

## PLAN II HONORS Thesis Turn-in Form

Place this form (with required signatures) loosely inside the front cover of your final, signed & bound thesis and submit to the Plan II front desk by the published deadline. Failure to meet this deadline may delay your graduation.

### *For Student to complete*

Name of student: \_\_\_\_\_ EID: \_\_\_\_\_

Supervisor name, department: \_\_\_\_\_

Second Reader name, department: \_\_\_\_\_

### *For Supervisor/Second Reader to complete*

#### **ORAL EXAM COMPLETION VERIFICATION**

We confirm that the student, thesis supervisor, and second reader have held the final oral exam in defense of the thesis, that both professors have approved the final thesis, and will sign the title page.

\_\_\_\_\_  
*Date:* \_\_\_\_\_

**Signature of Supervising Professor**

\_\_\_\_\_  
*Date:* \_\_\_\_\_

**Signature of Second Reader**

#### **GRADE REPORTING (select one)**

The thesis supervisor and second reader will agree upon the final grade for the thesis, as follows:

\_\_\_\_\_ Final grade is already agreed upon as \_\_\_\_\_; select grade reporting option:

\_\_\_\_\_ Supervisor will submit grade online

\_\_\_\_\_ We request that Plan II submit grade online on our behalf.

**OR**

\_\_\_\_\_ Additional time requested to assign final grade; supervisor will submit grade online.

#### **ADDITIONAL HONORS**

We feel the thesis may also qualify for the following consideration(s):

\_\_\_\_\_ Special Honors in Plan II (see reverse)

\_\_\_\_\_ Model Thesis nomination (see reverse)

### *For Plan II staff to complete*

Required elements:

\_\_\_\_\_ Closed back binding (no spiral bound)

\_\_\_\_\_ Name, title and date labeled on spine

\_\_\_\_\_ Supervisor and Second Reader original signatures on title page

\_\_\_\_\_ Abstract and student biography included

Checked in by \_\_\_\_\_ on \_\_\_\_\_  
(name) (date)

\_\_\_\_\_ Approved by \_\_\_\_\_ on \_\_\_\_\_  
(name) (date)

\_\_\_\_\_ Not approved by \_\_\_\_\_ on \_\_\_\_\_  
(name) (date)

Reason (if not approved): \_\_\_\_\_

## ORAL EXAM

Towards the end of the final thesis course, when the thesis has been written, revised, and is ready to be turned in, the student, supervisor, and second reader should agree on a time and place for the approximately 30-60 minute oral exam (before the final turn-in deadline). A committee consisting of the thesis supervisor and the second reader administers the oral exam. The oral exam can take the format of a conversation about the thesis research and results, or be a more formal question and answer session, depending on the supervisor's and second reader's preferences. It is a chance for the student to explain his or her approach to the project and to consider the success of the result. It is the student's responsibility to furnish the committee with a copy of the finished thesis in ample time for them to read it thoroughly before the exam. At the conclusion of the oral exam, both professors will sign the final thesis turn-in form, which will indicate their acceptance of the final thesis and if they feel the thesis merits designation for "Special Honors in Plan II" or nomination as a Model Thesis. The student's performance at the oral exam may be taken into consideration when assessing the final grade and whether or not the thesis merits special recognition, however the oral exam performance should not be a reason for rejecting or failing the thesis.

## GRADE REPORTING

Once both the supervisor and second reader have signed the final thesis and agreed upon the grade, the primary supervisor should enter the student's grade via the online reporting system. Plan II will collect and review all grades prior to final submission; students who have failed to meet course attendance and deadline requirements may have their final grade penalized.

**General grading guidelines:** A grade of A on the thesis should demonstrate thorough research through a familiarity with authoritative sources and methods of the discipline, a well-reasoned analysis of the research methods and sources used, direct application of the research to the argument being made, and superior grammar and written construction of the thesis argument. A grade of B should demonstrate all of the following, but may use fewer or less appropriate research sources and methods, and sufficient (rather than superior) written construction. A grade of C will indicate a poor grasp of the research data, minimal use of appropriate sources, and poor application of the research towards the argument being made, in addition to merely acceptable written style. A grade of D indicates barely acceptable research methods and writing standards, while an F indicates a poorly thrown-together last minute effort or even evidence of unoriginal work. While many students do produce excellent projects, not all Plan II theses merit an "A" grade, and we encourage utilization the full spectrum of grade levels in your assessment of the final thesis.

## SPECIAL HONORS IN PLAN II

Special Honors in Plan II (also called Department Honors) are conferred upon students whose work on the senior thesis is considered truly outstanding by both the supervisor and second reader. Hard work does not necessarily merit Special Honors, nor does the student's own evaluation of the exceptional nature of his/her thesis. To be eligible for Special Honors, the student must complete TC 660H with a grade of "A" in both semesters and must have an overall GPA of at least 3.5 at the time of graduation. One-semester theses are not eligible. If the Supervisor and Second Reader agree, consideration for Special Honors can be indicated on the thesis turn-in form. **The professors' decisions regarding eligibility for Special Honors are final.**

## MODEL THESES

Each year the Plan II Associate Director selects approximately 12-15 model theses, representing the best work among all senior theses submitted for that year. Especially distinguished theses will be considered as model theses when nominated by the supervisor and/or second reader. Nominations should be indicated on the thesis turn-in form and will be submitted to the Plan II Associate Director. Model thesis selections are made every spring semester. Those selected by the Associate Director will be recognized at the Plan II commencement ceremony and on the Plan II website.