# The Honors Program in History 2015-2016

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## HONORS CALENDAR FOR 2015-2016:

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<th>Date</th>
<th>Event Description</th>
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<tr>
<td>* October 7</td>
<td>Honors Registration forms due, preliminary version</td>
</tr>
<tr>
<td>October 9</td>
<td>Last day to add Senior Research I (299A)</td>
</tr>
<tr>
<td>November 2</td>
<td>Last day to apply for research grant award for Winter break</td>
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<tr>
<td>* January 11</td>
<td>Honors Registration forms (final version) due</td>
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<tr>
<td>January 22</td>
<td>Last day to add Senior Research II (299B)</td>
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<tr>
<td>February 8</td>
<td>Last day to apply for research grant award for Spring break</td>
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<tr>
<td>* February 8-March 11</td>
<td>Oral Presentations (see p. 4)</td>
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<tr>
<td>Late February/Early March</td>
<td>Arrange for PSO in Spring if desired; check with Student Financial Services for deadline</td>
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<tr>
<td>* March 11</td>
<td>Oral Presentation forms due</td>
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<tr>
<td>April 13</td>
<td>Rough draft due to your primary adviser</td>
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<tr>
<td>April 15</td>
<td>Last day to add Senior Research III (299C) if not on PSO</td>
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<tr>
<td>** May 9 (Monday) at Noon</td>
<td>Thesis submission deadline (One bound copy plus soft copy .pdf )</td>
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<td>* Week of May 16-18</td>
<td>Honors Presentation Luncheon (mandatory)</td>
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<td>May 20</td>
<td>Last day to submit (by noon) with Late Submission Grading</td>
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<tr>
<td>May 25</td>
<td>Last day for Brand fund reimbursement requests</td>
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<tr>
<td>June 12</td>
<td>Commencement</td>
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<td>* Mandatory to maintain eligibility for Honors.</td>
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<tr>
<td>** Late submission grading will be applied between 5/9/16, 12:01 pm up to 5/20/16, 12:01 pm.</td>
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THE UNDERGRADUATE THESIS in HISTORY

How does a thesis differ from a long paper, or from a graduate thesis? This is a key question to discuss with your faculty advisers: establishing a scope for the thesis is your first challenge. In general, however, a thesis attempts, through analysis of primary sources, to address a new question or to reinterpret a moment in history, an undertaking spurred by a willingness to question accepted versions of a story and to expand on the understanding of the past. Fidelity to primary sources in constructing an argument and a solid grasp of the existing work on the topic are crucial to the project, as is patience with the writing and revision process. One of the rewards of original research, and a question to keep you engaged as you work, is the significance of the ideas you present.

**History Honors theses must be a minimum length of 16,250 words, including bibliography, up to a maximum length of 30,000 words.**

Other than adherence to research paper guidelines (Kate Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations* is a frequent companion), no standardized format is prescribed; history theses vary in structure and appearance. If you are interested in seeing the range of other thesis writers' work, you may review the Department's archive of theses, located in Green Library's Special Collections. Keep in mind that these are not templates of research or writing styles students are urged to emulate, but rather instances of excellent work.

**YOU AND YOUR THESIS ADVISERS**

Primary readers must be History faculty at the rank of Senior Lecturer through Full Professor, and their research areas should closely match students' areas of interest. Secondary readers may be from other departments, but must have an appointment active for the duration of the academic year. While it may appear that research areas are the sole determinant for your adviser selection, this is not the only significant issue. Take time to learn about mentoring styles of your advisers (how often they're willing to meet, how they perceive the balance between primary and secondary documents in your research, etc.). It is better to take these steps at the beginning of your project than to struggle with less-than-satisfactory advising arrangements for the duration of your thesis writing. In addition, it is best to make contact early on, ideally at the beginning of Autumn quarter. At the end of your project, both readers provide Comments. The primary adviser has sole grading authority for the Senior Research I, II and III courses.

The History Department's Writing Specialist, Clara Lewis, is available for one-on-one meetings and workshops to assist with your honors thesis. She can help you formulate your main claim, present your evidence strategically and ethically, and revise for clarity and grace. She can be reached at cslewis@stanford.edu.

Peer readers are vital. They provide objectivity and encouragement but are not involved in evaluating your work. The best situation is a mutual peer readership; guilt about taking up someone's time and tentativeness in asking someone to read drafts are less problematic this way. In addition to one-on-one peer reading, group support can be helpful.

