



THE OHIO STATE
UNIVERSITY

SCHOOL OF HEALTH AND
REHABILITATION SCIENCES

**HONORS PROGRAM
STUDENT HANDBOOK
2022-2023**

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PROGRAM DESCRIPTION

The School of Health and Rehabilitation Sciences (HRS) Honors Program offers select undergraduate students with high academic abilities the opportunity to expand their scholarly development as they seek their degrees at The Ohio State University (OSU). The HRS Honors Program supports intellectual and personal discovery by providing a personalized learning adventure. The HRS honors student is passionate about learning and accepts challenges to address real-world problems. By completing advanced levels of study and creatively engaging in leadership, research, teaching, and service, HRS honors students can graduate with honors in HRS. Students will develop their own Honors Academic Plan. For students who elect to conduct research as part of their plan of study, they will work one-on-one with an HRS faculty member to contribute discoveries to health-related fields.

Mission

To create a culture that empowers exemplary students to enrich their academic experience through opportunities for personal development and the pursuit of intellectual discovery.

HONORS CATEGORIES

Graduation with Latin Honors

Latin Honors are awarded solely on cumulative Ohio State GPA and earned credits. This honor has three designations: Cum Laude, Magna Cum Laude, and Summa Cum Laude. Latin Honors does not require enrollment in the Honors Program.

Cum Laude is awarded for a 3.5 to 3.69 GPA

Magna Cum Laude is awarded for a 3.7 to 3.89 GPA

Summa Cum Laude is awarded for ≥ 3.9 GPA

Graduation “with Honors in Health and Rehabilitation Sciences”

will be awarded to students who complete their personalized Honors Academic Plan and Contract and who maintain a 3.4 cumulative Ohio State GPA. The plan of study will include advanced Honors coursework and experiences in teaching, leadership, and service.

Graduation “with Honors Research Distinction in Health and Rehabilitation Sciences”

will be awarded to students who complete their personalized Honors Academic Plan and Contract, maintain a 3.4 cumulative Ohio State GPA and complete a research thesis. HRS Honors students who elect to do research will work one-on-one with a faculty member to develop a research proposal, complete the research study, and prepare and defend a thesis.

Graduation “with Research Distinction within HRS Program of Enrollment”

will be awarded to students who maintain a 3.0 cumulative Ohio State GPA, a 3.3 cumulative Ohio State GPA in undergraduate program coursework and who develop a research proposal, complete the research study, and prepare and defend a thesis. Graduation with Research Distinction does not require enrollment in the Honors Program.

HONORS ELIGIBILITY

Application Process

Students directly admitted to the University Honors Program do not need to apply to the HRS Honors Program. These students will meet with the designated HRS advisor to develop their Honors Academic Plan and prepare an Honors Contract during Freshman Survey. An approved and signed Honors Contract by the HRS Honors Director admits the student into the HRS Honors Program.

Students who completed at least 15 credits but less than 60 credits at Ohio State, have a minimum 3.4 cumulative Ohio State GPA, and are currently HRS pre-majors or have been accepted into an HRS programs may apply to the HRS Honors Program. The student will meet with the designated HRS advisor to develop their Honors Academic Plan and prepare an Honors Contract. These documents will be submitted to and reviewed by the HRS Honors Director.

Honors students who transfer into HRS from another college at Ohio State (main or regional campus), have a 3.4 cumulative Ohio State GPA, and have fewer than 60 credits earned at Ohio State may participate in the HRS Honors Program. The student will meet with the designated HRS advisor to develop their Honors Academic Plan and prepare an Honors Contract. These documents will be submitted to and reviewed by the Honors Director.

Students who transfer into HRS from another university and have accrued at least 45 hours but fewer than 60 hours of transfer credit with a 3.4 cumulative Ohio State GPA may apply to the HRS Honors Program. The student will meet with the designated HRS advisor to develop their Honors Academic Plan and prepare an Honors Contract once their HRS Honors Application has been submitted, reviewed, and approved. These documents will be submitted to and reviewed by the Honors Director.

