



THE OHIO STATE UNIVERSITY

The School of Health and Rehabilitation Sciences



Honors Program Handbook

2020

TABLE OF CONTENTS

PROGRAM DESCRIPTION	3
Mission.....	3
HONORS CATEGORIES	3
Graduation with Latin Honors.....	3
Graduation “with Honors in Health and Rehabilitation Sciences”	3
Graduation “with Honors Research Distinction in Health and Rehabilitation Sciences”	3
Graduation “with Research Distinction within HRS Program of Enrollment”	3
HONORS ELIGIBILITY	4
Application Process.....	4
Honors Contract Review Process	4
Honors Director Review	4
Petition to Change the Honors Contract	5
Petition to Use 3000+ Level Courses	5
HONORS ADVISING	5
Overview of the Honors Program Administration.....	5
MAINTAINING HONORS STATUS	6
Requirements to Maintain Honors Status	6
Contract Requirements.....	6
a. Coursework.....	6
b. Experiences.....	6
HONORS OPPORTUNITES	7
Annual Review Process	9
Academic Progression	9
Consequences for not meeting honor requirements	10
<i>Probation by Special Action</i>	10
<i>Dismissal from the HRS Honors Program</i>	10
<i>Withdrawing from the Honors Program</i>	10
Program Enrichment Trajectory.....	10
RESEARCH	12
Definition of Undergraduate Research	12
Honors Research Thesis.....	12
Research Project/Thesis Procedures	12
Thesis Process	13
Important Deadlines	14
Thesis Proposal Outline Guidelines.....	15
Application for Proposal of Undergraduate Research Thesis	18
Recommendation by Primary Thesis Advisor	19
Committee Approval of Thesis Proposal Form.....	20
Certificate of Completion of Research Thesis	21
FREQUENTLY ASKED QUESTIONS AND ANSWERS	22

PROGRAM DESCRIPTION

The School of Health and Rehabilitation Sciences (HRS) Honors Program offers select undergraduate students with high academic abilities the opportunity to expand their scholarly development as they seek their degree at The Ohio State University (OSU). The HRS Honors Program supports intellectual and personal discovery by providing a personalized learning adventure. The HRS honors student is passionate about learning and accepts challenges in order to address real world problems. By completing advanced levels of study and creatively engaging in leadership, research, teaching and service, HRS honors students can graduate with honors in HRS. Students will develop their own honors plan of study. For students who elect to conduct research as part of their plan of study, they will work one-on-one with HRS faculty to contribute new discoveries to health-related fields.

Mission

To create a culture that empowers exemplary students to enrich their academic experience through opportunities for personal development and the pursuit of intellectual discovery.

HONORS CATEGORIES

Graduation with Latin Honors

Latin Honors are awarded solely on cumulative GPA and have three designations: Cum Laude, Magna Cum Laude and Summa Cum Laude. Latin Honors do not require enrollment in the Honors Program.

Cum Laude is awarded for 3.5 - 3.69 GPA

Magna Cum Laude is awarded for 3.7 – 3.89 GPA

Summa Cum Laude is awarded for ≥ 3.9 GPA

Graduation “with Honors in Health and Rehabilitation Sciences”

will be awarded to students who complete their personalized Honors Plan of Study and who maintain 3.4 GPA. The plan of study will include advanced Honors coursework and experiences in teaching, leadership, and service.

Graduation “with Honors Research Distinction in Health and Rehabilitation Sciences”

will be awarded to students who complete their personalized Honors Plan of Study, maintain 3.4 GPA and complete a research thesis. Honors students who elect to do research will work one-on-one with a faculty member to develop a research proposal, complete the research study, and prepare and defend a thesis.

Graduation “with Research Distinction within HRS Program of Enrollment”

will be awarded to students who maintain a cumulative 3.0 GPA with a 3.3 GPA in undergraduate program courses and who develop a research proposal, complete the research study, and prepare and defend a thesis. Graduation with Distinction does not require enrollment in the Honors Program.

HONORS ELIGIBILITY

Application Process

Students directly admitted to the University Honors Program do not need to apply to the HRS Honors Program. These students will meet with the HRS Director of Student Services to develop their Honors Plan of Study and prepare an Honors Contract during Freshman Survey. An approved and signed Honors Contract by the HRS Honors Director admits the student into the HRS Honors Program.

Students who completed at least 15 credits but less than 60 credits at OSU, have a minimum 3.4 cumulative GPA and are currently pre-majors in HRS or accepted into one of the programs in HRS may apply to the HRS Honors Program. The student will meet with the HRS Director of Student Services to develop their Honors Plan of Study and prepare an Honors Contract. These documents will be submitted to and reviewed by the Honors Director.

