

SENIOR THESIS TOPIC FORM

Part I: Student Information

Student Name (please print): _____ ID#: _____

Major(s): _____ single dual double

Planned Graduation Session & Year: Fall Spring Summer Year: _____

Part II: Major & Topic of Thesis (Check type of thesis and indicate in which major(s) you will complete your thesis.)

General topic: _____

I will begin work on the thesis in: Fall Spring Year: _____

CMC Major(s): _____

Keck Science Major(s): _____

Off-Campus Major *: _____

* Also complete Part V below.

Part III: Credit & Duration Options (Check appropriate box.)

1-semester, 1-credit thesis (1.0 credit) either fall or spring of senior year

2-semester, 1-credit thesis (0.5 credit fall + 0.5 credit spring) fall and spring of senior year

2-semester, 2-credit thesis (1.0 credit fall + 1.0 credit spring) fall and spring of senior year

Preparatory/Research Course, if any: ECON180 CM PSYC198 CM other _____

Part IV: Faculty Reader Information (To be completed by faculty reader(s).)

First Reader _____ I approve the topic and will supervise the thesis.

Reader's name (please print) _____ Reader's signature _____ Date _____

Reader's College & Department _____ Reader's email address _____ Phone Extension _____

Second Reader (optional) _____ I approve the topic and will supervise the thesis.

Second Reader's name (please print) _____ Second Reader's signature _____ Date _____

Second Reader's College & Department _____ Second Reader's email address _____ Phone Extension _____

Part V: Off-Campus Thesis Information (Check appropriate box and fill in course information.)

Major requires written thesis

Major requires capstone experience (project, recital, exhibit, clinic, etc.)

Course Number _____ Title _____ Credit _____ Semester _____

**Complete and return this form to the Office of the Registrar and Institutional Research
by the 10th day of the semester in which the thesis is begun.**

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SENIOR THESIS SYLLABUS 2019-2020

INSTRUCTIONS

At Claremont McKenna College, Senior Thesis is a general education requirement, to be completed within a student's major. It is intended to be a serious exercise in the organization and presentation of written material. Students select their own topics, in consultation with their faculty reader. Students pursuing honors within their major(s) should consult their department chair(s) for guidelines pertinent to the senior thesis requirement. Students are responsible for determining their departmental requirements.

The thesis is a research paper and students are responsible, with the advice of their reader, for the investigation of sources, the accumulation of data, the selection of pertinent material, and the preparation of the thesis in acceptable form. All seniors must submit a completed Senior Thesis Topic Form to the Office of the Registrar. Forms are accepted from pre-registration through the 10th day of the semester in which the thesis is begun.

Students doing research that involves working with living human beings may need to get permission from the Institutional Review Board (IRB) before beginning research. Research that involves interviewing other people, distributing surveys, conducting experiments on people, or even observing particular people in their daily lives is normally what we call "research on human subjects," and all such research requires some level of approval from the IRB. See the [IRB website](#) for instructions on how to apply for IRB approval of research.

CMC Thesis

All CMC students must choose a faculty reader who teaches within their major. Only off-campus majors may have a single reader from off-campus. Students are welcome to have an additional reader, if appropriate.

Credit and Duration Options

Senior thesis may be a 1- or 2-semester project and must be completed during the final year. Students doing a 2-semester thesis must complete the 2-semester option in consecutive semesters, normally completed fall-spring during the senior year. Students scheduled to graduate or to leave CMC at the end of the fall semester may do a 2-semester spring-fall thesis during their final two semesters at CMC.

1-semester, 1-credit thesis	(1.0 credit)	<u>either</u> fall <u>or</u> spring of senior year
2-semester, 1-credit thesis	(0.5 credit fall + 0.5 credit spring)	fall <u>and</u> spring of senior year
2-semester, 2-credit thesis	(1.0 credit fall + 1.0 credit spring)	fall <u>and</u> spring of senior year

The option originally chosen may be changed (from a 1-semester to a 2-semester thesis, or vice versa) no later than the 10th day of the semester in which students start work on their senior thesis. Similarly, students may not change topics or readers after the 10th day of the semester in which they start their thesis. A maximum of 2 credits may be earned for a particular senior thesis, including preparatory or research courses.