*A final note about faculty advisers:* Get to know them! Communicate with them, and ask for what you need (politely, of course). If you are not comfortable with the quality of supervision you are receiving, address the situation directly, first by consulting the Director of Honors and then by creative problem solving. Aim for a balance: take the initiative in your research and writing, but don't hesitate to ask for help, both from advisers and peers.

**STAGES OF THESIS WRITING**

**Early Research:** You will have decided on your general topic and explored research avenues by the beginning of Fall Quarter of your senior year. Students are advised to integrate the feedback received on the thesis prospectus into early research activity.
**Fall Quarter, the research phase:** Includes regular meetings with fellow honors researchers and selected faculty (perhaps varying by week), including your primary adviser, with whom a minimum of two meetings is mandatory for 299A. Emphasis on research skills, formulation and conceptual framework, narrowing research focus, selecting relevant secondary works, and placing the research in a historiographical context. Thesis writers should be focused on research throughout Autumn Quarter, completing the majority of it by January.

**Winter Quarter, the writing phase:** Students are strongly encouraged to begin writing as early as possible in Winter quarter. Weekly or biweekly meetings with fellow writers, a writing tutor, and faculty advisers are recommended. A minimum of two meetings with your primary adviser is mandatory for 299B. Sometime in February/March, all students are required to give an Oral Presentation of the work they've completed thus far to their faculty adviser. (The secondary reader and peer reader may be invited as well.) Faculty may suggest group presentations. During the Oral Presentation, faculty and peer readers may guide students to pertinent issues and questions that they may have overlooked. Consider this not a performance but rather a consultation session.

Take advantage of secondary readers and peer readers. It's best to set chapter deadlines throughout the quarter—ideally, by the end of Spring Break, you should have completed a rough draft—not a final draft, but a coherent, readable thesis ready for revision. A preliminary draft will be due to your primary adviser shortly after the beginning of Spring Quarter, on April 13.

**Spring Quarter, the revision phase:** Biweekly or monthly meetings between students and advisers, secondary readers, and peer readers. A minimum of two meetings with your primary adviser is mandatory for 299C. A preliminary draft of your thesis is due to your adviser on April 13. Revise, reformulate, finish without panic. Pencil in some time for consultation with a style guide regarding technical points of paper presentation. Take formatting, printing, copying, and binding times into consideration in order to meet the deadline. **Important:** Since honors and university prizes are at stake, this deadline, unlike deadlines for course assignments, is absolutely strict. There are no extensions, even by minutes.

**Honors Presentation Luncheon:** Each thesis writer will present a synopsis of his/her thesis in the History Department, which makes for an enjoyable day. Presenters will have time to present and to answer questions. History faculty members will be invited to attend. The Honors Presentation Luncheon will be scheduled between May 16-18 (usually 11:30am to 2:00 pm), and attendance is mandatory. Be sure to hold these dates until you are notified of a final day/time at the start of spring quarter.

**FREQUENTLY ASKED QUESTIONS**

**What are the requirements to complete the Honors Program in History?**

(1) Have and maintain throughout the Honors year a GPA in overall history courses of 3.5 and in your University-wide work of 3.3.
(2) Have a permanent member of the History faculty who agrees to serve as your primary adviser.
(3) Have a secondary adviser/reader (faculty with an active appointment at Stanford University).
(4) Complete HISTORY 299H in the junior year. A waiver is usually granted to students who are studying overseas in Winter quarter when the course is offered. However, students in this category must consult with the Director of the Honors Program, Prof. Jessica Riskin, and obtain project approval before proceeding.
(5) Enrollment in 11-15 units of HISTORY 299A/B/C (Senior Research I, II, III). Each course requires a minimum of two meetings with your primary adviser.
(6) Submit all forms and complete all activities listed as “mandatory” in this Honors Handbook (on page 1).
(7) Declare Honors on Axess.
(8) Submit an honors thesis that meets the minimum/maximum length standards on or before the deadline of May 9, 2016, at Noon. The deadline is absolute: 12:01 p.m. will be too late. Read pages 5, 6 and 8 carefully for all of the submission details.
(9) Notify the History Student Services Administrator immediately of any changes you make in your topic/title, advisers, or status in the honors program.
What is the role of the secondary reader?

The History Department requires all honors students to select a secondary reader. He/She is an additional faculty member who will read your project. His/her role can vary: some honors students prefer their adviser and reader to be equal contributors to their projects, while other secondary readers simply provide a second reading of the completed honors project. You and your secondary reader should discuss the expected level of participation. While your honors adviser must be a permanent member of the Stanford History faculty, your secondary reader may be from any Stanford department or program. The primary adviser will submit a grade for your project, although he/she will consult with your secondary reader.

What is the Oral Presentation?