Honors students who transfer into HRS from another college at OSU (main or regional campus), have a cumulative 3.4 GPA and have fewer than 60 credits earned at OSU may participate in the HRS Honors Program. The student will meet with the HRS Director of Student Services to develop their Honors Plan of Study and prepare an Honors Contract. These documents will be submitted to and reviewed by the Honors Director.

Students who transfer into HRS from another university and have accrued at least 45 hours but fewer than 60 hours of transfer credit with a cumulative 3.4 GPA may apply to the HRS Honors Program. The student will meet with the HRS Director of Student Services to develop their Honors Plan of Study and prepare an Honors Contract. These documents will be submitted to and reviewed by the Honors Director.

Honors Contract Review Process

All HRS honor students will prepare an Honors Contract and Plan of Study worksheet via REDCap. The HRS Director of Student Services will provide student access to REDCap by invitation. Within the stated timeframe provided in the invitation, the student will complete both required documents. Once completed, the HRS Director of Student Services will reviewed each document for completeness and accuracy before requesting final approval from the HRS Honors Director.

The Plan of Study and Honors Contract are flexible and personalized with only two activities required of all HRS Honors students:

- Developing a portfolio that synthesizes the learning that emerged by engaging in the HRS honors experiences
- Completing the Foundational Honors course within the first year of the program.

Honors Director Review

The HRS Honors Director will review the submitted documents. Approval of the Plan of Study and Honors Contract will be based on a suitably rigorous Plan of Study. One outcome from the review can be *Approval of Plan as Submitted*. Alternatively, the Plan of Study and Contract may be approved contingent on making recommended changes. In this case, the HRS Honors Director has determined that the Plan could benefit from additional or different course work. The HRS Honors Director will return the HRS honors student's Plan of Study and Honors Contract along with the a letter indicating the specific changes needed before approval will

be given. If the HRS student is willing to make these changes, they will bring their Honors Contract and Plan of Study Worksheet to an appointment with the HRS Director of Student Services. The HRS Director of Student Services will confer with the HRS Honor Director to fully understand the recommended changes to the contract and will work closely with the student to make these changes. The HRS Honors Director will review the revised documents and approve the documents or recommend further changes.

Once the HRS Honors Director approves the Plan of Study and Honors Contract, the HRS honors student will receive a letter announcing the approval and a signed copy of the Plan of Study and Honors Contract. These approved documents represent the requirements for graduation of the HRS honors student in order to receive Honors in HRS designation on their diploma and transcript. The HRS honors student must keep a copy of the approved Plan of Study and Honors Contract and refer to them as they progress through the program. The original documents will be available in REDCap. All revisions will be maintained by the HRS Director of Student Services.

Petition to Change the Honors Contract

Any time the HRS honors student needs to change their approved Honors Contract or Plan of Study; they must submit electronically, a written request for the change to the HRS Director of Student Services. This request should include a brief written rationale for the change. Changes that either maintain or increase the strength of focus of the HRS honors student's program will receive routine approval by the HRS Honors Director. Changes that appear to diminish the strength of the Plan of Study and Honors Contract (e.g. replacing an honor's course with a non-honor's version of the course) will require the approval of the HRS Honors Director and is less likely to be approved. The HRS Director of Student Services will submit the request to the HRS Honors Director for review and approval of the changes to either the Honors Contract and/or the Plan of Study or selection of Honors courses before the HRS honors student can register for the substitute course. The HRS Director of Student Services will provide the documents to the HRS Director for review and will transmit the decision back to the HRS Honors student. Before students can register for the substitute courses, the HRS approval must be obtained. Approval of substitute courses will not be considered if the course has already been completed.

Petition to Use 3000+ Level Courses

Students may submit a petition to request that 3000+ level courses taken during the first two years of study to satisfy the six required courses. The petition will be submitted to the HRS Director of Student Services who will provide the petition to the HRS Honors Director for review. The Student Services Director will notify the student in writing the decision of the Honors Director. Registration for 3000+ level courses to be used for honors requirements may only occur after Honors Director approval has occurred.

HONORS ADVISING

Overview of the Honors Program Administration

The HRS Honors Program falls under the administrative oversight of the HRS Director of Academic Affairs. The scope and operation of the HRS Honors Program is under the direction of the Honors Director. The role of the director is to support the successful completion of the Honors Program by the HRS honors students. The Director will be responsible for the creation of curricula, regular updates of practices, guidelines and processes, and conducting all approvals of Plan of Study and Honors Contracts.

The HRS Director of Student Services will work with all HRS honors students and students applying to the HRS Honors Program to help them comply with the requirements of the program. The HRS Director of Student Services will work closely with the HRS Honors Director to track the student progress, confirm completion of requirements and determine that academic standards are met. The HRS Director of Student Services plays a pivotal role in coordinating the needs of the students with the Honors Director and Honors and Research Committee.

