Honors Thesis or Project Seminar - Sample Timeline for Faculty

Two-semester Honors Thesis/Project Timeline
Note: This document was created using dates appropriate for Fall 2010/Spring 2011. Please adjust for future semesters accordingly.

September 7 (first day of classes)

A syllabus with a clear explanation of the thesis or project that is a major requirements of the course and a timeline of benchmark assignments.

Before October 21

A major assignment that will give you an indication of the students’ aptitudes for the major project or thesis assignment and give the students an indication of how you will be assessing their work

October 21

W period ends: Students must decide before this date whether to commit to staying with the course for the fall semester or withdraw and make alternative CE plans.

Before December 13

Another benchmark assignment to give you and an indication of how the students respond to your guidance give the students further indication of how you will be assessing their work

December 27

Grades Due. Grading Implications
Grades should be pegged to the students achievements (A,A-B+, B, B-, ...) INCs are for extenuating circumstances only and need to be documented on an INC contract.
“Y” grades (yearlong grading) may only be used if the course is set up this way for all of your students in advance. “Y” grades are essentially non-penalty INCs. We do not recommend Y grading because it does not give performance feedback to your students. If you choose Y grading, we strongly recommend that you have a conference with each student and, for your own protection, document each student’s first-semester performance in writing (perhaps email). Also, you will need to submit fall grades on a copy of your fall SPIRE roster at the end of the spring semester along with spring grades.

January 18

(1st Day of classes) A syllabus with any revisions, a clear explanation of the thesis or project that is a major requirement of the course, and a timeline of remaining deadlines.

Prior to March 22

Benchmark assignment/s and perhaps the 1st attempt at a draft of the final project or thesis.
March 22 W period ends: Students must assess whether to remain in the second semester of the Honors Thesis/Project course or withdraw.
Multiple revisions, discoveries, and deepening

By April 30

Final completely revised draft due to Instructor for title page signatures on or before the last day of the Honors Thesis/Project class.

On or before May 3 (last day of classes)

Complete documentation is due to Commonwealth Honors College on or before the last day of classes.

May 17

Grades Due. Turn in final spring grades, grades for any Y grades from fall on a copy of the fall-semester roster, and grades for fall INCs.

Additional Timeline Considerations

June 20
Deadline for those who are still trying for May graduation clearance and to whom you granted extensions.

**September 20**

Deadline for those who are trying for September graduation clearance and to whom you granted extensions.

**February 20**

Deadline for those who are trying for following year February graduation clearance and to whom you granted extensions.

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