In February, as students are consolidating research and beginning to write, they present to their faculty and peer readers the research on which the thesis is based. They also outline the conceptual focus of the thesis. This is not a defense or presentation of the finished thesis, but rather a "checking-in" point at which students may be informed by fresh perspectives on their work. It is ideal to have this presentation attended by both faculty readers; occasionally, this is not possible. The presence of the primary adviser, however, is required at the presentation. The format is somewhat informal: it may be held in an adviser's office or even in a faculty home. Faculty sometimes suggest group Oral Presentations, in which two or more students present their thesis material. Writers are encouraged to integrate the questions posed during Orals into the final thesis.

Oral presentations are mandatory and must be completed no later than March 11, 2016.

How do I register on AXESS for honors?

You must declare “Honors” on Axess. Be sure to leave room in your schedule for honors units. In your first quarter of honors work, you will probably want to enroll in your adviser’s section of 299A (Senior Research I). Be sure to enroll in the correct section, or else grading will get complicated (NOTE: Enrolling in Section 1 of 299A/B/C that says “Staff” is an incorrect enrollment.) Normally, in your second quarter, you will enroll in 299B, and, in your third, in 299C. The only grading option available is “Letter Grade Only.”

How do I distribute my honors units?

You and your adviser devise a plan for the academic year. Please note that AXESS limits the maximum enrollment of one section of honors to 5 units. If you would like to enroll in honors for more than 5 units in one quarter, simply enroll for more than one course. For example, you can enroll in 5 units of 299A and 3 units of 299B in one quarter, if your registration limit is not exceeded. The next quarter, you may enroll in 2 units of 299B and 5 units of 299C. The courses can be taken in combination.

The course requirements are: (1) you must enroll in a total of 11 to 15 units of honors. (2) you enroll in no more than 5 units for any one course of 299A, 299B, 299C. (3) you must end your honors work by enrolling in at least 1 unit (up to a maximum of 5 units ) of 299C.

How is the honors project graded?

While you are completing your honors work, your adviser will submit an “N” for each quarter, signifying that your work is “in progress.” At the completion of your project, if it is accepted as honors work, your project will be awarded a letter grade of “B+” or above. This letter grade will replace each “N” on your transcript. You must finish your project before the deadline; no “N”, “L”, or "I" grades will be awarded at the end of the year.

In addition to assigning a letter grade for Senior Research I, II, and III, both faculty advisers write evaluative comments, which are provided to students in June.
If you decide not to finish your honors thesis after signing up for any amount of 299A/B/C units, please understand that you have registered for course work -- therefore, you must “withdraw” from these units as you would withdraw from any course at the University, and you will receive the “W” designation on your transcript. Departmental Honors is not considered an “extra credit” project, and the History Department does not award units for an unfinished thesis. The same University rules apply to units of honors work as they do to regular classes taken for units.

**How will the honors notation appear when I graduate?**

If you’ve successfully completed the honors project, your diploma will reflect that you graduate “with Departmental Honors,” and during the departmental commencement ceremony, your name will be announced as an honors recipient. Your transcript will also say “Departmental Honors.”

**If I finish all my university and major coursework by the end of winter quarter, can I decline to enroll for spring quarter while I work on my honors project?**

In order to continue working on your honors project while not paying the standard university tuition, you may file for Permit for Services Only (PSO) status at the Tresidder Student Services Center. PSO status gives you full privileges as a student, but you will not have to pay the usual tuition. PSO status, however, does not permit students to enroll in any units. Therefore, if you cannot fit the 11-15 units of Honors units into your autumn and winter quarter study lists, then you will not be eligible for PSO status.

**How may I read theses from previous years?**

Most honors theses dating from 1958 are in Green Library Special Collections. You will have to page the boxes in advance before coming to view them. The honors theses are restricted to the Special Collections reading room.

**Is there a special format for the honors thesis?**

The minimum length of the thesis is 16,250 words (including bibliography), and the maximum length is 30,000 words. Other than having some sort of binding for your thesis, the department does not require a particular format. Leave adequate left-hand margin space to accommodate the binding. You will want to consult with your adviser and historical writing texts for guidance on style. Most students take their theses to businesses such as Kinko’s to have the binding done. Be sure to allow ample time for the copying/binding. This means bringing your thesis to the printing business at the latest on the day BEFORE the due date. Delays in printing and binding will NOT be considered grounds for an extension. You will need to submit one bound copy to Priscilla Tojino in room 113 and a soft copy (.pdf format) of your thesis to ptojino@stanford.edu.