The HRS Honors and Research Committee and the Honors Director share responsibility for establishing an innovative, rigorous Honors Program that is highly sought out and meets the interests of HRS honors students. The Honors and Research Committee and the Honors Director also conduct yearly reviews of student progress, approve Honors Research proposals for scholarship awards and serve as Honors Faculty representatives on each Honors Research Thesis defense and each HRS research distinction thesis defense.

HRS Honors students will work with advisors in the HRS Student Services Office to manage their progress to graduation. These advisors will not be responsible for advising the students about the Honors Program, its administration and/or requirements. The Honors Students will work with the Director of Student Services regarding all things related to the HRS Honors Program. The HRS Honors Director will be responsible for any student related issues, problems related to progress within the program, and discussion of innovative opportunities to satisfy the advanced, rigorous experiences required by the program. At the end of the first year in the Honors Program, students will receive an Honors Faculty Advisor to work one-on-one throughout the remainder of the program.

MAINTAINING HONORS STATUS

Requirements to Maintain Honors Status

Students must maintain a 3.4 cumulative GPA or higher at the end of each academic year. Students must earn a B or higher in Honors designated courses. Students must also make continued progress on the Plan of Study, including meeting with the Honors and Research Committee yearly.

Contract Requirements

a. Coursework

HRS students will build an engaging, in-depth Plan of Study, which will expand their knowledge and experience beyond a traditional Bachelor's degree. The HRS Honors Requirements include completing 18 credit hours designated as honors, honors embedded, 3000+ level (with honors director approval) and/or graduate courses. A total of 60 graded credit hours at OSU must be completed before graduation. Courses taken as Pass/Fail, Satisfactory/Unsatisfactory do not count toward these 60 credits. Taking the Honors Foundation Course in the first year and completing an Honors Portfolio are required elements of the HRS Honors Program.

b. Experiences

The Plan of Study and Honors Contract is a flexible, personalized plan according to the interests of the student. The experiences and courses the students select will total 50 points to be completed before graduation. Honors coursework will be at least 18 points. A variety of experiences in research, scholarship and/or teaching can be selected to meet the program requirement of achieving a total of 14 points over the course of study. A

variety of activities in Leadership and Service can be selected to meet the program requirement of a total of 10 points over the course of study.

A [list](#) of the many opportunities for building an enriching, engaging, and challenging Plan of Study and Honors Contract is below.

HONORS OPPORTUNITES

In keeping with the themes of enrichment and discovery in the HRS Honors Program, the following pre-approved School and University opportunities are identified as potential components of a student’s Honors Plan of Study. The student will be responsible for a minimum of 50 points overall and activities are required – completion of the Honors Foundation Course by the second year and completion of a portfolio that spans the entirety of the time in the Honors Program. The goal is to develop a plan that integrates interrelated experiences that bring growth and discovery around real world problems and enrich the student’s undergraduate experience.

- I. **Honors and Graduate Coursework*** (at least 18 points): points earned by completing the following (one point earned per credit hour): *It is strongly recommended that these courses be taken within the first two years.

Honors courses

HTHRHSC XXXXH Foundation required within one year of Honors program acceptance

3000+ level courses taken during first two years (upon pre-approval of Honors Program Director)

Honors-embedded courses

A graduate level course while an undergraduate student

- II. **Research, Scholarship, and Teaching** (at least 14 points): points earned by completing the following research, scholarship, and teaching opportunities: **If a minor is required for an academic program, such as Health Sciences, points will not be earned

Honors Thesis	14 points
Apply for an undergraduate research grant at the local, university or national level (submit a copy of the full research grant to the Honors Program Director)	4 points
Documented contribution to a research or review paper submitted for publication in a peer-reviewed journal or discipline-equivalent publication	With Authorship 10 points; Without Authorship 7 points
Submit abstract/present a research study at a research forum (OSU Denman, OSU Research Festival, etc) or a state/regional/national conference	Abstract 2 points and/or Presentation 5 points
For non-thesis students: Weekly volunteer in a research lab for a semester (1 point/3hrs up to 3 pts per semester; may be repeated up to 3 semesters)	3 points (9 pts max)

