Report of the Committee on Undergraduate Honors
March 2010

Committee on Undergraduate Honors

Esther Allen   WSAS
Carla Bellamy  WSAS
Jessica Lang   WSAS
Susan Locke   WSAS [Chairperson]

Raquel Benbunan-Fich Zicklin
Thomas Lyons   Zicklin
Mehmet Ozbilgin Zicklin
Barry Rosen    Marketing

Bin Chen       SPA
Second elected member from SPA was not willing to serve

At its meeting of December 15, 2009, the Committee on Undergraduate Honors approved two theses. These students with graduate with honors in the discipline in which the thesis was written.

Rattanamol. S. Johal, Prof. Karen Shelby, Mentor
Honors in Art History
Revisiting Kapurthala’s Princely History, Architecture, and Administration: A Call for Conservation

Alla Zayenchik, Prof. Dandeep Sreekumar, Mentor
Honors in Philosophy
A Case for Coherence: Modern Ethics, and the Theories of Truth

Nine students are currently enrolled in Thesis II [XXX 6002H]. The Committee expects to review their theses at its May 2010 meeting.

The Committee recently revised its guidelines for prospective thesis writers. Those guidelines, as well as a copy of the thesis application form are attached.

Respectfully submitted,
Susan A. Locke
Chair
Committee on Undergraduate Honors
HONORS THESIS
XXX 6001H-6003H

REQUIREMENTS

- 3.5 GPA in the discipline in which the thesis will be completed. 3.5 cumulative GPA
- Departments/disciplines may have additional prerequisites
- Approval of mentor, department honors coordinator/committee and Chair of College Committee on undergraduate Honors.

STEPS

- Identify area in which you would like to write thesis
- Put together a prospectus [thesis topic, with brief bibliography, methods description, and rationale] during the semester prior to the one in which you expect to begin the thesis [usually upper junior or lower senior year]. This prospectus must be submitted to the Chair of the College Committee on Undergraduate Honors no later than one week prior to registration for the following semester.
- In order to prepare your prospectus, you are strongly encouraged to seek support from Baruch Research Librarian Professor Stephen Francouer [Library Building; Room 316; 646 312-1620, Stephen.Francoeur@baruch.cuny.edu]. You are also strongly encouraged to purchase Charles Lipson’s *How to Write a BA Thesis: A Practical Guide from your First ideas to your Finished Paper*, which is on sale in the Baruch College bookstore. Your faculty mentor may recommend additional reference books that appropriate for your discipline.
- Register for XXX 6001H [this will be done for you, by The Chair of the Baruch College Committee on Undergraduate Honors. You are strongly encouraged not to register for more than 16 credits in the semesters in which you are writing a thesis. Thesis writing is a very intensive and time consuming process. With approval of mentor, you will be allowed to register for XXX 6002H. You will not be registered for XXX 6002H until your mentor gives his/her written approval to the Chair of the Committee.
- Depending upon the discipline, the thesis project normally requires 3-4 credit hours per semester for two consecutive semesters. Under exceptional circumstances, three-semester projects are approved.
• Most of work during first semester is done with mentor. By the second semester, student’s mentor should set up a departmental committee of at least two additional readers.
• The mentor and departmental committee will determine the appropriate presentation style for thesis in its discipline.
• At the end of the first semester, if the student’s work is satisfactorily in progress, the mentor assigns a “Y” grade. This allows the student to register for XXX 6002H. If the work is not satisfactory, the mentor may assign a letter grade, precluding the student from continuing the thesis project the following term.
• At the conclusion of the second semester, the mentor assigns a letter grade to the project, with retroactively applies to the prior semester as well. If the mentor assigns grade of “A” and departmental committee approves, the thesis is forwarded to College Committee on Undergraduate Honors.
• Students whose work is not deemed to have earned an “A” will still receive academic credit and a grade, to be determined by the thesis mentor.
• The Departmental Honors Committee will certify the thesis for presentation to the College Committee on Undergraduate Honors.
• Ten copies of the completed thesis or project must be submitted to the Chair of the College Committee on Undergraduate Honors on or before the first Monday in December or the last Monday in April, depending upon the semester of completion.
• The thesis must start with a brief [at most one page] abstract. It must include a table of contents, and it must include a standard system of annotation commonly employed in the thesis writer’s field.
• There must be a clearly articulated thesis statement and the paper must in a well-written, well-organized, and coherent fashion address the thesis statement. The Committee on Undergraduate Honors takes writing very seriously. If you are having trouble with the organization of the paper or writing style, you should consult with the Writing Center [VC 8-185] as well as your mentor.
• Departmental Certification of the completed thesis shall take the form of a statement, which becomes the thesis cover page and includes the following information:
  o Student’s name and ID
  o Title of thesis
  o Date of submission
• Signature of faculty sponsor
• Signatures of at least two additional members of the Departmental Honors Committee

