The Honors College
Stephens Hall, Room 302
410-704-4677

Office Hours:
Monday through Friday
8:00 am to 5:00 pm

Dr. Terry Cooney, Interim Dean
Mrs. Bethany Pace, Acting Assistant Dean
Director of Academic Support and Co-curricular Programs
Mrs. Phyllis Brown, Executive Administrative Assistant
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Eligibility
Certain majors on campus offer students the ability to complete a Departmental Honors Program. Students applying for admission to Departmental Honors programs are usually first term juniors who express an interest to the Departmental Honors Coordinator or Department Chair. Please contact the Departmental Honors Coordinator for the specific requirements of the program. The departments with Departmental Honors Programs are listed below with the Departmental Honors Coordinator.

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<td>College of Business and Economics</td>
<td>Dr. Matthew Chambers</td>
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<td>Dr. Nancy Siegel</td>
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<td>Electronic Media &amp; Film</td>
<td>Dr. Beth Haller</td>
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<td>College of Liberal Arts</td>
<td>Dr. Erin Fehskens</td>
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<td>English</td>
<td>Dr. Kent Barnes</td>
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<td>Geography &amp; Environmental Planning</td>
<td>Dr. Jack Fruchtman</td>
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<td>Law and American Civilization</td>
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<td>Political Science</td>
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<td>Dr. Marion Cockey</td>
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<td>Criminal Justice</td>
<td>Dr. Cecilia Rio</td>
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<td>College of Science and Mathematics</td>
<td>Dr. Erik Scully</td>
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<td>Biological Sciences</td>
<td>Dr. Ryan Sours</td>
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<tr>
<td>Chemistry</td>
<td>Dr. David Schaefer</td>
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<tr>
<td>Physics, Astronomy &amp; Geosciences</td>
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Requirements
Once accepted into a Departmental Honors Program, students must complete the requirements as listed in the catalog for their major. Most departments require that students complete 9 units in advanced content courses, directed readings and/or independent investigations, and an Honors Thesis, but some departments may offer other options, such as an extensive design project. The thesis/project culminates in a final presentation before a committee and the thesis advisor and is open to the public. A completed, signed copy of the thesis/project approval form must be submitted to the Honors College by the last day of the semester in which the student plans to graduation. An electronic copy of the thesis (preferably emailed to honors@towson.edu), an approval page signed by the committee, and a signed Internet Release Form for Electronic Theses and Dissertations must be delivered to the Honors College Office by the last day of the semester in which the student plans to graduate.
Applying for Departmental Honors

Students should contact the Departmental Honors Coordinator about their interest in the Departmental Honors Program before the start of the junior year. The Departmental Honors Coordinator will be able to guide the student through required forms and coursework and help the student select a topic and committee.

Choosing a Topic and a Faculty Thesis Advisor

Students should consider decisions regarding the selection of their faculty thesis advisor and a thesis topic carefully. Because of the preparation required to register for the thesis project, it is important to come to the process with a working idea of the topic. Previous academic coursework, co-curricular and extra-curricular experiences will help to select a focused topic area, which can be studied in greater depth. Past academic activities, such as short papers and readings from a variety of courses, may help to determine a starting point. Building on previous work by using both the knowledge and interest already developed is recommended and encouraged. Begin with several possible topics in mind or with several possible approaches to one large topic area.

After topic ideas have been developed, students should meet with the Departmental Honors Coordinator to discuss an appropriate faculty thesis advisor. A faculty thesis advisor might be an instructor in a previous course or someone who has supervised an internship. The faculty thesis advisor must be qualified in the topic area and should have a significant interest in the field. The faculty thesis advisor must also be willing to work closely with you.

Thesis Committee

The thesis committee is composed of the faculty thesis advisor and at least one additional faculty representative. Honors College students are required to have a representative from the Honors College on their committee. The members should be chosen in consultation with the faculty thesis advisor. Members of the committee are responsible for reading and responding to the thesis, evaluating the work, and attending the public presentation.

Proposing an Honors Thesis

After the student has selected his or her committee and completed a brief abstract of the project, the student must complete an Honors Thesis Committee and Proposal Approval Form and submit it to the Honors College. (A sample is available on page 10 of this handbook.) The student should submit the Honors Thesis Committee and Proposal Approval Form early in the process, preferably within the student’s penultimate semester.
Most Honors Thesis Proposals are three to five pages, plus a bibliography. The proposal represents the product of a semester of carefully supervised analysis, reading, and research in either the Departmental Honors courses or the Directed Reading and Independent Investigation Courses. The faculty thesis advisor should be certain that the proposal is feasible in scope and appropriate to both ability and time constraints.

