

Senior Honors Thesis

Honors Thesis Committee

You are responsible for seeking out a potential Senior Thesis advisor. Your advisor must be a full-time, tenure-track or tenured faculty member teaching in the Department of Anthropology. You are also responsible for forming, in close consultation with your Senior Thesis advisor, your Senior Thesis Committee, consisting of your advisor and two (non-tenure-track, tenure-track, or tenured) faculty members teaching in the Department of Anthropology.

Your Committee must be in place by the end of the Spring semester of your junior year. Be sure to complete a Senior Honors Thesis Committee form and submit it to the Anthropology Undergraduate Office in Fillmore 368 by the last day of the Spring semester Reading Period at the very latest. Also, during the Spring semester of your junior year you should discuss with your advisor whether you need to submit an application to the Institutional Review Board (IRB) requesting approval of your project. IRB approval can be a very long and time-consuming process; the more time you take to think and plan, the better. In addition, you are strongly encouraged to discuss with your Senior Thesis Advisor whether you need to do any thesis-related work during the summer before your senior year.

Informed Consent

Students whose research involves data or information received from individuals or groups of people (usually referred to as 'research participants') must obtain informed consent from them. Please make sure you discuss with your Senior Thesis advisor and your Committee how (verbally, or in writing) to obtain informed consent. You can find a suggested template to use when obtaining verbal informed consent from research participants on Appendix 2, page 5 of the Undergraduate Handbook. Feel free to create your own template in consultation with your Senior Thesis advisor.

Please make sure the template you use to obtain informed consent is appended to your Thesis.

Institutional Review Board (IRB) approval

Students whose research involves data or information received from individuals or groups of people, and who do not intend to publish information presented in their senior honors theses and/or do not intend to present at events like the Celebration of Academic Excellence or a regional/ national conference, are not required to go through IRB review. Students whose research involves data or information received from individuals or groups of people, and who do intend to publish information presented in their senior honors theses and/or present at events like the Celebration of Academic Excellence or a regional/ national conference, are required to go through IRB review.

If you decide you do *not* have to go through the IRB review process, please include in the Acknowledgments section or in the Introduction to your Senior Thesis the following: “The author of the present study has no intent to publish or otherwise disseminate information obtained as a result of this study, and has thus not sought to obtain IRB approval.” If you decide that you *do* have to go through the IRB review process, please make sure that the IRB approval is appended to your Thesis.

Deadlines

You must submit a 4- to 5-page draft outline of your Thesis to your Thesis advisor by the ***second Friday in September*** at the latest. This draft should answer four important questions: What is the research question your Thesis explores? Why is your question important for anthropologists, that is to say, how does your question relate to the concerns of our discipline? What is your argument? How will you go about making your argument, and, more specifically, what anthropological methods and which anthropological sources (articles and books in anthropology) will you use?

You and your advisor, together with your two Thesis Committee members, will work out a schedule that allows you to complete your work in a timely fashion. The following is a *suggested* timeline for those planning to graduate at the end of Spring term. You should schedule a meeting with your Advisor and both committee members early in the Fall term. One chapter is due to your advisor by the end of November, and a draft of a second chapter is due in early January immediately after Winter break. A complete draft of your Thesis is due to your advisor on February 15 for final revisions. You must incorporate all revisions your advisor might recommend, and submit on the Thursday before Spring Break to your advisor and your two Committee members 3 printed copies of the final draft of your Thesis, bound in a spring binder. If your Committee recommends further changes/ revisions to your Thesis, you must complete all revisions.

After your Committee approves your work, you must submit 1 copy of the final version of your Thesis, bound in the traditional black spring binder, in the Undergraduate Office in

Fillmore 368 on the **first Thursday of May** for June graduation **or on the second Thursday of January** for February graduation. This deadline is *firm*.

Grades

If the Committee deems the Senior Thesis worthy of Honors, the Thesis will be evaluated along the Honors scale (Honors, High Honors, Highest Honors) with the readings of each Committee member being averaged to produce the overall grade. The Committee may, if it deems it appropriate, ask the student to make an oral presentation of his/ her Thesis.

With an Anthropology GPA between 3.5 and 3.74, and a superior Thesis, the student may be granted Honors in Anthropology. With an Anthropology GPA between 3.75 and 3.899, and a superior Thesis, the student may be granted High Honors in Anthropology. With an Anthropology GPA between 3.9 and 4.0 and a superior Thesis, the student may be granted Highest Honors in Anthropology.

Advising

Your advisor should be able to guide you successfully through the Senior Thesis process. If serious problems arise during this process, it is your responsibility to contact the Director of Undergraduate Studies to discuss the situation and propose possible solutions.

Length

Anthropology senior theses are ordinarily between 40 and 60 pages, varying by subdiscipline, and should not exceed a maximum length of 18,000 words. You must discuss the length of your thesis with your Senior Honors Thesis Committee.

Title Page

You can find a sample title page on Appendix 2, page 6 of the Undergraduate Handbook. Please follow the exact format indicated.

Page formatting

All pages must be double-spaced. Print only on one side of the page.

Font

Use Times New Roman 12-point fonts throughout your Thesis except for page numbers. Use Times New Roman 11-point fonts for page numbers.

Citations

Regarding bibliographic citations, you may use the citation system of the American Anthropological Association (http://www.aaanet.org/publications/style_guide.pdf) or another system with the approval of your advisor.

Tables and Charts

Tables and charts should be placed within the text, not at the end of your Thesis.

Copies

You must submit to your advisor and two Committee members 3 printed copies of your Thesis, bound in a spring binder, sometime prior to the oral exam (to be scheduled during the first week of April). It is your responsibility to discuss with your advisor and two Committee members the exact date when you submit your work. A suggested date is the Thursday before Spring Break.

Also, you must submit 1 copy of the final version of your Thesis, bound in the traditional black spring binder, in the Undergraduate Office in Fillmore 368 on the Thursday of the final week of classes. This copy of your work will reside permanently in the Anthropology Department Library. Be sure to leave a 2-inch margin on the left (leave 1-inch margins at the top and bottom of the page and on the right) to allow for the spring binder.

Suggested Template for Obtaining Verbal Informed Consent

My name is (*name of student*), and I am an undergraduate student in the Department of Anthropology at the University at Buffalo. I am hoping to be able to graduate with Honors in Anthropology, and so I am writing a Senior Honors Thesis on (*Thesis topic*). I would like to ask you if you would be interested in, and willing to, participate in my study by answering a few questions. If you do not feel comfortable answering any one of my questions, please feel free to say so. If at any time you feel uncomfortable participating in my study, please let me know and we will stop. I assure you that our conversation will remain confidential. I will also use a pseudonym in order to protect your right to speak anonymously. If you would like additional information about my Senior Thesis, please feel free to contact my advisor via e-mail at _____ or by phone at _____.

Title Page Format:

[Title] (centered approximately ¼ down the page)

A Thesis presented by

[Name]

to

the Department of Anthropology

in partial fulfillment of the requirements

for the degree with honors

of Bachelor of Arts

The State University of New York at Buffalo

Buffalo, New York

[Month and Year of Submission]