

# 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 & 2<sup>nd</sup> Reader signatures)
- ✓ Scheduled weekly 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](mailto:undergrad-research@uh.edu)) with any questions throughout your thesis program.

### January 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!

### February Checklist:

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

### March Checklist:

- Meet with full committee if needed before the week of Spring Break
- Submit drafts as needed before Spring Break (by Friday, March 12<sup>th</sup>)

### April Checklist:

- Revisit your timeline for moving forward. Are you on track? What needs to be updated? Think about where you want to be in August. You do not want to take the summer months off.
- Speak with your academic advisor to have them enroll you in the second thesis course for the fall 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 to be enrolled in the appropriate thesis hours for spring.

### May/June/July 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.
- Map out a writing schedule that is manageable. You should feel productive, but not overwhelmed, during this time.
- Ask someone else working on a thesis to check in with you for writing accountability.

# UNIVERSITY of HOUSTON

## OFFICE OF UNDERGRADUATE RESEARCH AND MAJOR AWARDS

### August 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 to final sections of your thesis by the first day of fall classes.
- 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.

### September Checklist:

- 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 November). 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 then possibly to other committee members, for feedback.

### October Checklist:

- Attend the OURMA *Thesis Binding & Defense Workshop* (date and time TBA)
- 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.

### November Checklist:

- Defend your Senior Honors Thesis!
- Have your committee sign the *Final Defense and Evaluation Form* and return to [undergrad-research@uh.edu](mailto: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](mailto:undergrad-research@uh.edu) to see if you are eligible for the reimbursement.

### December 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.

# UNIVERSITY of HOUSTON

OFFICE OF UNDERGRADUATE  
RESEARCH AND MAJOR AWARDS

## Senior Honors Thesis College Liaisons

### ARCH

Dr. William Truitt  
[wtruitt@uh.edu](mailto:wtruitt@uh.edu) 713-743-2794  
<https://uh.edu/honors/undergraduate-research/honors-thesis/architecture/>

### ARTS

Carrie Young  
[cyoung11@uh.edu](mailto:cyoung11@uh.edu) 713-743-3172  
<https://www.uh.edu/kgmca/theses-documents-essays/>

### BAUER

Sarah Gnospelius  
[sjgnospelius@uh.edu](mailto:sjgnospelius@uh.edu) 713-743-5205 *or*  
Colleen Davies  
[cmdavies@bauer.uh.edu](mailto:cmdavies@bauer.uh.edu) 713-743-4709  
<http://www.uh.edu/honors/undergraduate-research/honors-thesis/business/>

### CLASS

Anna Marchese  
[amarchese@uh.edu](mailto:amarchese@uh.edu) 713-743-4012  
<http://www.uh.edu/class/students/graduate/thesis-dissertation-info/>

### EDUC

Dr. Bernice Roberts  
[broberts2@uh.edu](mailto:broberts2@uh.edu) 713-743-7717  
<https://www.uh.edu/education/student-services/graduate-office/Current%20Students/grad-student-resources/>

### ENGR

Miranda Vernon-Harrison  
[mavernon@central.uh.edu](mailto:mavernon@central.uh.edu) 713-743-4219  
<https://www.egr.uh.edu/academics/graduate-programs-policies/guide-preparation-thesesdissertations>

### HON

Brittni MacLeod  
[bsmacleod@uh.edu](mailto:bsmacleod@uh.edu) 713-743-3367  
[www.UndergraduateResearch.uh.edu](http://www.UndergraduateResearch.uh.edu)

### HRM

Jeremy Dafoe  
[jdafoe@uh.edu](mailto:jdafoe@uh.edu) 713-743-3740  
<https://uh.edu/honors/undergraduate-research/honors-thesis/hotel-restaurant-management/>

### NSM

Sharonda Glass  
[sglass3@uh.edu](mailto:sglass3@uh.edu) 713-743-2984  
<http://nsm.uh.edu/students/graduate/thesis-guidelines/>

### TECH

Carlo Deason  
[cdeason@uh.edu](mailto:cdeason@uh.edu) 713-743-4060  
<https://uh.edu/honors/undergraduate-research/honors-thesis/technology/>