**Helping with Research**

- **Library Resources:** Please visit Cook Library and the [Cook Library web site](#) for access to numerous scholarly resources. The library staff can help to familiarize students with the available resources to undertake their research.

- **Undergraduate Research Services:** The Office of University Research Services in Stephens Hall, room 300A, offers competitive grants to fund undergraduate research in all fields and to send students to professional meetings to report the outcomes of their scholarly activities. There is one deadline for Research Grants each semester and two deadlines for Travel Grants.

**Honors Thesis Guidelines**

The Honors Thesis should follow the standard format including a title page, approval form, and consecutively numbered pages through the notes and bibliography. The thesis should follow the stylistic conventions of your discipline. This handbook provides samples of a title page and an approval sheet as well as the Honors Thesis format.

**Honors Colloquium**

When the student is ready to present his or her thesis, the student should prepare an Honors Thesis Colloquium Announcement and an Honors Thesis Approval Form. (A sample of these forms are available on page 11 and 13 of this handbook.) The Honors Colloquium is a public presentation of the thesis project. The student should submit the completed Honors Thesis Colloquium Announcement to the Honors College at least two weeks before the colloquium.

The audience for the colloquium is composed of interested students, invited guests, the faculty thesis advisor and the thesis committee members. The advisor will introduce the student to the audience who will then give a brief (approximately 10-20 minute) synopsis of the work, followed by a discussion of the work by the audience. Projects emphasizing the creative or performing arts, rather than traditional academic endeavors, must also include a public presentation. The nature of the project will dictate the type of presentation. This event should, however, build in time for the audience to ask questions or make comments. Ideally, the student's committee should sign the Honors Thesis Approval Form at the colloquium, although they may decide to sign the form at a later date.
Finalizing the Thesis

When the thesis is complete, the student must complete and sign the Internet Release Form for Electronic Theses and Dissertations. (The form is available on page 14 of this handbook.) The student must submit the completed internet release form as well as the signed Honors Thesis Approval Form to the Honors College, 302 Stephens Hall and email his or her thesis to honors@towson.edu. The student should include his or her name and TU ID number in the email.

The thesis is due to the Honors College Office by the last day of the final exam period of the semester in which the student plans to graduate. If the student cannot meet this deadline, he or she should withdraw from the thesis course before the official deadline to withdraw from classes. If the student does not withdraw and does not complete the requirements, he or she may receive an incomplete (I), and the student may be given an opportunity to complete the project during the following semester.

After the Honors College receives the thesis, the approval form, and the internet release form, the Honors College submits the forms and thesis to Cook Library. The department of Special Collections and Archives receives, catalogs, and preserves the honors thesis. The Honors College ensures that the notation of a “Departmental Honors Scholar” appears on the student’s diploma and final transcript. The Honors College provides this service to all students who complete a Departmental Honors Program, not just Honors College students.
All Honors College students must complete 6 units of Honors Electives. The Honors Electives are designed to allow students maximum flexibility in designing a project or course of study most suitable to their academic needs and goals. All Honors Electives include a significant piece of writing (to be submitted to the Honors College upon completion) and a public presentation. Questions about the Honors Electives should be directed to the Honors College. Students may fulfill their Honors Electives requirement by completing 6 units from the following course options:

**Departmental Honors Program**

**Honors Independent Study/ Directed Readings/ Independent Investigations/ Internship**
Students who are interested in receiving Honors credit for a Departmental Independent Study, Directed Readings, Independent Investigations or Internship must also submit a proposal syllabus for the course to the Honors College no later than the last day of the Change of Schedule period. Students may use the Honors syllabus templates as a guide, and they should clearly state how the Honors course differs from a traditional Departmental Independent Study, Directed Reading, Independent Investigations or Internship. In order to obtain Honors College credit for any of these courses, students must work directly with a faculty member, submit a formal written component for the course to the Honors College, and complete a public presentation before their peers. Syllabus templates for the Honors Independent Study/ Directed Readings/ Independent Investigations/ Internship are available in the Honors College Student Handbook and on the Honors College Community Blackboard site.

**Honors Credit for Study Abroad**
Students participating in short term study abroad courses may receive 3 units toward their Honors Electives if they complete an approved study abroad project. Honors students participating in a full semester (term) study abroad may receive 6 units toward their Honors Electives if they complete an approved study abroad project. **Students participating in Honors College sponsored study abroad programs do not have to complete a separate project to receive Honors units.** Questions about honors credit for study abroad should be directed to the Honors College.

