

Department of Education Honors Program Guidelines

Eligibility

Honors in the Department of Education involves both the demonstration of acquired knowledge and a report on an original research project. Students in either major in the Department—Applied Linguistics, Educational Studies, or Teacher Education may pursue Honors following these guidelines. The appropriateness of Honors work in Education for a given student is determined by reference to both GPA and faculty recommendation. Students may be eligible for either the College of Arts and Sciences' Latin Honors Program or Departmental Honors from the Department of Education.

The College of Arts and Sciences' Latin Honors Program requires an overall minimum cumulative GPA of 3.65. In most cases the student would be expected to have a higher grade performance in Education course work than this minimum. The College uses the final GPA, including the eighth semester, in their calculations for all Honors. To be eligible for Latin Honors, transfer students must have earned a minimum of 48 letter-graded Washington University units prior to the final semester. Grades earned at other institutions do not figure in the calculation of minimum averages required for eligibility for Honors.

The Department of Education offers Departmental Honors to students with an overall minimum GPA of 3.5 in their Education courses, including the eighth semester, **and** who have successfully completed an original research project following the same guidelines for Latin Honors as described below.

Outlined below are the following:

- *Schedule and Guidelines for Students Graduating in May of Senior Year
- *Schedule and Guidelines for Students Graduating in December of Senior Year

Specific questions about eligibility or requirements should be addressed to the Department of Education.

Schedule and Guidelines for Students Graduating in May of Senior Year:

***Note:** Students who plan to study abroad Spring of Junior Year **AND** complete their research while abroad will need to meet with the Honors Coordinator and Thesis Director to determine a schedule and guidelines for completing their Honors Thesis. Students with this plan should begin this conversation as soon as possible and no later than Spring of Sophomore Year.

Sophomore and Junior Years:

Secure an Honors Thesis Director: Students interested in working for Honors need to approach and request the support of an Education faculty member who is willing and available to direct their Honors project. Students are advised to approach an Education tenured or tenure-track faculty member who is directly familiar with their academic

potential and performance level. Students may begin this process during sophomore year, and it should be finalized according to your plans outline below. By the appropriate date as listed below, the student will prepare a proposal for their honors thesis which includes the following:

1. Identify the topic, problem, or question to be investigated
2. Describe how the research project will be pursued (include a timetable of activities)
3. Identify and list the relevant literature
4. Include a copy of the student's current transcript

Junior Year:

November 15th: If a student plans to study abroad in the Spring of Junior Year, the 1-2 page proposal and transcript should be submitted to the Thesis Director and Honors Coordinator for approval. Upon approval the Honors Coordinator will inform the Department of Education office and if applicable, the student's advisor.

April 15th: If a student is not studying abroad during the Spring of junior year, the 1-2 page proposal and transcript should be submitted to the Thesis Director and Honors Coordinator for approval. Upon approval the Honors Coordinator will inform the Department of Education office and if applicable, the student's advisor.

***Note on Course Registration for Fall of Senior Year:** After the student has received approval of the proposal by the Thesis Director and Honors Coordinator, the student should enroll in Education 404 for Fall of senior year.

***Note for Teacher Education Students:** The schedule for completing the thesis will need to be determined relative to student teaching during senior year, but students are expected to adhere to similar benchmarks as listed below. Also the thesis committee must meet by March 25th to evaluate the thesis because of the April 1st deadline set by the College Office. Please see below for more information on how an Honors thesis is evaluated and how Honors is determined.

Summer: Students work independently per consultation with their Thesis Director. Typically, students use the summer to review/read the literature relevant to their proposed project. Students can also begin and complete the IRB process per consultation with their Thesis Director.

Senior Year:

Late August/Early September: The student should meet with their Thesis Director, and determine a schedule of meetings for the semester. Meetings preferably occur weekly or bi-weekly. The Thesis Director may assign regularly scheduled written assignments.

October 15th: The literature review chapter should be completed. Also after consulting with their Thesis Director and the Honors Coordinator, the student should identify and secure at **least two additional examiners** who will read and evaluate the thesis in the Spring. These examiners may be tenured or tenure-track faculty, lecturers and/or staff engaged with research projects, from within and/or outside the Education Department.

December 15th: Approximately 50% of the honors thesis should be written and the Thesis Director determines if the student is making adequate progress. The Thesis Director will inform the Department of Education office, the Honors Coordinator, and if applicable, the student's advisor of the student's progress for University and Department purposes.

***Note:** For Educational Studies students, if a student is making adequate progress, the student may enroll in Education 404 for the Spring if the student needs the course to fulfill their elective requirement for the Educational Studies major. If a student is **not** making adequate progress, the student will need to register for the Educational Studies Capstone Course for the Spring.

February 1st: A complete draft of the thesis is due to the Thesis Director.

March 15th: A defensible draft of the thesis must be completed and a copy given to the Thesis Director and each additional examiner.

By March 25th: The examiners meet to discuss the thesis. The thesis committee determines whether the thesis deserves an A or A-. If the student is seeking Latin Honors and earns an A or A- on the thesis, they will receive Latin Honors commensurate with their cumulative GPA through the eighth semester. If the student is seeking Departmental Honors and earns an A or A- on the thesis, they will receive Departmental Honors if their overall GPA is 3.5 in their Education courses through the eighth semester. If examiners are unsure if a student's final GPA will qualify the student for Latin Honors and if the thesis deserves an A or A-, the examiners may also recommend Department Honors.