Honors Contract Review Process

All HRS honor students will prepare an Academic Plan and Honors Contract via REDCap. The HRS Honors Program will provide students access to REDCap by invitation. Within the stated timeframe provided in the invitation, the student will complete both required documents. Once completed, the designated HRS advisor will review each document for completeness and accuracy before requesting final approval from the HRS Honors Director.

The HRS Academic Plan and Honors Contract are flexible and personalized with only two additional activities required of all HRS Honors students:

- Developing an e-portfolio that synthesizes the learning that emerged by engaging in the HRS honors experiences
- Completing the Foundational Honors course within the second year of the program.

The HRS Honors Director will review the submitted documents. Approval of the Academic Plan and Honors Contract will be based on a suitably rigorous Academic Plan and Contract. One outcome from the review can be *Approval of the Plan as Submitted*. Alternatively, the Academic Plan and Contract may be approved contingent on making recommended changes. In this case, the HRS Honors Director has determined that the Academic Plan could benefit from additional or different coursework. The HRS Honors Director will return the HRS honors student's Academic Plan and

Honors Contract along with a letter indicating the specific changes needed before approval will be given. If the HRS student is willing to make these changes, they will electronically submit their HRS Academic Plan and Honors Contract to the [HRS Honors Program email box](#). A designated HRS advisor will confer with the HRS Honor Director to fully understand the recommended changes to the contract and will work closely with the student to make these changes. The HRS Honors Director will review the revised documents and approve the documents or recommend further changes.

Once the HRS Honors Director approves the Academic Plan and Honors Contract, the HRS honors student will receive a letter announcing the approval of the Academic Plan and Honors Contract. The approved documents represent the requirements for graduation of the HRS honors student to receive Honors in HRS designation on their diploma and transcript. The HRS honors student must keep a copy of the approved Academic Plan and Honors Contract and refer to them as they progress through the program. The original documents will be available in REDCap. All revisions will be maintained by the HRS Honors Program.

Petition to Change the Honors Contract

Any time an HRS honors student needs to change their approved Academic Plan and/or Honors Contract, they must submit electronically, a written request for the change to the [HRS Honors Program email box](#). This request should include a brief written rationale for the change. Changes that either maintain or increase the strength of focus of the HRS honors student's program will receive routine approval by the HRS Honors Director. Changes that appear to diminish the strength of the Academic Plan and Honors Contract (e.g. replacing an honor's course with a non-honors version of the course) will require the approval of the HRS Honors Director and is less likely to be approved. The designated HRS advisor will submit the request to the HRS Honors Director for review and approval of the changes to either the Academic Plan and/or Honors Contract. The designated HRS advisor will provide the documents to the HRS Honors Director for review and will communicate the decision back to the HRS honors student. Before students can register for the substitute courses, the HRS Honors Director's approval must be obtained. Approval of substitute courses will not be considered if the course has already been completed.

Petition to Use 3000+ Level Courses

Students may submit a petition to request that 3000+ level courses taken during the first two years of study satisfy Category I requirements. The petition will be submitted to the [HRS Honors Program email box](#) for further review by the HRS Honors Director. The designated HRS advisor will email the student the decision made by the HRS Honors Director. Registration for 3000+ level courses to be used for honors requirements may only occur after the HRS Honors Director's approval has occurred. It is highly unlikely that prior coursework will be approved.

HONORS ADVISING

Overview of the Honors Program Administration

The HRS Honors Program falls under the administrative oversight of the HRS Director of Academic Affairs in conjunction with the HRS Office of Research. The scope and operation of the HRS Honors Program are under the direction of the HRS Honors Director. The role of the director is to support the successful completion of the Honors Program by HRS honors students. The Director will be

responsible for the creation of curricula, regular updates of practices, guidelines, and processes, and conducting approvals for Honor petitions, Academic Plans, and Contracts.

The designated HRS advisor will work with HRS honors students and students applying to the HRS Honors Program to help comply with the requirements of the program. The designated HRS advisor will work closely with the HRS Honors Director to track students' progress, confirm the completion of requirements, and determine whether academic standards are met. The designated HRS advisor plays a pivotal role in coordinating the needs of the students with the HRS Honors Director and HRS Honors and Research Committee.

