



## STEP-BY-STEP THESIS GUIDE #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](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 Associate Dean for Undergraduate Studies, Professor Daphne Gallagher ([daphne@uoregon.edu](mailto:daphne@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](mailto: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 GRANTS***

The CHC offers three different types of thesis research grants. Applications are due online 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. Students who receive an award must submit a thank-you letter to UO Advancement as well as a one-page thesis description and a one-page post-research report to the Academic and Thesis Programs Manager, Miriam Jordan ([mjordan@uoregon.edu](mailto:mjordan@uoregon.edu)). See the CHC Canvas site for more information about the thesis grant application process, deadlines and a link to the online application.

Students may only apply for ONE type of thesis grant (study abroad, U.S., or extraordinary expenses) during any given term (additional rules regarding the maximum amount of funding that a student can apply for are noted on the CHC Canvas site).

### **U.S. Thesis Research Grant:**

Small grants (up to \$1,000) are available for students conducting research through internships, workshops, and conferences within the United States, as well as for students who are visiting libraries or archives in the U.S. in order to conduct thesis research.

### **Extraordinary Expenses Thesis Research Grant:**

Requests for extraordinary expenses (up to \$1,000) will also be considered. “Extraordinary expenses” for thesis research are typically NOT associated with travel to an internship, workshop, or conference (for these kinds of expenses, you should apply for either a U.S. or Study Abroad Thesis Research Grant, depending upon whether the conference/workshop is in the U.S. or abroad). In addition, the applicant must demonstrate and document in the application for extraordinary expenses how the expense(s) are essential to their work and why they are above and beyond what most CHC students would normally encounter while conducting thesis research. The Primary Thesis Advisor’s letter of support for extraordinary expenses must verify and approve the nature of the additional expenses associated with the applicant’s thesis.

### **Study Abroad Thesis Research Grant:**

Small grants (up to \$1,000) are available for students who are studying abroad to conduct research for their Clark Honors College Thesis project. Students who are going abroad to conduct thesis research in libraries/archives or through an internship, workshop, or conference (even if not participating in a formal study abroad program) may also apply for this type of grant.

## ***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.

### ***KNIGHT LIBRARY'S CHC SPECIALIST***

Elizabeth Peterson is the Library Liaison for the Clark Honors College and the Humanities Librarian for the University of Oregon Libraries.

Elizabeth 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. You can make an appointment online here: <http://uoregon.libcal.com/appointment/17279>, Email ([emp@uoregon.edu](mailto:emp@uoregon.edu)) or call (541-346-3047) 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—including (but not limited to) psychology, anthropology, sociology, education, and economics—often involves working with individual people through polls, surveys, and experiments. Other disciplines (such as human physiology and biology) 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 early in the thesis process 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, though when in doubt, you should always check in with the Research Compliance Services office. Please also note that it could take as long as 4-6 weeks to obtain Institutional Review Board (IRB) approval to work with human subjects once your application has been submitted.