Minor in any field** (If minor in HRS, course requirements must be above and beyond major requirements)	10 points
One full semester of study abroad	10 points
Serve as an unpaid teaching assistant/tutor	1 point per credit
Attend state or national professional association conference (without presenting)	2 points
Attend/Participate in any of the following experiences (Submit a 1 page double spaced reflection with your Honors Report):	1 point per experience
<ul style="list-style-type: none"> • HRS Grand Rounds (beyond those required for the HRS Grand Rounds Honors course) • Regular attendance and participation at a journal club that meets multiples times each semester • Attend any of the University’s mind-blowing lecture/presentation offerings: <ul style="list-style-type: none"> ○ OSU Provost Lecture Program; ○ Annual SMITH LECTURE (OSU Physics); ○ Science Sundays; ○ Wexner Center for the Arts Glimcher Lecutre Series (Arts, Architecture), Lambert Family Lectures (Global issues in art and culture); ○ Public Humanities Lecture series (Arts and Sciences); V ○ Voices From the Community Lecture Series (Public Health); ○ Barbara K.Fergus Women in Leadership Lecture Series (Glenn School); ○ Humanism in Medicine Last Lecture Series (College of Medicine) 	
Other as pre-approved by the Honors Director within the School	Points TBD upon approval

III. **Leadership and Service** (at least 10 points): points earned by completing the following service and leadership activities, which go beyond the clinical and service-learning program or admission requirements of the student’s current or future academic program. Documentation of proof of each activity is submitted to the Honors Program Director.

Leadership of a student organized project for recruitment or community-based outreach and engagement activities	3 points per year^
Serve as an officer of a student organization such as a student chapter of a professional organization, or HRS school or university student organization	3 points per year^
Member of division, school, college, or university committee	3 points per year^
Serve as a mentor (in the Honors Program, School, University or community)	3 points per year^
Perform volunteer services that are unrelated to required experiences for professional programs***	1 point per 10 hours^
***To receive points, a completed volunteer service certification form must be turned into the HRS Honors Director	
Volunteer at state or national professional meetings	3 points per meeting^
Participate in the HRS Leadership Academy	3 points^

<p>^In circumstances when an extensive/extraordinary amount of time is dedicated to the successful completion of one of the opportunities designated by ^, up to 2 additional points may be awarded at the discretion of the Honors Program Director. A petition will be completed to request these points.</p>		2 points (one time only)
<p>Participation in honors activities (fireside chats, lunch & learn, dinner & dialogue)</p>		1 point per event (3 points max)
<p>Portfolio (completion submitted to Honors Program Director)</p>		3 points
<p>Serve as member in a university honorary society such as:</p> <ul style="list-style-type: none"> • Alpha Lambda Delta (Freshman year class honorary) • Phi Eta Sigma (Freshman year class honorary) • Mirrors (Sophomore year class honorary) • Romophos (Sophomore year class honorary) 	<ul style="list-style-type: none"> • Chimes (Junior year class honorary) • Bucket & Dipper (Junior year class honorary) • Mortar Board (Senior year class honorary) • Sphinx (Senior year class honorary) 	
<p>Other as pre-approved by the Honors Director within the School</p>		3 points per year per society
		Points TBD upon approval

Annual Review Process

HRS Honors students and their faculty mentors will meet annually with the Honors and Research Committee to review progress on their Honors Contract. Any changes to the Honors Contract approved by the Honors Director since the previous review will be discussed. The compliance with cumulative GPA and Honors course grades of B or higher, will be determined at the end of Spring Semester each year for Honors students who enter the program as Freshmen. Students who transfer into the program, or apply to the program after they have completed graded courses will have a different review cycle. These students will have their first review after they have completed at least 2 semesters in the HRS Honors program.

Our expectation is that high academic achievers will show consistently strong academic performance of a cumulative GPA 3.4 and grades in honors courses at B or higher. If these requirements are inconsistently met and fall below expected levels twice, it will be grounds for dismissal from the Honors Program.

Academic Progression

The HRS Honors students will make adequate academic progress within the Honors Program by completing a minimum of 13 honors points per year, taking the Foundational Honors Course within the first year of the program and completing most or all of the 18 required credit hours within the first 2 years but not longer than 3 years. A total of 55 honors points (derived from the diverse honors experiences listed in the opportunities document) must be completed prior to graduation.

The Honors Director and/or the Honors and Research Committee will notify students in writing if they are being placed on probation in the HRS Honors Program by special action after semester review or annual review. Special action probation alerts the student to the need for improved achievement in the area(s) of deficiency in order to continue in the HRS Honors Program.

Consequences for not meeting honor requirements

Probation by Special Action

Students enrolled in the HRS Honors program will be placed on probation by special action for the following:

1. A student falls below a cumulative GPA of 3.4 and/or
2. A student earns a letter grade of B- or below in a required honors course

Dismissal from the HRS Honors Program

The HRS Honors Director will notify a student in writing of dismissal from the Honors Program. Dismissal from the HRS Honors Program does not impact the student's status or eligibility to enroll in programs of study, their required courses and progress towards graduation. Upon dismissal from the HRS Honors Program, the student will have the Honors designation removed from the SIS registration system used at OSU. Students dismissed from the Honors Program will no longer receive priority registration. Students may not reapply to the HRS Honors Program after they have been dismissed from the program.