The HRS Honors and Research Committee and the HRS Honors Director share responsibility for establishing an innovative, rigorous Honors Program that is highly sought out and meets the interests of HRS honors students. The HRS Honors and Research Committee and the HRS Honors Director also conduct yearly reviews of student progress, approve honors research proposals for scholarship awards and serve as honors faculty representatives on each honors research distinction thesis defense.

HRS honors students will work with their assigned HRS academic advisors to manage their academic progress to graduation. Designated HRS advisors advise honor students regarding the HRS Honors Program, its administration and/or requirements as well as all things related to the HRS Honors Program. The HRS Honors Director will be responsible for any student-related issues, problems related to progress within the program, and discussion of innovative opportunities to satisfy the advanced, rigorous experiences required by the program. At the end of the first year in the HRS Honors Program, HRS honors students will receive an Honors Faculty Advisor to work one-on-one throughout the remainder of the program.

MAINTAINING HRS HONORS STATUS

Requirements to Maintain Honors Status

Students must maintain a 3.4 cumulative Ohio State GPA or higher at the end of each academic year. Students must earn a B or higher in honors designated courses to meet honors requirements. Students must also make continued progress on their Honors Contract, including meeting with the Honors and Research Committee yearly.

Contract Requirements

Coursework

HRS honors students will build an engaging, in-depth academic plan, which will expand their knowledge and experience beyond a traditional bachelor's degree. The HRS honors requirements include completing 18 credit hours designated as honors, honors embedded, 3000+ level, and/or graduate courses. A total of 60 graded credit hours at Ohio State must be completed before graduation. Courses taken as Pass/Fail, Satisfactory/Unsatisfactory do not count toward these 60 credits. Taking the Honors Foundation Course in the second year and completing an Honors E-portfolio are required elements of the HRS Honors Program.

Experiences

The HRS Academic Plan and Honors Contract is a flexible, personalized plan according to the interests of the student. The experiences and courses students select will total 50 points and must be completed before graduation. Honors coursework will be at least 18 points. A variety of experiences in research, scholarship, and/or teaching can be selected to meet the program requirement of achieving a total of 14 points. Diverse activities in Leadership and Service can be selected to meet the program requirement of a total of 10 points.

A [list](#) of the many opportunities for building an enriching, engaging, and challenging Academic Plan and Honors Contract is below.

HONORS OPPORTUNITIES

In keeping with the themes of enrichment and discovery in the HRS Honors Program, the following pre-approved HRS and university opportunities are identified as potential components of a student's Honors Contract. HRS honors students will be responsible for a minimum of 50 points overall and activities are required – completion of the Honors Foundation Course by the second year and completion of an e-portfolio that spans the entirety of the time in the HRS Honors Program. The goal is to develop a plan that integrates interrelated experiences that bring growth and discovery around real-world problems and enrich the student's undergraduate experience.

Honors and Graduate Coursework (at least 18 points): points earned by completing the following (one point earned per credit hour): It is strongly recommended that these courses be taken within the first two years.

- Honors courses-HTHRHSC XXXXH
- Honors-embedded courses-HTHRHSC XXXXE
- 3000+ level courses taken during the first two years (upon pre-approval of the HRS Honors Director)
- A graduate-level course while an undergraduate student (upon pre-approval of the HRS Honors Director)

Research, Scholarship, and Teaching (at least 14 points): points are earned by completing the following research, scholarship, and teaching opportunities: If a minor is required for an academic program, such as Health Sciences, points will not be earned.

- Honors Thesis – 14 points
- Apply for an undergraduate research grant at the local, university, or national level (submit a copy of the full research grant to the Honors Program Director) – 4 points
- Documented contribution to a research or review paper submitted for publication in a peer-reviewed journal or discipline-equivalent publication – 10 points with Authorship; 7 points without Authorship
- Submit abstract/present a research study at a research forum (OSU Denman, OSU Research Festival, etc.) or a state/regional/national conference – 2 points with abstract and/or presentation 5 points

