

EAST ASIAN LANGUAGES AND CULTURES

SENIOR HONORS & THESIS GUIDELINES

I. Senior Honors

Majors in the Department of East Asian Languages and Cultures (EALC) who have maintained a GPA of 3.65 or higher through the sixth semester are invited to work towards Latin Honors by writing a Senior Honors Thesis. The *Proposal for Admission to the EALC Latin Honors Program* form must be submitted to the EALC Undergraduate Committee by March 31 of the junior year. Students will be notified of their provisional acceptance no later than April 15; official acceptance will be contingent on a GPA of 3.65 or higher at the end of the sixth semester. Upon provisional acceptance, students will register for the appropriate Honors course (L04/L05 486 and/or 487 Independent Work for Senior Honors) in the fall using the Satisfactory/Unsatisfactory option.

Before writing the thesis the student must submit a clearly articulated research prospectus to the Thesis Advisor and the EALC departmental office by September 1 of the senior year. After receiving departmental approval to proceed, the student must satisfactorily complete a Senior Honors Thesis in order to be recommended to the College of Arts & Sciences for Latin Honors.

II. Senior Honors Thesis

The Senior Honors Thesis is a research project or critical translation that is significantly larger than the usual term paper. It is usually approximately fifty pages long. (Examples are available in the departmental office.) In writing the thesis, the student is expected to make use of both primary and secondary materials and to demonstrate critical and analytical skills. Use of some sources in the student's major language of study is highly encouraged and may be required by the Thesis Advisor. Proper citation of sources and clear and consistent stylistic format will also be expected.

III. Selection of Thesis Advisor, Readers, and Topic

The student should designate a Thesis Advisor from the EALC faculty. This should be someone whose expertise most closely relates to the proposed thesis topic, and who is willing and available to serve as the Thesis Advisor. (Students should note that faculty members periodically take leaves-of-absence and may not be available during the semester when the student intends to complete the thesis.) In addition, students should identify two Readers from the EALC faculty or from relevant faculty in another department. The Thesis Advisor and the two Readers will comprise the Thesis Committee. Students who plan to study abroad their junior year should consult with their Thesis Advisor about preparing for Honors prior to their departure.

IV. Student's and Thesis Advisor's Responsibilities

Student responsibilities include: adhering to the agreed-upon research and writing plan; consulting with the Thesis Advisor for guidance when needed; meeting agreed-upon deadlines; arranging the time and place of the oral defense; abiding by the Undergraduate Student Academic Integrity Policy (<http://wustl.edu/policies/undergraduate-academic-integrity.html>); and presenting the project at the EALC Senior Symposium.

Thesis Advisor responsibilities include: setting up regular meetings with the student; helping the student design a research and writing plan; monitoring the student's progress through meetings and periodic drafts; offering feedback in a timely fashion.

V. The Prospectus

Once the *Proposal for Admission to the EALC Honors Program* has been approved, the student should begin to work with the Thesis Advisor to draft a prospectus. The summer months should be used to collect data and compile a bibliography under the supervision of the Thesis Advisor. To the extent possible, students should incorporate reference materials—both primary and secondary sources—in the focus language. The prospectus should outline the central goals of the study and describe the methods and procedures to be employed in meeting those goals, as well as a preliminary bibliography.

The prospectus should be submitted to the Thesis Advisor by September 1. Failure to meet this deadline date will result in removal from the Honors program.

When the prospectus has been approved by the Thesis Advisor, the student must then submit it to the two Readers for their approval. Consultation with the Readers may necessitate changes in the thesis prospectus.

VI. Drafts

The student should present the Thesis Advisor with a preliminary draft of the thesis by the day before Thanksgiving break. Naturally, this draft will still be in need of substantial revision, but it will give the Thesis Advisor the opportunity to provide guidance and advice. Students will continue to refine their arguments and approaches accordingly. If the student's progress is satisfactory, a grade of S (Satisfactory) will be assigned for the fall Honors course.

By the beginning of the spring semester, the student should submit a complete draft to the Thesis Advisor. The Advisor will return the draft to the student in a timely fashion so that the student will have sufficient time to incorporate the Advisor's comments.

By March 1 of the spring semester, candidates should, with the approval of the Thesis Advisor, submit the final draft of the thesis to the two Readers.

VII. Planning the Defense

It is the student's responsibility to arrange a date and time in mid-March when the Thesis Committee can meet for the oral defense. The student should make these arrangements no later than a month prior to the planned defense, and do so in consultation with the Thesis Advisor and the departmental office.

VIII. The Oral Defense

The defense should take no more than one hour, and is intended primarily as an opportunity for assessment. The student will be asked to describe his/her project briefly, after which the Thesis Committee will ask questions, seek clarification, and if needed, make recommendations for revisions. On the basis of this assessment, the Committee will also determine whether or not the candidate should be recommended to the College Office for Latin Honors.

IX. Revisions

Based on the Committee's responses at the defense, the student will be asked to revise the thesis accordingly. If the thesis does not meet the Committee's standards for Honors, the student may request that the Honors Course be considered an Independent Study, and assessed accordingly.

Students whose theses pass the defense may be asked to do a number of revisions and submit a final draft to the Thesis Advisor. Depending on the degree of revisions required, it might be necessary to submit the revised draft to the whole Committee for approval. Therefore, it is very important that students allow for this possibility when completing their drafts and scheduling their defenses.

X. Submission of Thesis

When a student has successfully incorporated the revisions recommended by the Committee and has secured the approval of the Thesis Advisor, a final draft should be submitted to the EALC office by April 15. The final draft should be bound, double-spaced, using standard font size (10-12 point) and standard margins.

With satisfactory completion of the thesis, the Thesis Advisor will then change the S (Satisfactory) grade to a letter grade for the fall Senior Honors course.

Students will present their Honors thesis at the EALC Senior Symposium at the end of the spring semester.

XI. Latin Honors

EALC will recommend to the College that students who successfully complete and defend the Senior Honors Thesis be awarded Latin Honors. Please note: it is the College and not the Department that determines the level of Honors to be awarded. Students may be awarded the A.B. *cum laude*, *magna cum laude* or *summa cum laude* according to the following proportions: the top 15 percent in overall GPA of Latin honors candidates who complete the necessary requirements of their major departments will graduate *summa cum laude*; the next 35 percent *magna cum laude*; the next 50 percent *cum laude*. Also, please note that 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 Latin Honors.

Timeline*

Spring semester of junior year

By March 31: choose topic, attain Thesis Advisor's approval, submit *Proposal for Admission to EALC Latin Honors Program* form

Summer

Preliminary research, draft prospectus

Fall semester of senior year

By September 1: submit prospectus

By the day before Thanksgiving break: submit preliminary draft to advisor

Spring semester of senior year

By the first day of the spring semester: submit completed draft to Thesis Advisor

By February 1: receive feedback from Thesis Advisor

By March 1: submit final draft to committee members

Mid-March: hold oral defense

Late March: show revisions to advisor (and Readers, as necessary)

April 15: submit final draft to Thesis Advisor and departmental office

End of spring semester: presentation in EALC Senior Symposium

*Timetable for December graduates will be adjusted accordingly.