Students dismissed from the Honors Program may negotiate with their mentors to complete their research project if pursuing a research thesis. The student may be able to graduate with "research distinction" if an agreement can be reached, the project completed, and academic qualifications for graduation met.

Students enrolled in the HRS Honors Program will be dismissed from the Honors Program by special action for the following:

1. A student falls below the minimum GPA for a second time and/or
2. A student earns a grade of B- or below in a second Honors course and/or
3. A student earns a grade of B- or below in two Honors courses in the same semester, regardless of whether this is the first offense and/or
4. A student fails to meet the expectations on the Honors Contract and fails to meet milestones as designated by the faculty mentor and/or the Honors Program

Withdrawing from the Honors Program

HRS Honors students may withdraw from the Honors Program at any time by submitting a signed letter requesting the withdrawal. The letter will be submitted to the Director of the HRS Honors Program. The student will have the honors designation removed from the SIS registration system used at OSU.

Program Enrichment Trajectory

The HRS Honors Program aims to be a catalyst for growth, discovery, and critical thinking among its passionate, challenge-seeking students. While each Plan of Study is personalized to each individual student, an enrichment trajectory is the foundation of the program across the 4 years as an undergraduate honors student. The activities and growth outcomes in the table below apply to both thesis and non-thesis students.

First Year	Second Year	Third Year	Fourth Year
Activity			
Freshman Survey and Preparing the Plan of Study and the Honors Contract	Receive an Honors Faculty Advisor and meet regularly	Meet regularly with Honor Faculty Advisor to prioritize opportunities to promote greater intellectual discovery	Disseminate impactful information within forums, gatherings, courses and/or the portfolio
Growth and Discovery Outcome			
Understand the depth and breadth of the HRS Honors Program; Know the Honors Program leaders and develop a close working relationship while preparing	Develop working relationships, effective communication styles, and recognize your role and purpose in HRS Honors Program	For the real-world problems that are meaningful to you, begin to identify the contribution of learning, leadership, research and/or service	Effectively communicate your passion, expanded knowledge and vision of the real-world problems you find meaningful; Apply critical thinking and thoughtful evaluative skills to propose solutions to these problems; Demonstrate leadership skills by identifying feasible, best next steps.
Activity			
Completing 13 points in the first year of the honors program and collecting experiences/reflections for the Portfolio	Attend Honors Program celebrations, networking events, other cultural experiences	Capture pivotal experiences that change your understanding of real world problems for your portfolio	
Growth and Discovery Outcome			
Be comfortable with the pace of the honors program and recognize enrichment opportunities as they arise	Develop skills in having meaningful conversations and begin to develop peer support networks within the Honors Program	Begin to develop a voice of influence regarding real world problems; gain confidence and skill in having persuasive conversations	
	Growth and Discovery Outcome for all the activities above: Develop a vision of additional enrichment opportunities that enhance your understanding of real world problems		

RESEARCH

Definition of Undergraduate Research

The Council of Undergraduate Research defines research as "an inquiry or investigation conducted by an undergraduate student that makes an original, intellectual, or creative contribution to the discipline." The HRS Honors and Research Committee and the Director of the Honors Program strongly encourage honors students to engage in mentored, self-directed research that addresses real work problems. Immersion in research provides a depth of knowledge and a close working relationship with internationally renowned OSU faculty that would not otherwise be available to students.

Research guidelines are similar for HRS Honors Students and students who are conducting research to attain Research Distinction on their transcript and diploma when they graduate. General overviews are provided here and detailed guidelines and processes are provided below.

For students who pursue undergraduate research as part of honors or research distinction, a research proposal must be prepared and approved by a mentor and an honors and research committee member. The proposal is typically approved at the end of the sophomore year or sometime within the junior year. At least 4 credit hours of independent research study with the faculty research advisor must be taken (4998H, 4998). The suggested timeline is to complete the research study by the end of fall semester the senior year or the semester before graduation. The thesis is then prepared and defended during spring semester of the senior year or the last semester. More detailed timelines are documented farther below.

Honors Research Thesis

At the conclusion of the research project, each Honors student will write a formal thesis under the supervision of the faculty mentor and orally defend the thesis before the 12th week of the final semester. An overview of the Research and Thesis process is below. More detailed descriptions of how to prepare the research proposal and the research thesis are included farther down.