**Upper-Level Honors Seminars**
Honors students may complete an additional 6 units of upper-level Honors College seminars toward their honors course requirements. These courses have original topics that are based on the instructor’s area of interest and incorporate independent writing projects and a public presentation as part of the course’s culminating activities. These seminars may satisfy a General Education as well as major department requirement.

**Honors Thesis / Creative Project**
Honors students may complete an honors thesis or creative project of their own design under the mentoring of a faculty member in their discipline and/or an Honors College faculty member. The Honors Thesis or Creative Project provides students with flexibility in designing a final honors experience that relates to their interests and career goals. Honors theses and creative projects result in a significant piece of writing submitted to the Honors College and a public presentation of the work. Questions about the Honors Thesis or Creative Project should be directed to the Honors College.
The National Collegiate Honors Council provides the following awards annually. As a member of NCHC, the Towson University Honors College is eligible to nominate its students for each award. For more information about the Portz Awards, please visit www.nchchonors.org or contact the Honors College at honors@towson.edu.

**John and Edythe Portz Interdisciplinary Research Fellowship**

The National Collegiate Honors Council’s John and Edythe Portz Interdisciplinary Research Fellowship provides students in good standing in honors colleges of NCHC member institutions support to conduct creative and innovative research that crosses boundaries. The fellowship program invites applications from individuals who wish to undertake cross-disciplinary research or from a team of two students from different disciplines who propose a single collaborative project. The project will be funded for a period of up to 15 months with the expectation that upon its completion the Fellowship recipient will make a presentation of the research at the annual NCHC conference. Fellowship support will be in an amount between $5,000 and $7,000. NCHC expects to award up to 2 Portz fellowships per year.

The Portz Fellowship application is available at www.nchchonors.org. Applications and supporting materials must be submitted electronically to honors@towson.edu by **January 15**. Students will be notified of the results by April 1. The project must be completed no later than August 31 of the following year. Fellows are required to submit two progress reports, the first on November 1 of the granting year, and the second on April 1 of the following year.

**John and Edythe Portz Scholars**

NCHC institutional members are invited to nominate one paper per year written by an undergraduate Honors College student for the Portz Scholars competition. The Portz Scholars are featured at a plenary session at the annual National Collegiate Honors Conference. In addition, each Portz Scholar receives a $250.00 stipend. The NCHC Portz Fund Committee will pay the Scholar’s conference registration fees, and the Honors College agrees to make a good faith effort to defray travel expenses of the Portz Scholar.

Portz Scholar applications must be submitted electronically to honors@towson.edu by **May 15**. The application must include a copy of the student’s thesis or research paper, a one-page abstract, and a letter of recommendation by the thesis or research advisor.
APPENDICES

Honors Thesis Committee and Proposal Approval Form

Honors Thesis Colloquium Announcement

Sample Honors Thesis Title Page

Sample Honors Thesis Approval Form

Internet Release Form for Electronic Thesis and Dissertations

Honors Thesis Checklist
Towson University
Honors Thesis Committee and Proposal Approval Form

Student Name: ______________________________________________________________

Phone Number: _______________ E-mail: _________________________________________

Student ID Number: _______________ Date: ______________________________________

Units completed at TU: __________ GPA in Major: __________ Overall GPA: ______

Expected Date of Graduation: ________________________________________________

Expected Date of Thesis Presentation: _________________________________________

Sponsoring Department: ______________________________________________________

Major at Towson: ___________________________________________________________

Faculty Thesis Advisor: _______________________________________________________

Printed Name ___________________________ Signature __________________________

Faculty Reviewer: __________________________

Printed Name ___________________________ Signature __________________________

Faculty Reviewer(s) (optional): _______________________________________________

Printed Name ___________________________ Signature __________________________

Honors College Representative (Required for Honors College students only):

Printed Name ___________________________ Signature __________________________

Dean, Honors College: _______________________________________________________

Signature _____________________________

NOTE: It is the responsibility of the student to obtain all signatures before beginning the proposed project.

Attach a copy of your honors thesis proposal and deliver to Honors College Office:

Honors College
Towson University
302 Stephens Hall
8000 York Road
Towson, MD 21252
Towson University

Honors Thesis Colloquium Announcement

Student’s Name: ________________________________________________

Department / Program: __________________________________________

Title of Thesis: ________________________________________________

_______________________________________________________________

_______________________________________________________________

Date of presentation: __________________________________________

Time of presentation: __________________________________________

Location: ______________________________________________________

Faculty Thesis Advisor: _________________________________________

Printed Name __________________________________________ Signature

Please submit this form to the Honors College at least two weeks before your presentation. Your presentation should be scheduled at least two weeks before you graduate.