- For non-thesis students: Weekly volunteer in a research lab for a semester (1 point/3hrs up to 3 pts per semester; may be repeated up to 3 semesters) – 3 points (9 pts max)
- Minor in any field (If minor is required for a major, this opportunity does not meet the requirement) – 10 points
- One full semester of study abroad – 10 points
- Serve as an unpaid teaching assistant/tutor – 1 point per credit
- Attend state or national professional association conference (without presenting) - 2 points
- Attend/participate in any of the following experiences (Submit a 1-page double spaced reflection with your Honors Report): – 1 point per experience
 - HRS Grand Rounds (beyond those required for the HRS Grand Rounds Honors course)
 - Regular attendance and participation at a journal club that meets multiples times each semester
 - Attend any of the University’s mind-blowing lecture/presentation offerings:
 - OSU Provost Lecture Program;
 - Annual Smith lecture (OSU Physics);
 - Science Sundays;
 - Wexner Center for the Arts Glimcher Lecture Series (Arts, Architecture), Lambert Family Lectures (Global issues in art and culture);
 - Public Humanities Lecture series (Arts and Sciences); V
 - Voices From the Community Lecture Series (Public Health);
 - Barbara K.Fergus Women in Leadership Lecture Series (Glenn School);
 - Humanism in Medicine Last Lecture Series (College of Medicine)
- Other as pre-approved by the Honors Director within the School – points TBD upon approval

Leadership and Service (at least 10 points): points earned by completing the following service and leadership activities, which go beyond the clinical and service-learning program or admission requirements of the student’s current or future academic program. Documentation of proof of each activity is submitted to the HRS Honors Director.

- The leadership of a student-organized project for recruitment or community-based outreach and engagement activities – 3 points per year^
- Serve as an officer of a student organization such as a student chapter of a professional organization, or HRS school or university student organization – 3 points per year^
- Member of division, school, college, or university committee – 3 points per year^
- Serve as a mentor (in the Honors Program, School, University, or community) – 3 points per year^
- Perform volunteer services that are unrelated to required experiences for professional programs. To receive points, a completed volunteer service certification form must be turned into the HRS Honors Director – 1 point per 10 hours^
- Volunteer at state or national professional meetings – 3 points per meeting^
- ^In circumstances when an extensive/extraordinary amount of time is dedicated to the successful completion of one of the opportunities designated by ^, up to 2 additional points may be awarded at the discretion of the HRS Honors Director. A petition will be completed to request these points. – 2 points (one time only)
- Participation in honors activities (fireside chats, lunch & learn, dinner & dialogue) – 1 point per event – (3 points max)

- E-Portfolio – 3 points
- Serve as a member of a university honorary society – 3 points per year per society
- Other as pre-approved by the Honors Director within the School – points TBD upon

Annual Review Process

HRS honors students and their faculty mentors will meet annually with the HRS Honors and Research Committee to review progress on their HRS Honors Contract. Any approved changes to the HRS Honors Contract since the previous review will be discussed. Compliance regarding cumulative GPA and honors course grade will be determined at the end of the Spring Semester each year for HRS honors students.

It is the expectation of the HRS Honors Program that high academic achievers will show consistent strong academic performance as evidenced by at least a 3.4 cumulative Ohio State GPA and grades in honors courses with at least a B or higher. If these requirements are inconsistently met such as falling below expected levels twice, it will be grounds for dismissal from the HRS Honors Program.

Academic Progression

The HRS honors students will make adequate academic progress within the HRS Honors Program by completing a minimum of 13 honors points per year, taking the Foundational Honors Course within the second year of the program, and completing most or all the 18 required credit hours within the first two years but not longer than three years of their academic studies. A total of 50 honors points) must be completed before graduation.

The HRS Honors Director and/or the HRS Honors and Research Committee will notify students in writing if they are being placed on probation in the HRS Honors Program by special action after semester/annual review. Special action probation alerts the student to the need for improved achievement in the area(s) of deficiency to continue in the HRS Honors Program.

