

SENIOR THESIS GUIDELINES

Approved by the Academic Policies Committee January 2019
For implementation beginning Fall 2019
Revised Fall 2024

DEFINITION AND PURPOSE OF THE SENIOR THESIS

The senior thesis is the product of scholarly or scientific research or artistic work of high academic quality. The character of the work leading to the senior thesis is expected to be more advanced than regular course work and should involve an unusually high level of initiative, independence, organization, and effort. It is used by many programs as one criterion for selecting students who are awarded honors in the major. The thesis is also part of the scholarly record of the college.

The senior thesis may take any one of a wide variety of forms suitable to the discipline(s) concerned. In all cases, the thesis should demonstrate excellence, originality, and dedicated effort by the student.

Senior thesis work carries eight credits and ordinarily involves two sequential courses of four semester credit hours each, directed by a faculty advisor selected by the student. The advisor and the thesis subject are ordinarily in the student's major field.

Eligibility requirements:

- Must have completed at least 87 credits before start of thesis.
- Have a minimum of 3.5 GPA in the major field(s) and 3.25 overall.

How to start the process

1st semester of your junior year:

- Meet with your advisor in your major prior to the second semester of the junior year, to investigate possible thesis ideas.

Over Winter term:

- Start researching possible topics and possible faculty to serve on your committee.
- Work with the library staff for more help with research resources.

2nd semester of your junior year:

- Thesis proposal, with annotated bibliography, must be submitted to & agreed upon by all members of the thesis committee. **You are required to have three faculty** on your thesis committee, one of whom is required to be outside the thesis discipline.
- Complete the "Statement of Intent" form and the "Senior Registration" form & submit them to the Associate Provost's office with signatures of Thesis committee members (once they have seen your bibliography & prior to last day of class of student's junior year).

Registration procedures:

- If approved by the Associate Provost's office, your registration form will be submitted directly to the Registrar's office.
- Student should discuss with thesis director if they need to meet weekly with a thesis study group to advance the progress on their thesis.
- Double majors can only undertake one thesis.

Student Responsibilities:

- Pursue the goals described in the "Statement of Intent" independently, and as part of the Thesis study group (if one exists).
- Set up a schedule of meetings and time schedule to complete the work on time.
- Set up regular conferences with the Thesis director as well as with members of the thesis review board.
- Submit a tentative version of the thesis for all committee members with enough time for them to review & revise.

- Set up the final review time with all members of the committee (check Symposium dates).
- The Thesis, in its final form for evaluation, shall be submitted to the committee no later than the last day of classes of the semester!
- You are required to submit an electronic copy to the Associate Provost's office (associateprovost@goucher.edu).
- You are encouraged to submit an electronic copy to the library via eScholarship@Goucher at <https://mdsoar.org/communities/600e1739-8b79-4b3a-a63e-6e294122173e>.

Responsibilities of the Thesis Director:

- Collaborate with student to choose the thesis committee.
- Assist & advise the student to define goals, shape the work & prepare the "Statement of Intent."
- Meet with student regularly.
- Work with student to set deadlines that encourage progress. Discuss with student if they need to meet weekly with a thesis study group to advance the progress on their thesis.
- Function as chair of the Thesis review board.
- Determine the final grade, with advice from the thesis committee.
- Submit the final grade, along with a signed copy of the "Statement of Thesis Completion" form to the Associate Provost's office.

Responsibilities of the Thesis committee:

- Approve the "Statement of Intent."
- Be available for consultation with the student.
- Meet with the student midway through the work for a progress report, for clarification of the expected product, and for clarification of the evaluation process.
- Examine the student's work at its conclusion.
- If necessary, be prepared to meet with the student in a final session after submission of the thesis for evaluation (i.e., if an oral exam or final oral report is appropriate).
- Recommend a grade for the work to the Thesis director.

You are not alone!

- Take advantage of the Goucher library. A librarian can be assigned to you!
- The Thesis study group can help you learn how to write your thesis and how to best use resources to enhance your final product.

FAQ:

What if I'm a double major?

When a student is double majoring and both programs require a thesis for honors, it is up to each program whether one thesis will be allowed to count toward both honors.

How do I register for my senior thesis?

Students do not register themselves for their senior thesis. You will be manually registered by the Associate Provost's office. Be sure to save room for these four credits!

SUBMISSION OF THE SENIOR THESIS

The senior thesis, in final form for evaluation, shall be submitted to the thesis review board no later than the last day of classes of the semester in which the work is to be completed. It shall be in a form that facilitates efficient evaluation by members of the board. The procedure for evaluating the thesis is expected to vary widely, depending on the nature of the final product described as "the thesis." Therefore, it is imperative that all parties agree as to the nature of the expected product, and that the student understands what is required for submission and evaluation. If the thesis is a manuscript, DVD, CD ROM, or photographic slides, for example, an adequate number of copies shall be provided for evaluation by the thesis review board.