Research Project/Thesis Procedures

1. Student and mentor meet regularly (frequency determined by the mentor) to plan and complete a research project (during sophomore, junior and senior years).
2. Ideal plan is to complete the research project (including data analysis) by end of junior year.
3. During senior year, student writes the thesis that follows the detailed thesis guidelines (below).
4. Mentor and student select a second faculty member to serve as a Second Reader for the thesis and as a member of thesis committee.
5. After approval by faculty mentor, the thesis is sent to Second Reader by the student for review.
6. Second reader completes thesis review within 2 weeks after receiving the thesis document.
7. Student's oral defense of thesis is completed by 12th week of final semester (Time, place, details of oral defense determined by faculty mentor)
8. Final thesis edits completed by student.
9. After final draft of thesis is approved by faculty mentor, student submits thesis to the Knowledge Bank by last day of classes during final semester. (see Appendix - *Knowledge Bank*)

10. Faculty mentors inform the Director of Honors Program of thesis defense outcomes and send electronic copy of written thesis to the Director.

Thesis Process

Requirements to Graduate with Distinction:

- Primary advisor within HRS who has a regular faculty appointment at more than 50% (tenure-track, clinical, research faculty are eligible).
- For Distinction students the Overall GPA must be at least 3.0, Major GPA=3.3
- Present final project at the Denman Undergraduate Research Forum, the Fall or Spring Undergraduate Research Festival or an equivalent forum
- Complete 4 hours of Honors Research (HRS 4998H or 4998)
- Successful oral defense of thesis project

Thesis Proposal Process:

- Identify the Thesis Advisor within HRS to mentor you through the thesis
 - The best learning experiences will occur when you select a topic within the expertise of your mentor.
- Establish thesis topic with the guidance of your Thesis Advisor
 - To attain distinction, the research must be conducted only for the completion of requirements for research distinction and no other program, course, specialization or minor requirements.
- Identify a thesis committee member and obtain a written commitment
- Develop thesis proposal under the guidance of Thesis Advisor based on thesis guidelines
- Host thesis proposal meeting with student, Thesis Advisor and Committee Member
 - Student must distribute final proposal to committee at least 1 week prior to the proposal meeting.
 - The preference of the format of the final thesis proposal document (electronic or paper) must be honored by the student for dissemination.
 - 1 week prior to Proposal Meeting, submit the following to the Honors Director:
 - Application for Proposal of Undergraduate Research Thesis
 - Recommendation by Primary Thesis Advisor
 - Thesis proposal draft submitted to the committee
 - Establish agreement if the final thesis document will be traditional format or Journal article format.
- Submit original signed Thesis Committee Approval Form to Honors Director immediately following the proposal meeting.
- Proposals with a completed committee meeting prior to review deadlines for University and School scholarship deadlines will be reviewed for competitive funding.

- Secure appropriate institutional approvals for human subjects or animal research. CITI training for responsible conduct of research, conflict of interest forms must be completed before engaging in any research. These trainings will be completed as part of the Honors Foundations Course.

Thesis Completion Process:

- Once progress on the thesis research has begun, a timeline should be developed to ensure suitable time for data collection, data analysis and writing of the document.
 - Students should expect 1 week period for the advisor to provide feedback on submitted writing progress, with some advisors requiring more or less time.
- Once data analysis is complete before or by spring or autumn break, whichever comes first, the student should work with the primary advisor, the committee member and the assigned Honors Committee Representative to identify a time to hold the thesis defense.
 - Scheduled defense dates should account for the time needed to finalize the document, including 1 week for Advisor’s final review of the document and 1 week for student to incorporate the necessary changes **prior** to distribution to the committee.
- The student must share the final thesis document with committee and Honors representative no later than 1 week prior to the scheduled defense. The format of the document delivered (paper or electronic) is based on the preference of each faculty member.
- A 1hour thesis defense will be scheduled where the student will provide a 15-20 minute presentation of the research, with the remaining time allocated to questions from the committee and Honors representative.
 - The student will work with the faculty advisor to secure a room for the date that has been approved by the Committee and Honors Representative.
 - At the conclusion of the defense, the student will be excused from the room for the committee and Honors representative to determine if the student satisfactorily defended the thesis project.
 - The verdict of the defense will be indicated on the Thesis Defense Form, be signed by Advisor, Committee Member and Honors Representative. The student will return the form to the Honors Director.
- The student must submit to final thesis document, including any changes requested by the committee, to the Knowledge Bank by the last day of classes in the semester of graduation.
 - Forward confirmation of submission of thesis to Knowledge Bank to Honors Director
 - An embargo may be requested to delay the release of the content on the Knowledge Bank so that the work may also be submitted for peer-reviewed publication.