Consequences for not meeting honor requirements

Probation by Special Action

Students enrolled in the HRS Honors Program will be placed on probation by special action for the following:

1. A student falls below a cumulative Ohio State GPA of 3.4 and/or
2. A student earns a letter grade of B- or lower in a required honors course

Dismissal from the HRS Honors Program

The HRS Honors Director will notify a student in writing of dismissal from the HRS Honors Program. Dismissal from the HRS Honors Program does not impact the student's status or eligibility to enroll in programs of study, their required courses, and/or progress towards graduation. Upon dismissal from the HRS Honors Program, the student will have the Honors designation removed from their Ohio State academic record. Students dismissed from the HRS Honors Program will no longer receive priority registration. Students may not reapply to the HRS Honors Program after they have been dismissed.

Students dismissed from the HRS Honors Program may discuss with their mentors to complete their research project if pursuing a research thesis. The student may be able to graduate with “research distinction” if an agreement can be reached, the project is completed, and academic qualifications for graduation are met.

Students enrolled in the HRS Honors Program will be dismissed from the HRS Honors Program by special action for the following:

1. A student falls below the minimum cumulative Ohio State GPA for a second time and/or
2. A student earns a grade of B- or lower in a second Honors course and/or
3. A student earns a grade of B- or lower in two Honors courses in the same semester, regardless of whether this is the first offense and/or
4. A student fails to meet the expectations on their HRS Honors Contract and fails to meet milestones as designated by the HRS faculty mentor and/or the HRS Honors Program

Withdrawing from the Honors Program

HRS honors students may withdraw from the HRS Honors Program at any time by submitting to the HRS Honors Director a signed letter/email requesting the withdrawal. The letter/email can be submitted to the [HRS Honors Program email box](#). The student will have their honors designation removed from their academic record.

PROGRAM ENRICHMENT TRAJECTORY

The HRS Honors Program aims to be a catalyst for growth, discovery, and critical thinking among its passionate, challenge-seeking students. While each HRS Honors Contract is personalized to each student, an enrichment trajectory is the foundation of the program across the four years as an undergraduate honors student. The activities and growth outcomes below apply to both thesis and non-thesis students.

First Year

Activity

- Freshman Survey and Preparing the Plan of Study and the Honors Contract
- Completing 13 points in the first year of the honors program and collecting experiences/reflections for the E-Portfolio

Growth and Discovery Outcomes

- Understand the depth and breadth of the HRS Honors Program
- Know the Honors Program leaders and develop a close working relationship while preparing
- Be comfortable with the pace of the honors program and recognize enrichment opportunities as they arise

Second Year

Activity

- Receive an Honors Faculty Advisor and meet regularly
- Attend Honors Program celebrations, networking events, and other cultural experiences
- Growth and Discovery Outcomes
- Develop working relationships, and effective communication styles, and recognize your role and purpose in HRS Honors Program
- Develop skills in having meaningful conversations and begin to develop peer support networks within the Honors Program
- Growth and Discovery Outcome for all the activities above:
- Develop a vision of additional enrichment opportunities that enhance your understanding of real-world problems

Third Year

Activity

- Meet regularly with Honor Faculty Advisor to prioritize opportunities to promote greater intellectual discovery
- Capture pivotal experiences that change your understanding of real-world problems for your e-portfolio

Growth and Discovery Outcome

- For the real-world problems that are meaningful to you, begin to identify the contribution of learning, leadership, research, and/or service
- Begin to develop a voice of influence regarding real-world problems; gain confidence and skill in having persuasive conversations

Fourth Year

Activity

- Disseminate impactful information within forums, gatherings, courses, and/or the portfolio
- Growth and Discovery Outcome
- Effectively communicate your passion, expanded knowledge, and vision of the real-world problems you find meaningful; Apply critical thinking and thoughtful evaluative skills to propose solutions to these problems; Demonstrate leadership skills by identifying feasible, best next steps.