**When is the honors thesis due?**

The due date will be Monday, May 9, 2016 at noon. As noted above and throughout this handbook, the deadline is absolute. No extensions beyond 12:00 pm will be granted and 12:01 pm will be past the deadline. One bound copy of your thesis and the electronic version must be submitted to Priscilla Tojino in the History department; not directly to your primary adviser. Students meeting this deadline will be eligible for prize consideration.

Honors theses submitted by the due date that receive a grade of B+ or higher will receive Departmental Honors. Theses submitted by the due date that receive a passing grade below B+ will not receive Departmental Honors but the student-authors will receive credit for the units, provided they drop Honors at the Tresidder Student Services Center by Wednesday, June 1, 5:00 p.m. If they do not adjust their study list with the Registrar, their degree conferrals will be denied.
What if I cannot finish my thesis by the May 9 deadline?

LATE SUBMISSION GRADING POLICY:

Honors theses will be accepted with the Late Submission Grading Policy applied from 12:01 p.m. on May 9 until May 20 at 12:00 noon. One bound copy and a soft copy (.pdf format) of a completed thesis must be submitted to Priscilla in room 113. Submissions in this time frame will NOT be eligible for prize consideration. No units of credit will be issued for drafts, partially completed chapters, notes, etc.

Late submission Grading Policy: Students who submit their thesis between 12:01 p.m. on May 9 until May 20 at 12:00 noon will forfeit one-half grade for the late submission. The same one-half grade penalty applies no matter when in this period the thesis is submitted (i.e., the penalty is the same for submission on May 20 as for submission on May 9 past noon). The “one-half grade late penalty” is applied to all 11-15 honors units in which the student has enrolled.

Examples of Late Submission Grading. A grade of A- on a thesis submitted in this late time frame will become a B+; the student will still receive Departmental Honors (B+ is the minimum grade to receive Honors). A grade of “B+” on a thesis submitted in this late time frame will become a B; the student will not receive Departmental Honors (B+ is the minimum grade to receive Honors). A grade of B or below on a thesis submitted in this late time frame will also be reduced by one-half point and also will not receive Departmental Honors.

Theses submitted in the late time frame that receive a passing grade below B+ will receive credit for the units, provided they drop Honors at the Tresidder Student Services Center by June 1 at 5:00 p.m. Students who do not drop Honors will not be cleared for graduation.

See page 8 for some options you should consider before continuing under the Late Submission Grading policy.

NON-SUBMISSION BY MAY 20 AT 12:00 P.M.

Students who have enrolled for Honors units, but do not submit a finished thesis by May 20 at 12:00 noon, must drop Honors at the Tresidder Student Services Center by June 1 at 5:00 p.m. and withdraw from all honors units. If they do not, their degree conferral will be denied.

Can I request an “I” (Incomplete) and finish my thesis in summer or autumn quarters?

ANSWER: No. The History Department will not permit students to continue to work on an unfinished honors thesis in any subsequent quarter (including summer quarter, 2016). No academic credit will be awarded for an unfinished History honors thesis.

Summary of Honors Thesis Due Dates

Monday, May 9, 2016, 12:00 noon – Due Date (One bound copy and a soft copy (.pdf format) to be submitted)
May 16-18, 2016, Time TBA- Honors Presentation Luncheon
Friday, May 20, 2016, 12:00 noon – Deadline for submission with late submission grading (One bound copy and a soft copy (.pdf format))

Can I be reimbursed for the expenses of my research?

The sons of the late Carl F. Brand established the Brand fund to support the undergraduate study of history. After you have successfully completed your honors project, you may apply for reimbursement for those expenses. Be sure to save all your original receipts. Costs of copying the required numbers of theses will be covered. Personal copies will not be covered.
Reimbursement forms are available in the History Department. The deadline to submit your reimbursement request will be May 25, 2016. No late submissions will be accepted. The Director of Honors will review and approve all requests. Once approved, your reimbursement will be processed. You will receive notification when your reimbursement check is ready for pick-up, or it will be mailed to your permanent address (be sure you have supplied this address information on the application form) during the summer.

*What if I’m authorized for academic accommodations through the Office of Accessible Education (OAE)?*

Students authorized for academic accommodations through the OAE are strongly encouraged to submit an Accommodation Letter to both the Honors adviser and the Director of Honors as soon as possible. If appropriate, a no-penalty extension to the Honors thesis deadline *may* be arranged after review of the Accommodation Letter.

However, theses submitted after Monday, May 9, 2016 at noon – for *any* reason – will not be eligible for prize consideration due to established selection process timeframe. Students should engage the Honors adviser, the Director of Honors, and their OAE Disability Adviser/Learning Specialist early in the writing process to ensure prize eligibility.