Important Dates

Required senior thesis information meeting for Fall 2019: Thursday, 9/5/2019 at 12:30pm in Pickford Auditorium

Last day to register for fall thesis: Monday, 9/16/2019

Fall 1-semester theses due: Monday, 12/09/2019 by 3:00pm in Founders Room, Bauer Center North, First Floor

Last day to register for spring thesis: Monday, 2/3/2020

Spring and 2-semester theses due: Monday, 4/27/2020 by 3:00pm in Founders Room, Bauer Center North, First Floor

Thesis registration options →	1-credit, 1-semester Fall Thesis	1-credit, 1-semester Spring Thesis	1-credit, 2-semester Fall/Spring Thesis	2-credit, 2-semester Fall/Spring Thesis
Required info mtg 12:30pm Pickford Aud	9/5/2019	1/23/2020	9/5/2019	9/5/2019
Last day to register for thesis option/change topic/reader	9/16/2019	2/3/2020	9/16/2020	
Thesis due by 3:00pm	12/09/2019	4/27/2020		

Keck Science Thesis

Students completing a science major through Keck Science must complete a science thesis (Biology, Chemistry, Environmental Analysis, Neuroscience, or Physics 188L and 190L; or Biology, Chemistry, Environmental Analysis, Neuroscience, or Physics 191). All 2-semester science theses include labs and lab fees. Students may complete a 1-semester lab thesis under 190L with approval from the department. It is more common for 1-semester science theses to be “library theses,” which exclude a lab component. Science majors make all thesis arrangements through the [Keck Science Department](#) and must register for the appropriate course.

In addition to fulfilling all Keck Science Department senior thesis requirements, students completing a Keck Science major are required to provide a copy of their title page to the CMC Registrar’s Office, and to upload their thesis to Scholarship@Claremont or request an upload embargo or exemption if the research is sensitive or proprietary. Students requesting an upload embargo or exemption must provide a PDF of the thesis to the CMC Registrar’s Office along with a completed Senior Thesis Upload Exception Request. Students completing a Keck Science thesis do not submit a bound copy of the thesis to the CMC Registrar’s Office.

Off-Campus Thesis

Students completing an off-campus major may choose either to complete their senior thesis in that major under the appropriate course(s) at the major’s sponsoring college or through CMC.

CMC recognizes the following courses as equivalent to thesis in off-campus majors that require a capstone production:

- Studio Art Majors:
 - ART 192 PO – Advanced Projects in Studio Art (plus exhibit); or
 - ART 192 SC – Senior Project and Seminar in Art
- Computer Science Majors:
 - CSCI190 PO – Senior Seminar, and CSCI192 PO – Senior Project; or
 - CSCI183 HM – Computer Science Clinic I, and CSCI184 HM – Computer Science Clinic II
- Dance Majors:
 - DANC192 PO – Senior Project
- Music Majors:
 - MUS 192 PO – Senior Project

Students completing an off-campus major through one of the above options must upload their completed written product to Scholarship@Claremont (e.g. paper, production notes, exhibition notes, project analysis or summary), or obtain an exemption or embargo, as appropriate. Students requesting an upload embargo or exemption must provide a PDF of the thesis to the CMC Registrar’s Office along with a completed Senior Thesis Upload Exception Request. Students completing an off-campus major are required to provide a separate copy of their title page to the CMC Registrar’s Office. Students completing an off-campus thesis do not submit a bound copy of the thesis to the CMC Registrar’s Office.

THESIS REQUIREMENTS

Length

There is no set length requirement for a thesis. Students must work closely with their reader to determine the appropriate length. Quality of organization and care in editing are more important. The average 1-credit thesis is approximately 50 pages, including notes, charts, and bibliography. The average 2-credit thesis is approximately 100 pages.

Format

Theses must be printed using Times New Roman 12-point font. Be sure to include a blank sheet of paper between the title page and the table of contents. The hard copy of a thesis may be printed either one-sided or two-sided.

