

UNIVERSITY of HOUSTON

OFFICE OF UNDERGRADUATE RESEARCH AND MAJOR AWARDS

By now, you should have already:

- ✓ Enrolled in thesis hours (instructor of record should be your Thesis Director)
- ✓ Submitted prospectus & prospectus form (with Thesis Director & 2nd Reader signatures)
- ✓ Scheduled weekly/biweekly meetings with Thesis Director

Your Thesis: Month-by-Month

This is by no means an exhaustive list. Your Thesis Director, other committee members, and college liaison will be helpful in identifying other requirements. You may also contact the Office of Undergraduate Research and Major Awards (undergrad-research@uh.edu) with any questions throughout your thesis program.

September Checklist:

The Office of Undergraduate Research and Major Awards (OURMA) will assign your Honors Reader to complete your committee.

- Register for Writing Studios via Blackboard (if your GPA is below 3.25, this is required)
 - If you attend all Writing Studio meetings during both semesters in the program, the Honors College will reimburse up to \$150 of binding fees for your thesis
- Schedule writing and research time – treat thesis hours as a priority on your calendar.
- Review past theses: <https://uh.edu/honors/undergraduate-research/honors-thesis/>
- Meet your subject librarian: <http://info.lib.uh.edu/about/staff-directory/subject-librarians>
- Work on literature review. Talk to your Thesis Director about how many sources you should include and what types of sources (books, journal articles, websites, etc.)
 - Your subject librarian will also be incredibly helpful here!

October Checklist:

- Meet with all committee members: Thesis Director, 2nd Reader, and Honors Reader
- Draft an appropriate number of pages on your background readings, outlining main arguments
- Work toward developing your thesis statement

November Checklist:

- Register for the December 4th *Winter Reset* workshop: <https://uh.edu/honors/undergraduate-research/about/events/> (only if your schedule allows - it's at 1:00 p.m. CST)
- Meet with full committee if needed before the week of Thanksgiving
- Submit drafts as needed before Thanksgiving (by Friday, November 20th)
- Revisit your timeline for moving forward. Are you on track? What needs to be updated? Think about where you want to be in January – you don't want to take December off from writing.
- Speak with your academic advisor to have them enroll you in the second thesis course for the spring semester (same subject, same instructor, **but** the course number will be "4399" unless you are an Architecture student. If you're in ARCH, speak with Dr. William Truitt.

December Checklist:

Note that your committee may not be as accessible during this time, so this is largely independent work and self-guided writing time.

- Your Thesis Director should assign a grade of "IP" (in progress) for 3399
- Ensure that you are enrolled in 4399 for spring. This is ultimately your responsibility.
- Map out a manageable writing schedule. You should feel productive, not overwhelmed, during this time.
- Ask someone else working on a thesis to check in with you for writing accountability

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January Checklist:

- Make sure you see the 4399 course on your schedule ***before*** the first day of classes
- Check in with your Thesis Director and respond to any feedback they have for you
- Set a writing schedule and fully commit – sign up for Writing Studios again!
 - You should be in the middle section of your thesis at this point
- Reach out to your college thesis liaison (list provided at the end of this document) to ask about college-specific requirements, forms, or deadlines – every college is different!
- Ask if your college requires bound thesis copies and follow up with your department. Some colleges may not require you to bind your thesis, but your department might. The Honors College does not require bound thesis copies, but welcomes them to display in the Estess Library.
 - Call the University Copy Center for binding pricing.
- Check the UH Academic Calendar for the course drop deadline. This is never fun to think about, but if you end up deciding that your thesis is not going as planned and need to withdraw from the 4399 course, you may want the freedom to drop the course and only receive a grade for 3399.

February Checklist:

- Attend the OURMA *Thesis Binding & Defense Workshop* (date and time TBA)
- Ask your Thesis Director what a successful Senior Honors Thesis defense looks like.
- You already spoke with your college thesis liaison, so you should have a good idea of when you need to schedule your thesis defense (for most, it's early April). Start brainstorming dates and times with your committee members.
- Your first full draft should be complete by the end of this month. Send first to your Thesis Director, and possibly other committee members, for feedback.

March Checklist:

- Use the first few weeks of this month to make additional revisions to your thesis.
- Schedule your final thesis defense with your full committee.
- Consider whether this will be in person or online via Zoom or Microsoft Teams. If you are planning an in-person defense, you will need to request a room on campus by speaking to your department. If you are planning an online defense, ask your Thesis Director if you can or should record the defense.
- Send your final thesis document to all three committee members ***at least two weeks prior to*** your scheduled defense – this gives them plenty of time to read and make notes for questions.

April Checklist:

- Defend your Senior Honors Thesis!
- Have your committee sign the *Final Defense and Evaluation Form* and return to undergrad-research@uh.edu
- Make revisions (if needed) to your thesis.
- Submit all required documents, including your final thesis as a PDF, signature pages, and defense approval forms to your college (your college thesis liaison can provide in-depth guidance)
- Submit your final thesis PDF to the Honors College (link will be provided upon defense).
- Submit your thesis for binding and request reimbursement of up to \$150 if you have attended all Writing Studio sessions for both semesters in the Senior Honors Thesis program. Email undergrad-research@uh.edu to see if you are eligible for the reimbursement.

May Checklist:

- Make sure all required documents have been received by OURMA and your college.
- Your Thesis Director should assign a grade for your thesis work to both 3399 and 4399.

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Senior Honors Thesis College Liaisons

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