Academic accommodations authorized by the OAE cannot be granted retroactively.

*Where can I go for additional help?*

Help and/or advice is available from: your adviser(s), the Honors Program Director (Professor Jessica Riskin), the Director of Undergraduate Studies (Professor James Campbell) and the Student Services Administrator (Priscilla Tojino) in the History Department. Priscilla will be clearing all undergraduates for degree conferrals, so it is very important to inform her of any changes you make to the Honors Program, such as changes in title of project, advisers, or program status (i.e., dropping work on the thesis).

**CONTACTS:**

Priscilla Tojino, Undergraduate Student Services Administrator
ptojino@stanford.edu, 650-725-0710

James Campbell, Director of Undergraduate Studies
jtcampb@stanford.edu, 650-721-2879

Jessica Riskin, Director of Honors Program
jriskin@stanford.edu, 650-723-9379

**RESEARCH GRANT APPLICATION PROCEDURES**

*Aim and Purpose:* To help fund a research trip back to important historical archives and libraries sometime over Winter break or Spring break. *Research grants do not fund initial research trips.*

*Eligibility:* ONLY History majors pursuing an Honors thesis in their Senior Year

*Amount:* Varies

*Application:* 1) Three page proposal, including description of thesis topic; sources used; and proposed, detailed budget. 2) Letter of support from your primary adviser. Note: It is very important that both you and your adviser provide an explanation of why a return trip to the archives is crucial to the final success of the project.

**Deadlines:**

*For Winter Break Funding:* Monday, November 2, 2015

*For Spring Break Funding:* Monday, February 8, 2016
SUBMISSION REQUIREMENTS SUMMARY

Minimum Length of thesis: 16,250 words (including bibliography)

Maximum Length of thesis: 30,000 words

Number of copies to submit: One bound copy and one soft copy in .pdf format (on or before 5/9/16 at 12:00 noon)
One bound copy and one soft copy in .pdf format (after 5/9/16 at 12 noon and up to 5/20/16, 12:00 noon under late submission grading)

Where to submit thesis: The bound copy must be delivered to the History Department Office (200-113); soft copy to be sent to ptojino@stanford.edu

SUMMARY OF DEADLINES

May 9, 2016, 12:00 noon – all students meeting this deadline are eligible for prize consideration.
No extensions without a grade penalty will be granted beyond this deadline.

May 9 after 12:00 noon up to May 20, 12:00 noon – LATE SUBMISSION GRADING -- Students may still finish their theses during this two-week period. However, a one-half late submission grade penalty will be applied to all of the student’s 11-15 units of honors work. The student will need to receive a grade of A- (which becomes a B+ with the penalty applied) in order to receive Honors. If the student receives a grade too low to receive Honors, he/she must drop Honors at the Tresidder Student Services Center prior to June 1 at 5:00 p.m. in order to graduate on June 12; the passing letter grades will be entered, so students will receive credit for the 299A/B/C units. A completed thesis must be submitted during this time frame. No units of credit will be awarded for drafts, partially completed chapters, notes, etc.

Failure to submit a finished thesis by May 20 at 12:00 noon: grades of “No Pass” will be entered if the student does not drop Honors & withdraw from the units by June 1. Degree conferral will be denied if the student takes no action to drop Honors.

Students will not be permitted to continue to work on an unfinished honors thesis in summer quarter 2016 or in any subsequent quarter. Dropping Honors and withdrawing from the 299A/B/C units will be the only option; failure to do so will result in grades of “No Pass” entered for all honors units.

Consider these issues if you cannot meet the May 9 deadline:

Before deciding if you should continue to work on the honors thesis during the 2-week late submission grading period, you should assess the following issues:

(A) can my project get an A- or better, enabling me to still receive Departmental Honors? If you think (after consultation with your primary adviser) the answer is “yes,” then it’s probably worth continuing. (Remember that a B+ is the minimum grade to receive Honors; with late submission grading, the minimum grade becomes A-)

(B) do I need credit for the 299A/B/C units in order to reach my 180 threshold for graduation? If you do, then you should definitely try to finish during the late submission grading period – withdrawing from the units means you certainly won’t graduate, so you might as well try to finish, even if it means your final grade is a B or lower, but passing. The goal here becomes getting credit for the honors units to get you to the 180.

(C) if you conclude that (1) you cannot finish a thesis that will receive Honors with the extra 2 weeks of time; (2) you do not need the units to get to 180; and (3) you do not want to lower your overall GPA with the late submission grading, you should drop Honors after May 9, and withdraw from the 299A/B/C units.