

Guidelines for Degree *with Honors Research Distinction* **Max M. Fisher College of Business**

Fisher College of Business honors students who have research interests have the opportunity to pursue the *Degree with Honors Research Distinction* which involves a program of research during the senior year culminating in a thesis and oral defense. Note: Students must have University Honors standing and a **minimum grade point average of a 3.5** to begin an honors distinction project.

The following guidelines have been established for students interested in pursuing the *Degree with Honors Research Distinction*. Participating students are responsible for completing the following steps:

- 1) Meet with an academic advisor to discuss *Degree with Honors Research Distinction* requirements and the Application for Graduation *with Honors Research Distinction*.
- 2) Identify an area of research and secure a faculty advisor who will serve as a mentor for the thesis work. Typically students work with a faculty advisor in their specialization but students are permitted to secure a faculty advisor and conduct research in a business field outside their specialization. Students conducting research outside their specialization or with faculty members outside their specialization will be awarded distinction based on the faculty member's area of expertise.
- 3) Faculty advisors will be full-time members of the Fisher College faculty and have M or P status with the Graduate School.
- 4) Complete the "Application for Graduation *with Honors Research Distinction*" and obtain all signatures.
- 5) Work with a faculty advisor to develop a plan for completing the research project that includes established deadlines and a time line.
- 6) Enroll in and complete a minimum of 6 hours of research coursework over a 2-semester period with an average GPA of 3.65 in the work presented for the distinction. A "4998H" course number is used for research hours in the department in which the faculty advisor is affiliated and in which the distinction will be awarded. Enrollment in this course is initiated by completion of an "Application for Graduation *with Honors Research Distinction*" and a request to Kim Bader (bader.28@osu.edu) each semester of participation.
- 7) Engage in a research project that involves the investigation of a problem or hypothesis using appropriate research methodology and the completion of a written thesis.

- 8) Write a thesis that contains: a) an introduction stating the rationale for the study and statement of the problem, b) a literature review, c) research methodology, d) results and e) conclusion/discussion.
- 9) Use the *Ohio State University Graduate School Guidelines for Preparing Theses, Dissertations, and D.M.A. Documents* for manuscript format and appearance guidelines. This information is available on-line at:
<http://www.gradsch.osu.edu/Depo/PDF/Guidelines.pdf>
- 10) Form a committee of at least three members, consisting of: the faculty adviser, another representative of the appropriate department, and the chairperson for undergraduate programs (or designee) to evaluate the thesis and conduct an oral defense.
- 11) Schedule the oral defense (at least one hour in length) to take place no later than Thursday of the 12th week of the semester.
- 12) Distribute copies of the thesis to committee members no later than one week prior to the date of the oral defense.
- 13) Ensure that committee members sign the “*Program with Honors Research Distinction*” form, verifying successful completion of the research coursework and the oral defense of the thesis and that the form is returned to the Undergraduate Program Office.
- 14) Submit your approved honors thesis to the *Knowledge Bank*, a collection of electronic presentations, publications and reports housed on the University Libraries web site. See the following link for information about the *Knowledge Bank*: <https://kb.osu.edu>. Instructions for how to submit your thesis to the *Knowledge Bank* and a tutorial for converting Word files to PDF are included.
- 15) Turn-in one (1) copy of the final thesis to the Undergraduate Program Office.
- 16) In order to graduate *with Research Distinction* students are required to *submit an abstract* to present their research project at the Denman Research Forum (which typically occurs in March). Abstract submission occurs in fall semester.