The thesis will include:

- **Binding** – black back cover, tape binding, clear top cover. No spiral binding, unless the copy shop determines your document is too thick for tape binding.
- **Title Page** (a sample is included at the end of this syllabus)
- **Table of Contents**
- **Chaptering**
- **Documentation**
- **Bibliography**

Rules

- Theses must be original work for this course only.
- A thesis may be an expansion of a previous term paper; if so, however, an explanation must be included with the Senior Thesis Topic Form and approval must have been given in advance by the faculty reader. Include the original paper as an appendix in the final submission and use the appropriate citations when you refer to it.
- All theses are carefully checked for originality. Students found to have committed academic dishonesty on their theses are subject to disciplinary measures through the Academic Standards Committee. If the act of dishonesty is a second offense, students are also dismissed from CMC without the possibility of returning to earn a degree. You must learn the proper citation rules and scrupulously follow them. If you have questions about proper citation, make an appointment at The Center for Writing and Public Discourse.
- A thesis failed for any reason cannot be made up during the same semester.
- All students must submit one bound copy of the thesis for each faculty reader on or before the due date. Theses will be returned to the author after reading and grading. Students with more than one faculty reader must submit additional copies as needed. If departments require a copy of a thesis to determine honors in the major, students are responsible for submitting the extra copy to the department. Readers are required to return their copy of the thesis with the grade to the Registrar's Office.

Progress

Students must meet with their faculty reader on a regular basis throughout the semester(s). Progress, or lack thereof, will be indicated when low grades are due each semester. It is the responsibility of the student to find out what the expectations are of faculty readers and departments to avoid low grades. You should devise a schedule with your reader that specifies when outlines, bibliographies, drafts, etc. are due.

Students writing a 2-semester thesis should expect to be graded for the work completed at the end of the first semester. It is the student's responsibility to find out exactly what the reader wants turned in at the midpoint of each semester, as well as at the end of the first semester. Readers may, at their own discretion, assign a continuing grade of P (In Progress) for any 2-semester thesis at the conclusion of the first semester, which postpones letter grading until the final product is submitted.

Here are some suggestions for your thesis progress:

- Bibliography by week 3
- Outline by week 4
- Literature Review by week 7
- Statement of Methodology by week 9
- 1st full draft by week 11
- 2nd full draft by week 12

Departmental Honors

Theses being considered for departmental honors may have additional requirements. Consult your department for details.

SUBMISSION

Submit the following materials to the Registrar on or before the due date:

- one bound copy of the thesis for each faculty reader.
- a copy of the title page for the Commencement Program (separate, not attached to any other object).

Note about working papers

Original outlines, notes, rough drafts, etc., must be maintained and made available to your reader upon request or on a shared cloud storage space that readers may access at any time.

UPLOAD

All CMC students must upload their senior thesis to The Claremont Colleges scholarly repository at [Scholarship@Claremont](#) within 48 hours of submission of the bound thesis. Access the Scholarship@Claremont site and upload your thesis in an acceptable format. Detailed [instructions](#) are available at the [senior thesis website](#) and at the Scholarship@Claremont website under [Theses and Dissertation Submission](#). Your submission will be reviewed by the digital initiatives library staff and then posted to Scholarship@Claremont after the thesis grade has been recorded. Uploading your thesis is a mandatory requirement for CMC, as determined by the CMC faculty. Students who do not upload their thesis will have a hold placed on their academic record.

Notes about thesis upload

- **Access:** When you upload your thesis, you may choose whether to provide worldwide [access](#) to your thesis or to limit access to your thesis to the Claremont Colleges IP range. Restricting access to only the Claremont Colleges IP range will prevent everyone, including you, from accessing your thesis on computers outside the Claremont Consortium. Access restrictions can be changed from IP restricted to open access, but not from open access to IP restricted.
- **Permanence:** Theses uploaded to Scholarship@Claremont are permanent and will not be altered or removed except in cases of plagiarized content or scholarship of failing quality, and only at the discretion of the Dean of Faculty.
- **Embargo:** If your thesis is pending publication, includes pending patents, or contains sensitive information, it may be appropriate to delay access to your uploaded thesis for up to 2 years by means of an embargo. Students [requesting embargo](#) must still upload their thesis within 48 hours of submitting their hard copy thesis.
- **Exemption:** Students who wish not to upload their thesis to the digital archive may request a [thesis upload exemption](#).
- **Electronic copy:** An electronic copy of your thesis must accompany any request for embargo or exemption. This copy will remain permanently in a secure area on the CUC network. Media will not be returned you. Thesis embargo request forms and thesis upload exemption request forms are available in the Registrar's Office or online.

