

## Guidelines for Thesis Completion in Justice Studies

The School of Justice & Social Inquiry (Justice Studies) actively supports our undergraduate students who are registered within Barrett, The Honors College (Honors) program. This web page is intended to provide Justice Studies thesis completion guidelines. Justice Studies honors students should plan to complete their honors requirements based on the following timeframes:

- Course-level requirements by the end of their junior year (<http://www.asu.edu/clas/justice/undergraduate/curriculum.html>), and
- Thesis requirements by the first semester of their senior year.

Completion of an undergraduate honors thesis requires commitment and planning. Students should use the planning and preparation guides provided by Honors. Additionally, Justice Studies students should adhere to the following thesis project timeline:

Project Item Description	Deadline
<p>Contact the Justice Studies Faculty Honors Advisor (FHA) to discuss with him/her your research interests. The School of Justice &amp; Social Inquiry has five concentrated areas of study:</p> <ul style="list-style-type: none"> <li>• <b>Citizenship, migration and human rights;</b></li> <li>• <b>Globalization, sustainability and economic justice;</b></li> <li>• <b>Law, policy and social change;</b></li> <li>• <b>Media, technology and culture; and</b></li> <li>• <b>Social Identities and communities.</b></li> </ul> <p>The FHA can steer you toward appropriate faculty with matching interests.</p> <p>Note: Prior to meeting with the FHA, read the Justice Studies faculty profiles (<a href="http://sjsi.clas.asu.edu/page/about_us/faculty_staff">http://sjsi.clas.asu.edu/page/about_us/faculty_staff</a>) and see if you can find a match with your interests. (You might also want to read some of the faculty members' articles and books.)</p>	Freshman Year
<p>Spend time reviewing past undergraduate theses to gain some insight into the types of research topics and data collection strategies expected of Justice Studies students. (Note: Because thesis quality varies considerably, please consult with the FHA and/or your Thesis Advisor about the appropriateness of any given thesis as a model for your own project.)</p> <p>(You can find completed theses in the Honors College or you can view samples in the Justice Studies Advisory department)</p>	Sophomore Year
<p>Set up a meeting with appropriate faculty member(s) to discuss your thesis ideas (The FHA can assist you in this process by making the necessary introductions).</p>	Sophomore Year
<p>Choose a director for your Directed Study (JUS 492) and set up a meeting schedule and timeline for completing your project. It is recommended that you allow at least one semester for researching your thesis and one semester for writing your thesis, as you most likely will have to write many drafts.</p>	Junior Year – 1 <sup>st</sup> Semester

Project Item Description	Deadline
<p>Choose a second reader. Your thesis director or FHA can help you choose this person (usually an ASU faculty member with an expertise in your area).</p>	<p>Junior Year – 1<sup>st</sup> Semester</p>
<p>Write a prospectus outlining what you plan to do for your thesis. This prospectus represents a contract between you and your committee. This contract can be modified at any time, but the initial draft should be sent to the Honors College. Complete paperwork to register for JUS 492 Directed Study with academic advisor and Thesis Director before 2<sup>nd</sup> Semester, Junior Year begins.</p> <p><b>IMPORTANT:</b></p> <ul style="list-style-type: none"> <li>▪ The prospectus should outline the type of research that you plan to conduct. Note: You must go beyond writing a term paper.</li> <li>▪ It can also include a methodology section outlining the types of research methods (e.g., survey, case study) you plan to use.</li> <li>▪ Note: If gathering data, be sure to submit an Institutional Review Board proposal ( <a href="http://researchadmin.asu.edu/compliance/irb">http://researchadmin.asu.edu/compliance/irb</a> ). Your Thesis Director must review and approve the proposal before submission to the IRB.</li> <li>▪ Note: It is important that you review the IRB meeting schedule and review timelines. Research CANNOT begin without IRB approval.</li> </ul>	<p>Junior Year – 1<sup>st</sup> Semester</p>
<p>Begin your research project in JUS 492 Directed Study.</p>	<p>Junior Year – 2<sup>nd</sup> Semester</p>
<p>While conducting your research, be sure to meet with your thesis director on an ongoing basis. It's your responsibility to make sure you are carrying your research out in a timely manner and it's your director's responsibility to guide you through this process. Take advantage of his/her expertise!</p> <p>Complete paperwork for JUS 493 Thesis with academic advisor and Thesis Director before Senior semester begins.</p>	<p>Junior Year – 2<sup>nd</sup> Semester</p>
<p>Write up your research findings. In Justice Studies this will usually, but not always, entail the following sections: a literature review, methods, results, and discussion.</p> <p>Note: Reviewing previously prepared Justice Studies undergraduate theses can assist you in understanding the depth of work that must be included in your final document.</p>	<p>Senior Year – 1<sup>st</sup> Semester</p>
<p>Submit a first draft to your thesis director for feedback and be prepared to conduct multiple revisions. Accordingly, remember to give yourself plenty of time to incorporate these revisions as your thesis must be completed before graduation.</p>	<p>Senior Year – 1<sup>st</sup> Semester</p>
<p>Decide, <i>in consultation</i> with your Thesis Director, on a date for defending your thesis.</p>	<p>Senior Year – 1<sup>st</sup> Semester</p>

Project Item Description	Deadline
<p>Prepare your presentation. In Justice Studies, defenses usually consist of the student conducting a 15-20 minute overview of his/her research (PowerPoint slides are often used and handouts are usually provided to the committee members) followed by a 45-60 minute discussion during which the student is expected to be able to answer questions about his/her work. Remember that this is your opportunity to shine and to share your results with your committee...so prepare well.</p>	<p>Senior Year – 1<sup>st</sup> or 2<sup>nd</sup> Semester</p>
<p>Obtain signatures from all committee members on the Honors signature sheet (You must bring this signature page to the defense).</p> <p>The signature sheet is held by your Thesis Director if revisions are required. Once any revisions have been completed, your thesis and the signature sheet are handed into the Honors office.</p>	<p>Senior Year – 1<sup>st</sup> or 2<sup>nd</sup> Semester</p>

If you have questions, please contact any one of the following Justice Studies faculty/staff members.

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