***Note.** The final determination of Latin Honors is made by the College of Arts and Sciences. The formula for the Latin Honors level is based upon the overall GPA for **all** Latin Honors candidates as follows: the top 15 percent receive summa cum laude; the next 35 percent receive magna cum laude; the final 50 percent receive cum laude. The College Office must receive the Honors Grade by April 1st; if it is not received by then, the student's honors will not be listed in the Commencement program.

April 15th: The final copy of the thesis, with all changes required by the examining committee, is due electronically to the Department Office. See note below for formatting.

Early April to May: Educational Studies Honors Theses students present to the Capstone Course and also attend the last Capstone Course class.

Schedule and Guidelines for Students Graduating in December of Senior Year:

***Note:** Students who plan on studying abroad Spring of Junior Year AND graduating in December of Senior Year will need to meet with the Honors Coordinator and Thesis Director to determine a schedule for completing their Honors Thesis. Students with this plan should begin this conversation as soon as possible and no later than Spring of Sophomore Year.

Sophomore and Junior Years:

Securing an Honors Thesis Director: Students interested in working for Honors need to approach and request the support of an Education faculty member who is willing and available to direct their Honors project. Students are advised to approach an Education tenured or tenure-track faculty member who is directly familiar with their academic potential and performance level. Students may begin this process during sophomore year, and it should be finalized according to your plans outline below. By the appropriate date as listed below, the student will prepare a proposal for their honors thesis which includes the following:

1. Identify the topic, problem, or question to be investigated
2. Describe how the research project will be pursued (include a timetable of activities)
3. Identify and list the relevant literature
4. Include a copy of the student's current transcript

Junior Year:

November 15th: The 1-2 page proposal and transcript should be submitted to the Thesis Director and Honors Coordinator for approval. Upon approval the Honors Coordinator will inform the Department of Education office, and if applicable, the student's advisor.

****Note on Course Registration for Spring Semester:*** After the student has received approval of the proposal by the Thesis Director and Honors Coordinator, the student should enroll in Education 404 for Spring of Junior Year.

Spring Semester: The student should meet with their Thesis Director, and determine a schedule of meetings for the semester. Meetings preferably occur weekly or bi-weekly. Students should begin reviewing the relevant literature per consultation with their Thesis Director. Students can also begin and complete the IRB process per consultation with their Thesis Director.

April 15th: The literature review chapter should be completed.

August 15th: Approximately 50% of the honors thesis should be written and the Thesis Director determines if the student is making adequate progress. The Thesis Director will inform the Department of Education office, the Honors Coordinator, and if applicable the student's advisor of the student's progress for University and Department purposes.

***Note:** For Educational Studies students, if a student is making adequate progress, the student may enroll in Education 404 for the Fall if the student needs the course to fulfill their elective requirement for the Educational Studies major. If a student is **not** making adequate progress, the student will need to register for an independent study in the Fall that will be equivalent to the Educational Studies Capstone Course.

Senior Year:

October 1st: A complete draft of the thesis is due to the Thesis Director. Also after consulting with their Thesis Director and the Honors Coordinator, the student should identify and secure at **least two additional examiners** who will read and evaluate the thesis. These examiners may be tenured or tenure-track faculty, lecturers and/or staff engaged with research projects, from within and/or outside the Education Department.

November 15th: A defensible draft of the thesis must be completed and a copy given to the Thesis Director and each additional examiner.

By December 5th: The examiners meet to discuss the thesis. The thesis committee determines whether the thesis deserves an A or A-. If the student is seeking Latin Honors and earns an A or A- on the thesis, they will receive Latin Honors commensurate with their cumulative GPA through the eighth semester. If the student is seeking Departmental Honors and earns an A or A- on the thesis, they will receive Departmental Honors if their overall GPA is 3.5 in their Education courses through the eighth semester. If examiners are unsure if a student's final GPA will qualify the student for Latin Honors and the thesis deserves an A or A-, the examiners may also recommend Department Honors.

***Note.** The final determination of Latin Honors is made by the College of Arts and Sciences. The formula for the Latin Honors level is based upon the overall GPA for **all** Latin Honors candidates as follows: the top 15 percent receive summa cum laude; the next 35 percent receive magna cum laude; the final 50 percent receive cum laude.

Early to Mid-December: Educational Studies student present their theses to the Department to satisfy Capstone Course Requirement.

December 20th: The final copy of the thesis, with all changes required by the examining committee, is due electronically to the Department Office. See note below for formatting.

Thesis Format

The final copy of the thesis should follow university's official format for Masters theses (http://graduateschool.wustl.edu/files/graduate/Masters_Thesis_Guide.pdf). The thesis follows standard bibliographic and citation techniques appropriate to the relevant discipline. Upon receipt of the final version, the Department Office will make spiral bound copies of thesis for the student, the Department library, and the Thesis Director.

**Please be reminded that dates for Honors deadlines may be changed by the College of Arts & Sciences, so you need to double check with the Education department regarding deadlines.*