Important Deadlines

Proposal Timelines:

Deadline to propose thesis to be eligible for University Summer Research Scholarships (early February). Details available at <http://undergraduateresearch.osu.edu/awards/summerfellowships>

Deadline to propose thesis to be eligible for HRS Research Scholarship: Last day of spring semester classes

Thesis completion timelines:

Denman Abstract Submission Deadline: Early February at <https://ugresearch.osu.edu/Pages/Initiatives-%20Denman-%20Denman%20Details%20Post%20Application%20Deadline.aspx>

Autumn Undergraduate Research Festival Deadlines: Sept-early Oct at <https://ugresearch.osu.edu/Pages/Initiatives--Autumn-Undergraduate-Research-Festival--Present-at-the-Festival.aspx>

Spring Undergraduate Research Festival Deadlines: February 1 at <https://ugresearch.osu.edu/Pages/Initiatives-Spring-Undergraduate-Research-Festival-Overview.aspx>

Thesis defense deadline: On or before the 12 week of the semester in which the defense will occur

Knowledge Bank submission: 1 week following thesis defense deadline (May 1). Directions for submission are available at: <https://library.osu.edu/kb/instructions>

Thesis Proposal Outline Guidelines

To ensure uniformity of content for Honors Committee review, research proposals must be developed using the thesis proposal. References will be formatted in accordance to the norm in the field but consistently executed throughout the document and the reference list. Applicants are encouraged to include appropriate tables and figures within the proposal. These should be numbered, include a legend and caption, and be referenced appropriately within the text. All proposals should be based on discovery of new information and contain a hypothesis.

1. Title Page

- Format this like a title page for a dissertation or masters thesis.
 - Title
 - Name of Student
 - Use the appropriate description below according to whether you are completing an HRS Honors Thesis or an HRS Distinction Thesis.
 - For Honors Students use this phrase: “A proposal for an Honors Research Thesis to be completed as a requirement for graduation with Honors Research Distinction in the School of Health and Rehabilitation Sciences.”
 - For Distinction Students use this phrase: “A proposal for a Research Thesis to be completed as a requirement for graduation with Research Distinction in the *insert Program of Study.*”
 - Name and Department of Advisor(s)

2. Abstract

- Starts on a new page.
- Format this like an abstract at the beginning of an article or grant proposal. The abstract should start with the title and authors, and then include each of the sections below, with a few sentences describing the key points

- The abstract may not exceed one page and be about 500 words.

3. Problem Statement

- Starts on a new page
- Clearly state the background of the problem to be investigated and its significance in your field.
- Discuss the importance of the topic within the context of etiology of the problem, but also how this topic is situated in a larger picture of the science (e.g.: mechanism of action vs disease progression).

2. Objectives of the Study

- The objectives, hypotheses, and/or research questions must be present and should be clearly stated and logically related to the problem statement.
- The relationship to an underlying research theory should be shown.
- The objectives should be measurable and testable so that you will know if they have been met.

3. Literature Review

- Review and summarize the prior research around this problem.
- Provide a theoretical basis for the research and its relationship to the problem.
- Demonstrate how this study will extend the body of knowledge in this area.
- Analyze strengths and weaknesses of various methodological and experimental design approaches relevant to this project so that, in the materials and methods section below, it will be apparent to the reader why particular methods and approaches were chosen for this study.

4. Materials and Methods

- Overview of the Methodology
 - Briefly describe the overall research question and how the design will be used to answer the research question or hypotheses
- Population and Sample
 - Describe the group from which your sample will be drawn and the method for obtaining or recruiting the sample
 - Estimate the size of your sample.
- Describe your plan for institutional approval from the ORRP. (Research with human subjects will probably require review by a Human Subjects Review Committee. Please discuss this requirement with your advisor to determine if such a review is necessary. Animal research will require IACUC approval. **If IRB/IACUC approval is required, explain when this will occur.**)
- If research is in conjunction with another research project, the student must clearly explain their role and responsibilities independent of the rest of the project. **Explain whether/how this research can be completed if other parts of the project are stalled.**
- Research or Experimental Design
 - Describe the procedures that will be used to conduct the proposed research.
 - Provide a detailed description of the methods for data collection, intervention (if applicable), data tabulation and preparation.
 - Include a timetable for the data collection.

- Instrumentation and data analysis
 - Describe what procedures or instruments will be used to collect data. Include copies of instruments as appropriate.
 - Describe the reliability and validity of the instruments used to collect data.
 - Describe the data analysis tests or procedures that will be used to analyze each of the research questions.

5. Facilities and/or Resources and Equipment Needed

- Specify the advisor for this project and their role in overseeing the project.
- Describe the facilities and other resources that are needed to conduct this research.
- Provide written evidence that any other departments or outside agencies will cooperate with the research project (if appropriate).
- List other sources of funding for this work so that the reader can determine whether there are sufficient resources for this project to succeed. Include any other sources of funding for the student applicant that are pending or already awarded for this work.

