



THESIS QUICK SHEET #7: ADDITIONAL THESIS INFORMATION

APPLYING FOR GRADUATION

Students can apply to graduate any time beginning *four terms* prior to the graduation term. The online application is available on [DuckWeb](#). Ideally, at the latest, students should apply during the first few weeks of *the term prior to their graduation term*; this permits timely updating of degree audits, allowing students to plan or change their final term course schedule to ensure completion of all graduation requirements.

The **absolute deadline** to apply for graduation is *Sunday at midnight after the fourth week of classes of a student's expected graduation term*. After that, DuckWeb will no longer allow students to apply for graduation online; students then must visit the Office of the Registrar and file a late petition.

Need more info? Consult http://registrar.uoregon.edu/current_students/applying_for_graduation

SUMMER DEFENSES

The CHC rarely allows summer thesis defenses. University faculty are not contractually bound to the university during the summer months, thus they are under no obligation to serve on summer defenses. Scheduled spring defenses that have been postponed will be rescheduled for the subsequent Fall term. *Students needn't be registered for classes in order to defend their postponed theses. If all course obligations have been met and students are not enrolled for classes, they pay no fees.*

Students are required to make a formal appeal for a summer defense. Email a detailed explanation to the Clark Honors College Assistant Dean, Professor Rebecca Lindner (rlindner@uoregon.edu), and copy your CHC advisor and/or your CHC thesis representative and the Academic and Thesis Programs Manager, Miriam Jordan (mjordan@uoregon.edu). Include written evidence—ideally emails—that verify the agreement of both Primary and Secondary Thesis Advisors (who, like your CHC faculty, are under no obligation to serve the university during the summer months) to fully support a summer thesis defense that they will attend in person. The Associate Dean and CHC advisors review each petition. Approved petitions are handled by the Academic and Thesis Programs Manager. Students work with the Academic and Thesis Programs Manager on details concerning approved summer thesis defense details and deadlines. Contact the Assistant Dean with any questions.

THESIS RESEARCH GRANT (FOR RESEARCH WITHIN THE U.S.)

Small grants (up to \$1,000) are available for students who are conducting research for the Clark Honors College thesis project through internships, workshops, and conferences within the U.S. We will also consider well-documented requests for extraordinary expenses associated with thesis research. Applicants must indicate why the expenses are essential to their research and if the expenses are above and beyond the expenses most students would normally encounter. The student's major thesis advisor must attest to this in his or her supporting letter (see below).

Ask your Primary Thesis Advisor to write a brief letter supporting and endorsing your research project for you to include with your application.

Students who receive an award must submit a one-page report to the Director of Undergraduate Advising, Dr. Elizabeth Raisanen (raisanen@uoregon.edu). If you have questions, please contact Dr. Raisanen before submitting an application.

Applications are due in the CHC main office, First Floor of Chapman Hall, by 4:30 p.m. in **mid-November** for winter term, **mid-February** for spring term, and **the beginning of May** for summer and fall terms. (Exact application deadlines are noted in the **Thesis Research Grant** forms in [Canvas](#).)

YOUR THESIS AND STUDYING ABROAD

Study abroad requires planning. Some students begin thinking about potential links between studying abroad and the thesis project well before departing the United States. It's especially important for students who plan to spend the entire junior year abroad to acquaint themselves, as sophomores, with their major department's/school's website, researching faculty interests, and taking smaller upper-division specialty classes with those faculty members. Taking such classes helps students get to know potential Primary Thesis Advisors in the major—this is good advice for all CHC students, regardless of their intent to study abroad or not.

Introduce yourself to potential advisors before you leave, to make email follow-up go more smoothly, and keep the thesis alive in your mind as you live abroad. Are you seeing things that you might like to investigate for your thesis? If something in the country really grabs your attention, it's likely worthwhile to exert extra effort to collect things that might be useful later. For instance, if there were a lesser-known writer that you were really interested in and whose work could conceivably be a thesis topic, it may be easier to buy their books locally than in the US. If you were interested in some sort of cultural topic related to your country, then taking lots of photos or attending events (movies, protests, etc.) could help enrich an academic discussion of it.