RESEARCH

Definition of Undergraduate Research

The Council of Undergraduate Research defines research as "an inquiry or investigation conducted by an undergraduate student that makes an original, intellectual, or creative contribution to the discipline." The HRS Honors and Research Committee and the HRS Honors Director strongly encourage HRS honors students to engage in mentored, self-directed research that addresses real work problems. Immersion in research provides a depth of knowledge and a close working relationship with internationally renowned Ohio State faculty that would not otherwise be available

to students. Research guidelines are similar for HRS honors students and students who are researching to attain Research Distinction on their transcript and diploma when they graduate. For students who pursue undergraduate research as part of the HRS honors program or research distinction, a research proposal must be prepared and approved by a mentor and the HRS Honors and Research Committee member. The proposal is typically approved at the end of the sophomore year or sometime within the junior year. At least four credit hours of an independent research study with the HRS faculty research advisor must be taken (4998H, 4998). The suggested timeline is to complete the research study by the end of the autumn semester the senior year or the semester before graduation. The thesis is then prepared and defended during the spring semester of the senior year or the last semester. More detailed timelines are documented further below.

Honors Research Thesis

After the research project, each HRS honors student will write a formal thesis under the supervision of the HRS faculty mentor and orally defend the thesis before the 12th week of the final semester. An overview of the HRS Research and Thesis process is below. More detailed descriptions of how to prepare the research proposal and the research thesis are included further down.

Research Project/Thesis Procedures

1. Student and mentor meet regularly (frequency determined by the mentor) to plan and complete a research project (during sophomore, junior and senior years).
2. The ideal plan is to complete the research project (including data analysis) by end of junior year.
3. During senior year, the student writes a thesis that follows the detailed thesis guidelines (below).
4. Mentor and student select a second faculty member to serve as a second reader for the thesis and as a member of the thesis committee.
5. After approval by the HRS faculty mentor, the thesis is sent to a second reader by the student for review.
6. The second reader completes the thesis review within two weeks after receiving the thesis document.
7. The student's oral defense of the thesis is completed by the 12th week of the final semester (Time, place, and details of oral defense determined by the HRS faculty mentor).
8. Final thesis edits completed by the student.
9. After the final draft of the thesis is approved by the HRS faculty mentor, the student submits the thesis to the Knowledge Bank by the last day of classes during the final semester. (See Appendix - *Knowledge Bank*)
10. The HRS faculty mentor will inform the HRS Honors Director of the thesis defense outcomes and send an electronic copy of the completed thesis to the Director.

Thesis Process

Requirements for Students to Graduate with Distinction:

- Primary thesis advisor within HRS who has a regular faculty appointment at more than 50% (tenure-track, clinical, and research faculty are eligible)

- Cumulative Ohio State GPA must be at least 3.0, major cumulative Ohio State GPA must be at least 3.3
- Present final project at the Denman Undergraduate Research Forum, the Fall or Spring Undergraduate Research Festival, or an equivalent forum
- Complete four hours of Honors Research (HRS 4998H or 4998)
- Successful oral defense of the thesis

Thesis Proposal Process:

- Identify a thesis advisor within HRS to be a mentor through the thesis
 - The best learning experiences will occur when students select a topic within the expertise of the mentor.
- Establish the thesis topic with the guidance of the thesis advisor
 - To attain distinction, the research must be conducted only for the completion of requirements for research distinction and no other program, course, specialization, or minor requirements.
- Identify a thesis committee member and obtain a written commitment
- Develop thesis proposal under the guidance of thesis advisor based on thesis guidelines
- Host thesis proposal meeting with the student, thesis advisor, and committee member
 - Students must distribute the final proposal to the committee at least one week before the proposal meeting.
 - The preference of the format of the final thesis proposal document (electronic or paper) must be honored by the student for dissemination.
 - One week before the proposal meeting, the following must be submitted to the HRS Honors Director:
 - Application for Proposal of Undergraduate Research Thesis
 - Recommendation by the thesis advisor
 - Thesis proposal draft submitted to the committee
 - Establish agreement if the final thesis document will be in traditional format or journal article format.
- Submit original signed Thesis Committee Approval Form to Honors Director immediately following the proposal meeting.
- Proposals with a completed committee meeting before review deadlines for University and School scholarship deadlines will be considered for competitive funding.
- Secure appropriate institutional approvals for human subjects or animal research. CITI training for responsible conduct of research and conflict of interest forms must be completed before engaging in any research. These pieces of training will be completed as part of the Honors Foundations course.

Thesis Completion Process:

- Once progress on the thesis research has begun, a timeline should be developed to ensure a suitable time for data collection, data analysis, and writing of the document.

