



## **DEPARTMENTAL THESIS ADVISOR FACT SHEET: WHAT TO EXPECT DURING HON 403 THESIS: CONTINUATION**

The Honors College thanks you for your time and effort mentoring undergraduate student research. Here are some reminders and additional information that may be useful as your advisee approaches the end of the Honors thesis project.

### **HON 403: Thesis Continuation**

HON 403 Thesis Continuation supports students as they continue the work started in HON 403 Thesis Prospectus. In Continuation, students draft and revise the thesis, have the opportunity to receive peer feedback, and practice the thesis presentation. HON 403 Thesis: Continuation is offered every term, including summer.

Students who need more than two terms to complete the thesis may repeat HON 403: Thesis Continuation, sign up for HON 401 Research or departmental research credits, or work independently rather than register for additional thesis-related credits. This is a decision that should be made between the departmental thesis advisor and the advisee; students are expected to keep in close contact with their departmental advisors throughout the process of writing and revision. Students should also meet with their academic advisors to determine how this may affect their graduation date.

Once the thesis is substantially complete and uploaded to PDX.Scholar, students present at the Honors Thesis Symposium, typically at the end of their final HON 403. Students do not need to be enrolled in HON 403 to present at the thesis symposium; however, they will still be expected to meet all thesis deadlines for submission on PDX.Scholar. Current deadlines are available on the Fourth Year page of the Honors website.

### **Honors Thesis Symposium**

Honors students must present their research at the Honors Thesis Symposium, which is held every term, including summer. Symposia are held online via Zoom, and each student creates a videotape of their thesis presentation, which is followed by a live Q&A.

To be eligible to present, the student's thesis must be substantially complete and a full draft uploaded to PDX.Scholar by the submission deadline. Presentations are a maximum of 10 minutes long with an additional 5 minutes for Q&A.

Your advisee should contact you to coordinate their thesis presentation time with your schedule.

## Thesis Publication on PDX.Scholar

PDX.Scholar is the PSU Library's open-access journal and provides access to theses and dissertations from colleges and programs across campus, including Honors theses. Every month Honors theses are downloaded thousands of times by students and scholars around the world.

Your advisee is required to upload a complete draft of their thesis to PDX.Scholar by the end of week eight of the term in which they present. You will be notified by email when they have done so and will then need to log in to provide official feedback on their draft. (Multiple revisions going back and forth between the two of you may be done by email first.)

- If you choose **“major”** revisions, you will be required to read the thesis again after revisions are made before giving your final approval. This is a good choice for theses which still have undeveloped conclusions, incomplete literature reviews, significant editing to do, etc.
- If you choose **“minor”** revisions, you will *\*not\** be required to log in again to PDX.Scholar and provide any further feedback. The student will be instructed to make your suggested changes and then upload a final draft which will be approved and published. Please do not choose “minor” revisions unless you have no objections to the student publishing the draft as-is.
- If you choose **“accepted with no revisions,”** the thesis will be accepted as submitted.
- Embargos: If the student plans to commercially or academically publish their thesis, they should email the UHC Administrator at the time of final upload to discuss the possibility of delaying publication

## Grading of HON 403 Thesis: Continuation

Students receive In Progress (IP) on their transcript for HON 403: Continuation until they have successfully presented their research and their fully-approved thesis is published on PDX.Scholar.

Advisors must approve theses on PDX.Scholar before students can be cleared to graduate. Grades of IP are changed administratively by Honors to Pass (P) when the student has met these requirements.

### For More Information:

The current version of the Honors Thesis Handbook is published on the Honors website under the Fourth Year tab ([www.pdx.edu/honors](http://www.pdx.edu/honors)). The handbook contains a section for Departmental Thesis Advisors and an FAQ with more details.

- Cornelia Coleman ([colemanc@pdx.edu](mailto:colemanc@pdx.edu)) is contact for all thesis & PDX.Scholar issues.
- Harry York ([why@pdx.edu](mailto:why@pdx.edu)) is the contact for faculty teaching HON 403.



University  
Honors College  
PORTLAND STATE UNIVERSITY