

## HONORS THESIS MEMO

To: Economics Majors who are seniors in the 2019-2020 Academic Year

From: Gary Jefferson, Senior Honors Thesis Coordinator, Department of Economics

Subject: Procedures for Organizing, Preparing, and Defending the Senior Honors Thesis

Date: April 10, 2019

As the next academic year approaches, we are distributing this memo to inform those of you that are interested in writing a senior honors thesis of the requirements and procedures of the program. Please read through this document.

### I. Application Process and Enrollment

1. At the time of application for the senior honors thesis program, students must have a minimum GPA of 3.5 in the Economics Major and have completed Econ 184b or its equivalent. This calculation includes all economics courses that relate to the requirements for the economics major, including Brandeis cross-listed courses and summer courses taken at Brandeis or in Copenhagen.
2. Students who wish to write a thesis must enroll in Econ 99a for the fall semester. Permission to continue with Econ 99b in the spring is conditional on making satisfactory progress (See II(1), below) in the fall. Each Econ 99 course carries four credits; these do not count towards meeting the minimum requirements of the major.
3. To apply for admission to Econ 99a, a student must submit a one-page thesis proposal. The thesis proposal should clearly state (i) the research question that the honors thesis will attempt to answer, and (ii) the method(s) and data the student intends to use to analyze the question. *To the extent possible, the student should discuss his/her thesis proposal in advance with a faculty member who is knowledgeable in the relevant field.* The one-page proposal is due by 5:00 pm on Wednesday, September 4th, 2019, and students will be notified of their acceptance into the program no later than Monday, September 9<sup>th</sup>. There will be *no exceptions* to this deadline. Students who do not meet this deadline will not be allowed to register in Econ 99a and will forfeit their chance of writing a senior honors thesis. Proposals should be sent to [jefferso@brandeis.edu](mailto:jefferso@brandeis.edu) and to Leslie Yancich ([lesliey@brandeis.edu](mailto:lesliey@brandeis.edu)) with the subject heading HONORS THESIS PROPOSAL.
4. After reviewing the proposals, we will compile a list of student names and topics for circulation among the faculty. Faculty will be requested to respond with their first, second, and third choices regarding the topics they would like to advise. If, in the process of preparing your thesis proposal you have consulted with one or more members of the faculty, please identify them in your proposal.

5. The Economics Department faculty will determine which thesis proposals are accepted into the program. As not all proposals are accepted, students should sign up for an additional course in case they are not able to enroll in Econ 99a. **If your proposal is accepted, it is your responsibility to contact Leslie Yancich and get a code to enroll in ECON 99a on or before September 11<sup>th</sup>, the last day to add classes.**
6. Each potential thesis writer will be assigned two faculty advisers – a primary one that he/she consults regularly, and a secondary one that he/she also consults, but less frequently. The purpose of having 2 faculty advisers is to avoid potential mismatches at the defense stage of the thesis for which the student needs a second reader from Econ/IBS. The aim is to complete the primary and secondary adviser assignments by September 17th, 2019.
7. Although students may consult with faculty beforehand and request to work with particular faculty members, in the interest of matching students with faculty whose research interests best align with the proposed topics and in the interest of distributing the burden of advising equitably, students should know that they may not always get their first choice of advisers.

## **II. Guidelines, Meetings, and Resources During the Thesis Process**

1. The fall semester of the program will include two meetings. The first meeting, to be scheduled for late October, will be an opportunity for students to get together with other honors thesis writers, learn about their thesis topics, exchange information on where to locate research resources, and so on. The second meeting, scheduled for Monday, December 9<sup>th</sup>, will occur in groups of 3 or 4 students with their primary and secondary advisers. At the December meeting, honors thesis writers will formally present work completed and research results obtained thus far. A written report that forms the background for the presentation is due at this time. In addition to the work completed and a summary of the results, this written report must contain a detailed review of the literature relevant to the student's research. Prior to or at the time of the December 9<sup>th</sup> meeting, this hard copies of this draft must be provided to the primary and secondary advisers, as well as to Leslie Yancich. At the start of the spring semester, the Economics Department will meet to judge whether the thesis is viable and whether the student should be allowed to enroll in Econ 99b for the spring 2019 semester. Projects that are not viable will be terminated at this stage; students may also choose to stop writing the thesis at this stage. If this course of action is chosen, the student (in consultation with the primary adviser) will complete and submit a research paper and thereby receive independent study credit for Econ 99a for the fall semester.
2. As with any class, Econ 99a can be dropped. The last day to drop without a W is October 15, 2019 and the last day to drop with a W is November 13, 2019.
3. Students should plan to meet at least once every two weeks with their primary adviser and at least once a month with their secondary adviser.

4. The Economics Department has arranged for Economics PhD student (to be named) to serve as a TA for Econ 99a. The TA will be available during regular office hours (TBA) to provide assistance with Stata and econometrics questions.
5. Anne Carter research funds are available for data, travel, and other eligible expenses. Applications for these applications must be approved by program coordinators.
6. An Econ 99 website on Latte provides links for help with Stats and econometrics questions.
7. The first draft of the thesis is due on March 20th, 2020. It must be submitted electronically to both advisers, [jefferso@brandeis.edu](mailto:jefferso@brandeis.edu), and [lesliey@brandeis.edu](mailto:lesliey@brandeis.edu). Students should use the remaining weeks of the spring semester to incorporate the comments from their primary and secondary advisers; complete additional work; and edit their paper, as required.

### **III. Thesis Completion and Defense**

1. Before the defense version of the thesis is submitted (see III (4), below), students should consult with their primary advisers to find a third member outside of Econ/IBS for his/her committee. *It is the responsibility of the student to contact the third committee member and confirm their willingness to act as a third reader.* The third reader should be confirmed, and his/her name submitted to Leslie Yancich, no later than April 5th, 2020. In consultation with committee members and Leslie Yancich, the student must schedule a time for the thesis defense meeting during the final exam period.
2. The student is responsible for delivering copies – both hard copies and electronic copies – of the thesis to the three committee members at least five (5) full days before the defense meeting. An electronic copy shall also be sent electronically to Leslie Yancich.
3. The final version of the thesis that incorporates comments and corrections raised by committee members during the defense is due at the end of the final exam period (May 12th, 2020). This final version of the thesis, satisfactory to the defense committee, is to be submitted to the Economics Department (see I (3), above).
4. The student is responsible for making five bound copies of the final copy of their thesis, and a sixth copy for the library which is to be unbound. At the time of submission to the Economics Department, the student should ensure that he/she signs a release form giving the library permission to add the thesis to their collections. This form should be submitted to Leslie Yancich, along with one bound and one unbound copy of the thesis. One bound copy is submitted to each committee member; the final copy is for the student.
5. The advisers need to approve the scheduling of the thesis defense. Leslie Yancich will coordinate the date, time and place with students once this is done. This will be during study days, April 30th & May 1<sup>st</sup>.

6. As the Senior Honors Thesis Coordinators, I will be the person who facilitates coordination with the procedures, including the dates described herein. For questions on econometric issues, see the Econ 99a TA or your primary or secondary adviser.

**IMPORTANT DATES:**

September	4	One page thesis proposal due
September	9	Notification of acceptance
October	15	Last day to drop Econ 99 without a W
November	13	Last day to drop Econ 99 with a W
December	9	Part I of draft due/Presentation of preliminary results
March	20	First draft of thesis due
April	5	Third reader identified and confirmed
April	22	Thesis defense draft due
April 30 & May 1 <sup>st</sup> (study days)		Thesis defense before three-person defense committee
May	12	Final version submitted to the library and the Economics Dept.