- Students should expect one week period for the advisor to provide feedback on submitted writing progress, with some advisors requiring more or less time.
- Once data analysis is complete before or by spring or autumn break, whichever comes first, the student should work with the primary advisor, the committee member, and the assigned Honors Representative to identify a time to hold the thesis defense.
 - Scheduled defense dates should account for the time needed to finalize the document, including one week for the thesis advisor’s final review of the document and one week for the student to incorporate the necessary changes before distribution to the committee.
- The student must share the final thesis document with their committee and Honors Representative no later than one week before the scheduled defense. The format of the document delivered (paper or electronic) is based on the preference of each faculty member.
- The one-hour thesis defense will be scheduled where the student will provide a 15–20-minute presentation of the research, with the remaining time allocated to questions from the committee and Honors Representative.
 - The student will work with the thesis faculty advisor to secure a room for the date that has been approved by the committee and Honors Representative.
 - After the defense, the student will be excused from the room for the committee and Honors Representative to determine if the student satisfactorily defended the thesis project.
 - The verdict of the defense will be indicated on the Thesis Defense Form, and be signed by the thesis advisor, committee member, and Honors Representative. The student will return the form to the Honors Director.
- The student must submit to final thesis document, including any changes requested by the committee, to Ohio State’s [Knowledge Bank](#) by the last day of classes in the semester of graduation.
 - Forward confirmation to the HRS Honors Director of the submission of the thesis to the [Knowledge Bank](#)
 - An embargo may be requested to delay the release of the content on the [Knowledge Bank](#) so that the work may also be submitted for peer-reviewed publication.

Important Deadlines

Proposal Timelines:

Deadline to propose thesis to be eligible for University Summer Research Scholarships (early February). Details available at

<http://undergraduateresearch.osu.edu/awards/summerfellowships>

Deadline to propose thesis to be eligible for HRS Research Scholarship: Last day of spring semester classes

Thesis completion timelines:

Denman Abstract Submission Deadline: Early February at

<https://ugresearch.osu.edu/Pages/Initiatives-%20Denman-%20Denman%20Details%20Post%20Application%20Deadline.aspx>

Autumn Undergraduate Research Festival Deadlines: Sept-early Oct at

<https://ugresearch.osu.edu/Pages/Initiatives--Autumn-Undergraduate-Research-Festival--Present-at-the-Festival.aspx>

Spring Undergraduate Research Festival Deadlines: February 1 at

<https://ugresearch.osu.edu/Pages/Initiatives-Spring-Undergraduate-Research-Festival-Overview.aspx>

Thesis defense deadline: On or before the 12 weeks of the semester in which the defense will occur

[Knowledge Bank](#) submission: 1 week following thesis defense deadline (May 1). Directions for submission are available at: <https://library.osu.edu/kb/instructions>

Thesis Proposal Outline Guidelines

To ensure uniformity of content for the HRS Honors Committee review, research proposals must be developed using the thesis proposal. References will be formatted following the norm in the field but consistently executed throughout the document and the reference list. Applicants are encouraged to include appropriate tables and figures within the proposal. These should be numbered, include a legend and caption, and be referenced appropriately within the text. All proposals should be based on the discovery of new information and contain a hypothesis.

Title Page

- Format this like a title page for a dissertation or master's thesis.
 - Title
 - Name of Student
 - Use the appropriate description below according to whether you are completing an HRS Honors Thesis or an HRS Distinction Thesis.
 - For HRS Honors Students use this phrase: “A proposal for an Honors Research Thesis to be completed as a requirement for graduation with Honors Research Distinction in the School of Health and Rehabilitation Sciences.”
 - For Distinction Students use this phrase: “A proposal for a Research Thesis to be completed as a requirement for graduation with Research Distinction in the *insert Program of Study*.”
 - Name and Department of Thesis Advisor(s)

Abstract

- Starts on a new page.
- Format this like an abstract at the beginning of an article or grant proposal. The abstract should start with the title and authors, and then include each of the sections below, with a few sentences describing the key points

- The abstract may not exceed one page and be about 500 words.