6. Literature Cited

- Formatted in a standard referencing format as described above.

Application for Proposal of Undergraduate Research Thesis

Application with advisor recommendations to be submitted to the HRS Honors Director at least one week prior to the thesis proposal meeting.

Name: _____

Major: _____

Campus e-mail: _____

Date: _____

Expected semester of graduation:

AU _____

SP _____

SU _____

Year _____

Distinction Thesis: _____

GPA (must be 3.0) _____

GPA in major (must be 3.3) _____

Project advisor: _____

E-mail: _____

Additional Advisory

Comm. Member: _____

E-mail: _____

Date of Proposal Meeting: _____

Title of Project:

Student signature: _____

Advisor signature: _____

Honors Director Approval _____

Recommendation by Primary Thesis Advisor

Due one week prior to the Thesis Proposal Meeting. This form is due to the HRS Honors Program Coordinator one-week prior to the scheduled proposal meeting to accompany the Application to Graduate with Distinction.

STUDENT NAME: _____

THESIS TITLE: _____

To Research Advisor: Your careful assessment of the significance and feasibility of this project and of the student's ability to carry it out is very important to the success of his application.

1. What is the significance of the proposed project?

2. Given a time period of one academic year and resources available or to be obtained with the project stipend, is the project feasible?

3. How well prepared is the student to undertake the project?

4. Are you willing to commit yourself to, and does your schedule permit, supervision of the project throughout the scholarship period?

Comments:

ADVISOR NAME:

Advisor Signature:

Committee Approval of Thesis Proposal Form

<i>Date of Proposal Meeting</i>	
<i>Student Name (and .#)</i>	
<i>Anticipated Term of Graduation</i>	
<i>Title of Proposed Thesis</i>	
<i>The proposed thesis project has been approved with the following recommendations</i>	1
	2
	3
	4
	5
	6
<i>Final Thesis Format: Results/Discussion or Manuscript for Targeted Journal</i>	

<i>Signatures</i>	
<i>Advisor:</i>	
<i>Print Name:</i>	
<i>Committee Member:</i>	
<i>Print Name:</i>	
<i>Student:</i>	
<i>Print Name:</i>	
<i>Please return the original form and thesis proposal to the HRS Honors Director in 306 Atwell Hall</i>	

Certificate of Completion of Research Thesis

This is to certify that:

has undergone the required examination* for graduation with distinction and that the quality of both the written and oral work is such that he/she (should) (should not) be graduated with Research Distinction in

HEALTH AND REHABILITATION SCIENCES

Advisor

Committee Member

Honors and Research Committee Representative

Date

*The final honors examination may be both written and oral but must include a one-hour oral examination before three members of the teaching faculty, one of whom is a representative of the Honors and Research Committee. All must sign this report form. The form should be returned to the Honors Director.

Title of Research Thesis:

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Question: What is the timeline for writing a thesis and the process of completing my research project?

Answer: Please refer to the milestones on page 4. The milestones are provided to guide your work. You are encouraged to meet with your faculty mentor if modifications are needed. Your faculty mentor will support you as you complete your research project and thesis.

Question: How often should I meet with my advisor?

Answer: You and your advisor will determine the frequency of meetings. You will be assigned an Honors Faculty Advisor during spring semester your freshman year or after you have completed the equivalent of one year in the Honors Program. During your first meeting, you and your advisor can begin establishing a set of expectations.

Question: How should I get started working on my literature review, writing my research thesis, compiling my research poster for presentation?

Answer: Your faculty research mentor will guide you in your completion of your research project and thesis. Additionally, the topics discussed in the honors courses will help prepare you to complete your project.

Question: What should I do if I am having trouble getting in contact with my research mentor?

Answer: You and your faculty mentor will establish a set of expectations. The expectations should include standards related to communication, the frequency of meetings, and milestones/deadlines. You and your faculty mentor should discuss the preferred method of communication.

Question: Will I have trouble fitting my Honors classes into my class schedule?

Answer: The HRS curriculum is designed to accommodate the Honors courses.

Question: What are the benefits of enrolling in the HRS Honors Program?

Answer: The benefits of being a part of the Honors Program include:

- Graduating from OSU with “Honors and Research Distinction in HRS”
- Honors students will learn to answer their own research questions
- Presenting at research conferences or disseminating pivotal information about real world problems you find meaningful
- Generating new evidence to guide HRS practice and improve health outcomes
- Potentially submitting research findings to peer-reviewed, scientific journals
- Valuable preparation for graduate or medical school
- Priority registration for courses
- Honors students will get first-hand knowledge of the research process and its role in improving health