed copy. The color pops out from the text. Circle small changes so you can catch them later when you enter the changes on your computer.

9. Focus on doing some thesis work every day. One goal should be to develop a routine for research and writing on the project. Remember, a thesis is simply too big to pull off in one intense sprint. You need to work at it steadily.

10. Take care of yourself. Eat and sleep well, and you will be better able to work.
Format
You are required to submit THREE complete copies of your thesis to the Honors Program.

• Must be grammatically perfect

• Must be on acid-free résumé paper

• Must be printed on one side of the paper only

• Must use 12-point font and be double-spaced

• Must be printed on a laser printer

• Must have a left hand margin of 1.5 inches; top, bottom, right of 1 inch

• Must use Arabic numerals in upper right corner starting with page 2

• Must follow format for Title Page included here

• Must include Acceptance Page as shown here

• Must have Table of Contents following Acceptance Page

• Must not be stapled or have holes punched in it

• Must have pages of each copy in an envelope to keep them together

• Must be submitted to Honors Office 5 days prior to commencement

• Must include an Abstract

• Must include signed Publication Permission Form
(TITLE OF THESIS/PROJECT/CREATIVE ACTIVITY)

University Honors Program Senior Thesis

University of Nebraska at Omaha

Submitted by

(Name)

(Month/year)

Faculty Advisor Name
This thesis has been accepted for the faculty of the College of ______________________________ in partial fulfillment of the requirements for completion of the University Honors Program of the University of Nebraska at Omaha.

____________________________________
Thesis Advisor

____________________________________
Date

____________________________________
College Honors Coordinator

____________________________________
Date

____________________________________
Student
ABSTRACT FORMAT

UNIVERSITY OF NEBRASKA AT OMAHA

HONORS THESIS/PROJECT/CREATIVE ACTIVITY ABSTRACT

PROGRAM: UNIVERSITY HONORS PROGRAM
DIRECTOR: LUCY MORRISON
ADDRESS: KH 208
UNIVERSITY OF NEBRASKA AT OMAHA
OMAHA, NE 68182
TELEPHONE: (402) 554-2696
UNIVERSITY YES
STATE: YES
PROGRAM SIZE: 500+
THESIS: REQUIRED
THESIS ISSUED: PROGRAM

ABSTRACT OF THESIS: (LIMIT TO 200 WORDS):

The abstract should begin with a definitive statement of the problem, project, or creative activity, delineating the paper’s purpose, scope and limit. Concisely, describe research methods and design, major findings, the significance of the work, if appropriate, and conclusions. Students whose project involves "creative" work (original, fine art, music, writing, theatre or film production, dance etc.) should describe process and production, indicating the forms of documentation on file as "thesis" materials. Pay special attention to the "subject words" since these will be the key words by which your thesis may be found. Think of these words (or phrases) as instrumental in leading a potential reader to your thesis. Have your advisor review the abstract for organization, content, grammar and spelling before submission.
WEB PUBLICATION PERMISSION FORM

PERMISSION FORM FOR
WEB PUBLICATION OF STUDENT WORK

I____________________, do hereby assign to the University of Nebraska at Omaha publication rights for, portions of these works (hereinafter “works”); “YOUR TITLE HERE” for the purpose of sharing with other educators and members of the public as representative samples of student work. I expressly consent to the non-commercial UNO publication of these works in any medium including the Internet and World Wide Web.

Further, I understand that I will not be paid by the University for these works. I do, however, maintain all copyright and ownership rights, including the right to duplicate, sell or give such materials to other persons.

Finally, I hereby release and forever discharge the University of Nebraska at Omaha and its agents, employees, affiliates and any or all firms or corporations whether or not herein named from liability arising from the publication and use of such works.

This agreement may be terminated upon 30 days written notice by either party.

EXECUTED this _____ day of _______, 20__

Student Name _____________________ Date _______________

University Official _________________ Date ___________, 20___

Title: Director, Honors Program
The full names and addresses of the parties are as follows:

Lucy Morrison
Print Name

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Omaha, NE 68182
City, State Zip code

Print Student Name

Address

City, State Zip code