INSTRUCTIONS FOR FALL 2013 SUBMISSION OF 187:198 HONORS THESIS IN INTERNATIONAL STUDIES

1. **Understand the UI Honors Program formatting requirements for your Honors Thesis and Honors Title Page**

   UI Honors Program Website:
   [http://honors.uiowa.edu/academicsdepartmental-honors/thesis-requirements](http://honors.uiowa.edu/academicsdepartmental-honors/thesis-requirements)

2. **Get your Honors Title Page approved by the UI Honors Program (don’t wait until the last minute to do this)**

   - Create a Title Page and paper and electronic abstract for your thesis following the Honors Program formatting instructions (see above).

   *Note: The “Project Director” is your Faculty Mentor and the “Honors Advisor” is Helena Dettmer (DEO of the International Studies Program).

   - Take your Title Page and abstract to the UI Honors Program (420 BHC; 319/335-1681), for review by the Honors Secretary. Take copies of your materials on a flash drive so you can make changes and reprint on-site if necessary. Direct all questions about this process to the UI Honors Program.

   - When your Honors Title Page is approved, the Honors Program will place a small seal on your title page to indicate it has been approved. **You must have this seal BEFORE you may request signatures from your Faculty Mentor or International Studies Honors Advisor.**

3. **Make three copies of the final draft of your International Studies Honors Thesis**

4. **Turn in the first copy of your International Studies Honors Thesis to your faculty mentor to be graded**
• Have your faculty mentor sign your International Studies Cover Sheet. [Link](http://clas.uiowa.edu/files/clas/international-studies/12-12%20HT%20COVER%20SHEET(1).pdf)

• Have your faculty mentor sign your Honors Title Page (which has the seal of approval from the UI Honors Program).

5. **Turn in a second copy of your honors thesis to the International Studies Program by 4:30 pm on Friday, December 13, 2013**

   • Be sure to attach your International Studies Cover Sheet (signed by your faculty mentor).
   • Be sure to include a three paragraph abstract (as required by the Honors Program), and correct citations.
   • At the same time, submit your Honors Title Page (which has been signed by your faculty mentor), so that the International Studies Honors Advisor can sign it.
   • Please DO NOT contact Helena Dettmer directly about acquiring her signature as the International Studies Honors Advisor. International Studies Program staff will arrange the signature for you and then email you.

6. **Wait to receive an email from International Studies Program staff notifying you that your Honors Title Page has been signed and is ready to be picked up**

   **STUDENTS MUST SUBMIT THEIR HONORS THESIS AND HONORS TITLE PAGE TO THE INTERNATIONAL STUDIES PROGRAM BY 4:30 PM, FRIDAY DECEMBER 13, 2013, IN ORDER TO ENSURE THAT THEIR HONORS TITLE PAGE WILL BE SIGNED BY THE INTERNATIONAL STUDIES HONORS ADVISOR IN TIME TO MEET THE HONORS PROGRAM SUBMISSION DEADLINE OF 5:00 PM ON WEDNESDAY, DECEMBER 18, 2013.**

   The International Studies Honors Advisor’s schedule does NOT allow flexibility on this process; students who do not meet the International Studies Program deadline are not guaranteed that they will be able to meet the Honors Program deadline. All questions about the Honors Program deadline should be addressed to 420 BHC; 319/335-1681.

7. **Turn in a third copy of your honors thesis, along with the Honors Title Page, to the Honors Program (420 BHC), by 5 pm on Wednesday, December 18, 2013**