Copies are required for each member of the thesis review board. One additional copy of the thesis must be submitted to the Associate Provost for Undergraduate Studies office with the attached Senior Thesis Completion Form with all the appropriate signatures. Thesis that are awarded an A will be cataloged in the college archives. Manuscripts should follow the standards of the academic discipline to which they relate. A digital copy is to be submitted to the Associate Provost for Undergraduate Studies upon completion. DVDs, CD ROMs, or photographic slides should be placed in a stiff-cover binder designed for that purpose. All formats should include a title page with the information that the work is a senior thesis, the name of the department and the date of submission.

GRADES

A senior thesis is a year-long, two semesters, project and therefore will not receive a grade until the end of the academic year. There is a required mid-point evaluation where the Thesis director will determine that enough progress has been made and the student can proceed to the second semester. If, by the end of the first semester, a student chooses to terminate the project, or if it is apparent to the Thesis director that an acceptable senior thesis is unlikely, the senior thesis shall be converted to independent work and graded accordingly. The Thesis director will notify the Associate Provost's office of this decision.

FORMS

There are three forms that you have to fill out and either download and email or print to submit to the **Office of the Associate Provost for Undergraduate Studies** (associateprovost@goucher.edu). See below, list of three forms arranged in the order of which each should be submitted.

1. Statement of Intent for Senior Thesis
2. Senior Thesis Registration Form
3. Senior Thesis Completion Form

STATEMENT OF INTENT FOR SENIOR THESIS

Fill out this form and either download and email or print to submit to the **Office of the Associate Provost for Undergraduate Studies** (associateprovost@goucher.edu) on or before the last day of classes of the preceding semester in which senior thesis work formally begins.

To: Associate Provost for Undergraduate Studies

From: _____ Class of _____ Major: _____

Credit: _____ GPA: _____

Academic Year in which thesis work is to be carried on: _____

Anticipated semesters enrolled in thesis course: _____

Please attach an outline (six typewritten pages or fewer) of your proposed project covering the points listed below.

1. Description of the research or artistic project.
2. Annotated bibliography for the project.
3. The relevant background you bring to this project: courses, language, special skills, and interests, previous independent work in the field, and so forth.
4. Central hypotheses or research goals.
5. Proposed methodology or treatment of the subject.
6. List of faculty members who will serve as resources for the project, one of whom is required to be outside the thesis discipline. You are required to have three faculty members on your committee but may have more.
7. Timetable.

Short title of thesis for final record. _____

Planned examination dates: _____

Mid Process Oral/Presentation progress report. Date: _____

Thesis director signature (approval to proceed to second semester): _____

Final Examination: Written Date of submission: _____

Oral/Symposium Presentation date: _____

Approval of:

Thesis Director _____ date _____ Examiner _____ date _____

Examiner _____ date _____

Printed names of thesis committee _____

Chair of student's Major Program _____ date _____

Student's signature _____ date _____

Senior Thesis Registration Form

Goucher College

In order to register for senior thesis credit, students must obtain the Associate Provost for Undergraduate Studies' permission each term. In signing up for the Senior Thesis, please be aware you may not go above an 18-credit course load in a semester without the approval of the Associate Provost for Undergraduate Studies.

Fill out this form and either download and email or print to submit to the Office of the Associate Provost for Undergraduate Studies (associateprovost@goucher.edu).

Student Last Name

Student First Name

Middle Initial

Student ID #

First Term

Year/Term:				
Dept	Course Number	Credits	Student Signature	Associate Provost for Undergraduate Studies' Signature
Thesis Director			Date	
Printed name of Thesis Director:				

Second Term

Year/Term:				
Dept	Course Number	Credits	Student Signature	Associate Provost for Undergraduate Studies' Signature
Thesis Director			Date	
Printed name of Thesis Director:				

For Registrar Office Use Only

Date:

Staff:

SENIOR THESIS COMPLETION FORM

This form must be completed by the Thesis director and have all appropriate signatures, and either download and email or print to submit to the **Office of the Associate Provost for Undergraduate Studies** (associateprovost@goucher.edu). The final thesis shall be submitted electronically to the Associate Provost's office as well as to the Goucher Library online archive (eScholarship@Goucher, see submission information below) before the grade will be recorded.

To: Associate Provost for Undergraduate Studies

From:

Department of

Subject: Final Report of work done by:

Grade:

Statement of work accomplished:

Signature:

Thesis Director

Examiner

Date

Examiner

Date

In order to submit your paper, you will need to register and upload your work. You can view all submission instructions, plus learn more about eScholarship@Goucher, by visiting <https://goucher.libanswers.com/search/?t=0&q=escholarship>.

I agree that my thesis may be added to the Goucher College Archives and openly accessible to users online through eScholarship@Goucher.

Student

Date