Honors College
Towson University
302 Stephens Hall
8000 York Road
Towson, MD 21252
Sample Title Page

TITLE OF THESIS TYPED IN CAPITAL LETTERS
DOUBLE SPACED AND CENTERED

by

(Student Name)

An Honors Thesis
Presented to the Faculty of
Towson University
in Partial Fulfillment
of the Requirements for the degree
Bachelor of (Arts / Sciences) with Honors

(Date)
Sample Honors Thesis Approval Form

Towson University
Honors Thesis Approval Sheet

James Smith
B.A., May 2002

Thesis Title: (insert title)
Department: Political Science
Specialization: Law and Political Theory

Required Work in Specialization:

1. Advanced Course or Seminar
   Political Science 486, Seminar: Law and Justice
   Professor: Jack Fruchtman, Ph.D., Professor of Political Science
   Date: Spring 2001

2. Honors Directed Reading:
   Political Science 498, Directed Readings in Political Science
   Professor: Jack Fruchtman, Ph.D., Professor of Political Science
   Date: Fall 2001

3. Honors Thesis:
   Political Science 499, Honors Thesis
   Professor: Jack Fruchtman, Ph.D., Professor of Political Science
   Date: Spring 2001


Committee Signatures:

____________________________________  ________________________
Thesis Advisor  Date

____________________________________  ________________________
Faculty Representative  Date

____________________________________  ________________________
Honors College Representative  Date

____________________________________  ________________________
Dean, Honors College  Date
Internet release form for electronic theses and dissertations (ETDs)

Name: ___________________________________  TU ID: __________________________________

Address: __________________________________________________________________________

Phone: ______________________________  E-Mail: ______________________________

Department Honors Program: ___________________________________________________________

Title of Project: ____________________________________________________________________

Advisor: __________________________________________________________________________

In consideration of the mutual promises and considerations herein, and of Towson University’s digitizing and disseminating the Work, I hereby grant to Towson University the perpetual, non-exclusive right to reproduce and distribute the Work, in whole or in part, and my abstract, in whole or in part, in electronic format over the World Wide Web, subject the access restrictions indicated below. I represent and warrant to Towson University that the Work and the abstract are my original work, do not infringe or violate any rights of others, and that I make these grants as the sole owner of the rights to the Work and abstract. The copyright in the Work, and in the digitized version of the Work prepared by the University, are and shall be owned by me.

Access restrictions (indicate one):

___ Open Access. No embargo is requested, catalog data and electronic thesis or dissertation is freely available.

___ Temporary Embargo with Limited Access. Expires on (MM-DD-YYYY): __________. Catalog data will be freely available but access to the electronic version is restricted to Cook Library staff members for the purpose of administering or maintaining electronic ETD files, to fulfilling requests for Interlibrary Loan (ILL), or to in-person use within the Special Collections department in the Towson University Albert S. Cook Library.

___ Temporary Embargo. Expires on (MM-DD-YYYY): ___________. Catalog data will be freely available but access to the electronic version is limited to Cook Library staff members for the purpose of administering or maintaining electronic ETD files only. The PDF will not be made available in response to ILL requests unless permission is granted by the author. Reasonable written requests to extend the embargo expiration date will be granted.

Signature _______________________________________________ Date __________
Towson University

Honors Thesis Checklist

This checklist is provided for the student’s convenience. It does not have to be submitted to the Honors College.

☐ Submit completed Honors Thesis Committee and Proposal form along with thesis proposal (as you begin your departmental honors program)

☐ Submit completed Honors Thesis Colloquium Announcement to the Honors College (preferably at least two weeks before you graduate)

☐ Prepare Honors Thesis Approval Form and ask committee to sign it at Honors Thesis Colloquium

☐ Review thesis for appropriate formatting according to discipline guidelines (for example, MLA, APA, Chicago Manual of Style, etc.)
  ☐ 1-in. margins
  ☐ 12-pt. font (preferably Times New Roman)
  ☐ Correct line spacing (usually double-spacing)
  ☐ Correct page numbering
  ☐ Table of Contents included
  ☐ Appropriate and consistent reference style in text
  ☐ Correct reference style in bibliography
  ☐ Correct format for headings and chapter titles

☐ Complete the Internet Release Form for Electronic Theses and Dissertations

☐ Submit the completed Honors Thesis Approval Form and completed Internet Release Form to the Honors College, Stephens Hall, room 302

☐ Email a copy of the thesis to honors@towson.edu