The cover page must also include the following statement with the appropriate phrases inserted: “Submitted to the Committee on Undergraduate Honors at Baruch College of the City University of New York in partial fulfillment of the requirements for the degree of Bachelor of Arts/Bachelor of Business Administration/Bachelor of Science in [Discipline] with Honors.”

Action on theses submitted past due dates shall be deferred by the College Committee on Undergraduate Honors until the following review cycle, so long as the student has not completed all degree requirements. No provision is made for review during the summer.

The College Committee on Undergraduate Honors determines whether or not a thesis has earned the distinction of graduation with honors in the designated discipline. All decisions of the committee are considered final.

The regulations shall apply to all students in all disciplines. In cases where a contradiction between these regulations and those of the Departmental Honors Committee arises, the regulations of the College Committee on Undergraduate Honors shall prevail.

Theses awarded honors will normally be displayed in the Newman Library and on the library website [with written permission of the thesis writer]

MANDATES:
• Theses will not be accepted after the due date.
• Theses must be read and approved by the student’s mentor and two additional readers in the discipline in which the thesis is being written
• No matter how well written a thesis is, it WILL NOT BE PASSED if
  o IT DOES NOT INCLUDE A SIGNED COVER SHEET
  o IT DOES NOT INCLUDE AN ABSTRACT
  o IT DOES NOT INCLUDE A TABLE OF CONTENTS
  o IT DOES NOT HAVE A WELL-ARTICULATED THESIS STATEMENT AND/OR THE BODY OF THE PAPER DOES NOT ADDRESS THAT STATEMENT
  o IT DOES NOT USE A STANDARD OF ANNOTATION [e.g. MLA, APA] THAT IS ACCEPTABLE IN THE FIELD IN WHICH THE THESIS IS BEING WRITTEN
APPLICATION AND PROSPECTUS FOR AN HONORS THESIS

Personal information (please print or type)

Name (Mr.)(Ms.) __________________________________________________________

Last                 First                      Middle

Social Security Number: ________ - ________ - ________

Mailing Address
______________________________________________________________

Number and Street

City                                      State                                Zip Code

Home Telephone:   (_______)________________________

Business or Cellular Phone: (_________)________________________

E-mail address: _____________________________________________

TITLE OF PROPOSED THESIS: __________________________________

__________________________________________________________

FACULTY MENTOR:

________________________________________________________

SEMESTER & YEAR TO BEGIN THESIS:

________________________________________________________

DEPARTMENT/DISCIPLINE: __________________________________

Total number of credits: [check one]: *

   6-8 (two semesters) ________ 9-12(three semesters)________

NB: departments differ with respect to maximum of credits and semesters allowed
INSTRUCTIONS: Please prepare your prospectus [typed, single spaced] on a separate sheet of paper and attach it to this application.

The prospectus should include the following:
1. A statement of the major objectives of your proposed study
2. A description of the procedures you will follow to complete your research
3. A statement of where the experimental, field study and/or the library work is to be performed
4. A short bibliography

DUE DATE: The application and prospectus are to be submitted to the Chair of the Departmental Honors Committee no later than one (1) week prior to registration for the semester during which work is to begin on the project.

APPROVAL:

Mentor:
Signature: ____________________________ Date __________

Chair of Departmental Honors Committee:
Signature: ____________________________ Date __________

Chair of College Honors Committee:
Signature: ____________________________ Date __________