GRADING AND PENALTIES

Students registered for a 1-semester thesis will receive a letter grade and appropriate credit at the end of the semester. Students registered for a 2-semester thesis will receive a grade and appropriate credit for the work completed at the end of the first semester as well as a final grade at the end of the second semester. It is each student's responsibility to find out exactly what the reader wants turned in at the end of the first semester, whether an extensive outline, completed chapters, or chapter proposals. Students with 2-semester theses may receive either a letter grade and credit at the end of the first semester or a grade of P (In Progress and without credit) at the end of the first semester, at the reader's discretion. Letter grades and credit replace In Progress (P) grades upon completion of the 2-semester project.

Late theses will be penalized 1 grade point for every 24 hours late, illustrated as follows:

Submission	Penalty	Example
Up to 24 hours late	One (1) grade point by 3:00pm Tuesday	From A to A-
24 to 48 hours late	Two (2) grade points by 3:00pm Wednesday	From A to B+
48-72 hours late	Three (3) grade points by 3:00pm Thursday	From A to B
72-96 hours late	Four (4) grade points by 3:00pm Friday	From A to B-

Theses may not be submitted more than 96 hours late without an approved Incomplete Grade Petition.

PICKING UP GRADED THESES

Graded theses may be picked up when grading is completed in January or May; because of limited storage space, theses will be discarded if not picked up by the end of the semester following the semester in which the thesis was completed. Theses are not mailed to students, unless students have made arrangements in advance with the Registrar's Office. All mailing expenses must be paid by the student. Students will receive an email notification when theses are available to be picked up.

RESOURCES

Writing Assistance

The Center for Writing and Public Discourse can provide valuable assistance to thesis writers. Trained and experienced writing consultants can advise on all aspects of thesis preparation from developing a viable thesis statement to using Turabian, MLA and APA. Make an appointment to see a writing consultant early in the semester.

Style Manuals

One of the following style manuals must be followed, as appropriate to the discipline of the thesis:
(Please use the most recent edition.)

- **Theses in psychology** follow *The Publication Manual of the American Psychological Association*, with the addition of the standard Senior Thesis title page. Do margins according to PMAPA recommendations. Your thesis will have the required CMC Senior Thesis title page, a blank page, then the PMAPA title page.
- **Theses in mathematics** follow the [American Statistical Association](#) manuscript format or, the [American Mathematical Society](#) format, or with the approval of the Mathematics Department and the Thesis Director, the style guide of another appropriate mathematics journal.
- **Theses in literature** follow *The MLA Handbook for Writers of Research Papers*.
- **Theses in all other fields** follow Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*, (University of Chicago Press). Note the following modifications of Turabian: the rules for first reference to a work in a footnote apply to each chapter: that is, there must be a full bibliographic citation at the first reference to a work in each chapter, regardless of any prior reference in earlier chapters (see Turabian 8.12 and 8.22). In any case where other manuals are silent, consult Turabian.

The [University of Michigan Documents Center](#) is an excellent on-line resource that has links to all of the formatting guides, including Turabian. It also has links to examples of how to cite electronic sources. Type **citation guides** in the search box.

[Introduction to Basic Legal Citation](#) (online ed. 2015 by Peter W. Martin) is a legal citation primer based on the nineteenth edition of *The Bluebook: a Uniform System of Citation*.

Contacts

[Registrar's Office](#)

Email: registrar@cmc.edu
Phone: 909-621-8101
Location: Bauer Center North, First Floor

[The Center for Writing and Public Discourse](#)

Email: writing@cmc.edu
Phone: 909-607-4142
Location: Kravis Center, First Floor 101

[Institutional Review Board \(IRB\)](#)

Email: irb@cmc.edu

Additional Resources

[Senior Thesis information](#)

Claremont McKenna College

Title

submitted to
Professor Thesis Reader 1
and
Professor Thesis Reader 2
(if applicable)

by
Your Name

for
Senior Thesis
Semester Year
Date