STUDY ABROAD THESIS RESEARCH GRANT

You may be able to get a Study Abroad Thesis Research Grant. Small grants (up to \$1,000) are available for students who are studying abroad, either through an official UO program or through a program sponsored by another institution, to conduct research for a Clark Honors College thesis project. Grants will be awarded based on the merits of the project (especially the connection between the study abroad experience and the thesis topic) and the funds available in a given year. The application requires the Primary Thesis Advisor to write an email that supports and endorses the research project to the CHC Dean, Prof. Terry Hunt (tlhunt@uoregon.edu), with a 'CC' to the CHC Director of Undergraduate Advising, Dr. Elizabeth Raisanen (raisanen@uoregon.edu). Students who receive an award submit a one-page report to the Dean and the Director of Undergraduate Advising upon their return.

Applications are due in the CHC main office, First Floor Chapman Hall, by 4:30 p.m. in **mid-November** for winter term, **mid-February** for spring term, and **the beginning of May** for summer and fall terms. (Exact application deadlines are noted in the **Thesis Research Grant** forms in [Canvas](#).)

KNIGHT LIBRARY'S CHC SPECIALIST

Miriam Rigby is the librarian for the Clark Honors College and the Library Research Specialist for Anthropology, Sociology, and Ethnic Studies. Her personal research interests lie in cultural anthropology, and include gift exchange, dumpster diving, the production of space and its relation to communities, and anthropological linguistics.

She wrote her undergraduate thesis at Reed College on the mythology of the Tiwi people of Australia, and her Master's thesis in anthropology at the University of Chicago focused on the gift economy of the Burning Man arts festival and its year-round regional communities.

Miriam is here as a research specialist to answer any questions regarding the library or your research projects, as well as to connect you with other research specialists and library services. Email (rigby@uoregon.edu) or give a call (541-346-7202) with your questions!

IMPORTANCE OF UNDERGRADUATE RESEARCH

An article from the premier journal *Science* on the value of undergraduate research:
<http://www.weber.edu/wsuiimages/OUR/articles/27Apr07Science.pdf>

EARNING DEPARTMENTAL HONORS: ONE THESIS, TWO SETS OF REQUIREMENTS

Many departments also have an honors thesis program. Writing an honors college thesis is **not** connected to getting honors in the major—they are two completely separate processes. However, **if the department allows**, it is possible that you can use the same research project to meet both goals. Similarly, schools such as Architecture and Journalism require a senior project to graduate—your CHC thesis often combines this senior project with an additional critical essay on your project.

If you want your thesis to serve both ends, you need to plan ahead to design a project to make that happen, and that will fulfill both sets of requirements. Find out how the honors thesis process works in your major—look at departmental websites and talk to your potential Primary Thesis Advisors. Departments that allow dual-purpose theses will usually accept a joint defense.

Please visit your department's honors website for more information.

HUMAN SUBJECTS RESEARCH PROTOCOL

Research in the social sciences—psychology, anthropology, sociology, and economics most especially—often involves working with individual people through polls, surveys, and experiments. Other disciplines also use research protocols that involve human subjects. Such research has an ethical dimension, the treatment of which is important enough for the University to have established a separate Office for the Protection of Human subjects, [Research Compliance Services](#). The intent of its policies and procedures is to ensure that the rights and safety of human subjects in research are protected. Students must respect, protect, and promote the rights and the welfare of all those affected by their work.

Your Primary Thesis Advisor best knows the lineaments of the process and its requirements. The Research Compliance Services website includes links to help determine whether a project falls under its purview. Every faculty investigator who is conducting human subjects research must complete ethics training before his or her protocol application is approved.

Human subjects protocol requires time and thorough preparation. Be proactive in your junior year when consulting with disciplinary faculty on potential thesis topics to include questions about human subjects requirements. Ultimately, be guided by your Primary Thesis Advisor regarding your project's potential interface with human subjects protocol.