

## Department of Environmental Engineering Sciences Guidelines for Undergraduate Honors Theses

### Upper Division Honors

The University Honors Program is designed to meet the needs of talented students during their first four semesters at the University of Florida. Participation in the University Honors Program is not necessary for graduating with honors from the university.

Graduating *cum laude* requires a specified GPA. Graduation *magna cum laude* and *summa cum laude* requires not only a specific Upper-Division GPA, but also the completion of a successfully defended honors thesis project.

**Cum Laude:** 3.3 GPA in all upper-division courses.

**Magna cum Laude:** 3.5 GPA in all upper-division courses & completion of a successfully defended thesis project

**Summa cum Laude:** 3.8 GPA in all upper-division courses & completion of a successfully defended thesis project

The EES Academic Records Office and the EES undergraduate advisors will help identify students who are eligible and inform them of these honors thesis guidelines.

Please follow these guidelines when preparing your honors thesis:

### Nature of the thesis:

1. The thesis should be independent work synthesizing many elements from the undergraduate curriculum.
2. The thesis should provide conclusions regarding the research, the paper or the design project.
3. Examples of work that would be the basis of a honor thesis:
  - a. The final report of a University Scholars student is an excellent example of a thesis, but the thesis is not confined to research work.
  - b. A design report or research project completed as an independent study if it meets the approval of the student's honors committee.
  - c. Many students work in teams on design projects that may be the seed of a thesis. Often a student on a design team is responsible for completing an important element of the design. If this design is extended and improved beyond the work for the original project, the work may meet the requirements of an independent thesis with committee approval despite the fact that the original overall project was a team effort.
  - d. A term paper completed as part of a course requirement may also be extended and improved to serve as a honors thesis.
  - e. Students in the 4 + 1 (BS/ME) program may be working on their ME thesis or project. Although the work may not be complete at the time of honors thesis preparation, the work completed to date may be used as the basis of the honors thesis with committee approval.

### The following are guidelines from the honors program:

- You are submitting an undergraduate thesis in order to graduate *magna cum laude* or *summa cum laude*. For this purpose, the paper should reflect a high caliber of work.
- If you are looking for help writing your thesis, the Honors Program recommends *Conquering Your Undergraduate Thesis*, by Nataly Kogan (available on Amazon.com or at your local bookstore). This book offers helpful and practical advice from fellow students and recent graduates. Another excellent resource is *How to Write a BA Thesis: A Practical Guide from Your First Ideas to Your Finished Paper*, by Charles Lipson (also available from Amazon.com).
- Please have your advisor review your thesis and honors thesis submission form for organization, content, grammar, and spelling before you submit it.
- Your abstract should begin with a definitive statement of the problem or project treated by your thesis. The purpose, scope, and limit of the thesis should be clearly delineated. Then, as concisely as possible, describe research methods and design, major findings, the significance of your work (if appropriate), and conclusions. The abstract should be 100-200 words.
- As you complete your honors thesis submission form, pay special attention to the Key Words entry as these will be the words by which your thesis may be found in the library index. These words are instrumental in leading a potential reader to your thesis.

**Procedures:**

The student should select an EES faculty member to chair his or her committee. The committee chair should be someone familiar with the student's work that they intend to use as the basis for the thesis. For example, the chair could be the professor who is supervising the University Scholars project, or the professor who taught the class that required the term paper, or a professor who has an interest in a topic that will be used for the future thesis. The topic and the committee chair should be established and reported to the EES Academic Office by the deadline for the semester in which the student intends to graduate. The committee consisting of three faculty members, with at least one of the faculty from a department other than EES, should be established at least one month before graduation.

The committee chair may suggest other committee members to work on the committee, but the student is responsible for contacting the other committee members and seeking their agreement to be on the committee. The student should process all committee and final thesis paperwork through the departmental academic office, meeting the published deadlines of the COE which will be available in the academic office. The completed thesis should be delivered to the committee at least one week before the oral defense date. The student is responsible for scheduling the defense date at the convenience of the faculty committee.

After the student submits the completed forms to the EES Academic Office (217 Black Hall), the forms are then forwarded to the College for Dean's approval. You will then need to submit/upload your theses online to the UF Libraries.

UF policy requires that the Libraries retain copies of terminal projects, and the IR@UF offers you the option of making that copy freely and permanently available on the Internet. If you choose not to share your work with the public, we will retain the electronic copy for archival purposes only.

The latest guidance for submitting undergraduate Honors theses and projects to the IR is at [http://guides.uflib.ufl.edu/ufir/Honors\\_theses](http://guides.uflib.ufl.edu/ufir/Honors_theses). We strongly suggest that you review it before you begin the submission process. When you are ready to make your submission, please use the online form at <http://tinyurl.com/UF-Honors-submission>.

### CURRENT TERM DEADLINES

\*\*\*\*\*UPDATED THE TERM YOU INTEND TO GRADUATE\*\*\*\*\*

**Honors Project Completed & Forms Submitted to 217a BLK deadline: TBA see current term deadlines**

Forms required can be found in our EVE Advising canvas course and our ESSIE website by scrolling down to Undergraduate Forms>>Environmental Engineering Sciences at:  
<https://www.essie.ufl.edu/resources/current-students>

**\*ALL FORMS MUST BE TYPED!!!\***

Ø **Honor's Forms required by EES Academic Office (3):**

- **Appointment of Supervisory Committee Form**
- **Final Oral Examination Form**, which all committee members and department chair have signed at time of student's oral exam.
- **Honors Thesis Submission Form** (abstract - all information must fit on front of form). Must be typed in format shown on form.

Ø **Students must also submit the following materials via email to the UF Library Institutional Repository ([IRManager@ufl.edu](mailto:IRManager@ufl.edu)) :**

For more details: [http://guides.uflib.ufl.edu/ufir/Honors\\_theses](http://guides.uflib.ufl.edu/ufir/Honors_theses)