1. Problem Statement

- Starts on a new page
- Clearly state the background of the problem to be investigated and its significance in your field.
- Discuss the importance of the topic within the context of the etiology of the problem, but also how this topic is situated in a larger picture of the science (e.g.: mechanism of action vs disease progression).

2. Objectives of the Study

- The objectives, hypotheses, and/or research questions must be present and should be clearly stated and logically related to the problem statement.
- The relationship to an underlying research theory should be shown.
- The objectives should be measurable and testable so that you will know if they have been met.

3. Literature Review

- Review and summarize the prior research around this problem.
- Provide a theoretical basis for the research and its relationship to the problem.
- Demonstrate how this study will extend the body of knowledge in this area.
- Analyze the strengths and weaknesses of various methodological and experimental design approaches relevant to this project so that, in the materials and methods section below, it will be apparent to the reader why particular methods and approaches were chosen for this study.

4. Materials and Methods

- Overview of the Methodology
 - Briefly describe the overall research question and how the design will be used to answer the research question or hypotheses
- Population and Sample
 - Describe the group from which your sample will be drawn and the method for obtaining or recruiting the sample
 - Estimate the size of your sample.
- Describe your plan for institutional approval from the ORRP. (Research with human subjects will probably require review by a Human Subjects Review Committee. Please discuss this requirement with your advisor to determine if such a review is necessary. Animal research will require IACUC approval. **If IRB/IACUC approval is required, explain when this will occur.**)
- If research is in conjunction with another research project, the student must clearly explain their role and responsibilities independent of the rest of the project. **Explain whether/how this research can be completed if other parts of the project are stalled.**
- Research or Experimental Design
 - Describe the procedures that will be used to conduct the proposed research.

- Provide a detailed description of the methods for data collection, intervention (if applicable), data tabulation, and preparation.
- Include a timetable for the data collection.
- Instrumentation and data analysis
 - Describe what procedures or instruments will be used to collect data. Include copies of instruments as appropriate.
 - Describe the reliability and validity of the instruments used to collect data.
 - Describe the data analysis tests or procedures that will be used to analyze each of the research questions.

5. Facilities and/or Resources and Equipment Needed

- Specify the advisor for this project and their role in overseeing the project.
- Describe the facilities and other resources that are needed to conduct this research.
- Provide written evidence that any other departments or outside agencies will cooperate with the research project (if appropriate).
- List other sources of funding for this work so that the reader can determine whether there are sufficient resources for this project to succeed. Include any other sources of funding for the student applicant that is pending or already awarded for this work.

6. Literature Cited

- Formatted in a standard referencing format as described above.

Application for Proposal of Undergraduate Research Thesis

Application with advisor recommendations to be submitted to the HRS Honors Director at least one week before the thesis proposal meeting.

Recommendation by Primary Thesis Advisor

Due one week before the Thesis Proposal Meeting. This form is due to the HRS Honors Program Coordinator one week before the scheduled proposal meeting to accompany the Application to Graduate with Distinction.

FREQUENTLY ASKED QUESTIONS

Question: *What is the timeline for writing a thesis and the process of completing my research project?*

Answer: Please refer to page 13 for the procedural timeline. The procedural timeline is provided to guide your work. You are encouraged to meet with your faculty mentor if modifications are needed. Your faculty mentor will support you as you complete your research project and thesis.

Question: *How often should I meet with my faculty mentor/advisor?*

Answer: You and your advisor will determine the frequency of meetings. You will be assigned an Honors Faculty Advisor during the spring semester of your freshman year or after you have completed the equivalent of one year in the Honors Program. During your first meeting, you and your advisor can begin establishing a set of expectations.

Question: *How should I get started working on my literature review, writing my research thesis, and compiling my research poster for presentation?*

Answer: Your faculty research mentor will guide you in the completion of your research project and thesis. Additionally, the topics discussed in the honors courses will help prepare you to complete your project.

Question: *What should I do if I am having trouble getting in contact with my research mentor?*

Answer: You and your faculty mentor will establish a set of expectations. The expectations should include standards related to communication, the frequency of meetings, and milestones/deadlines. You and your faculty mentor should discuss the preferred method of communication.

Question: *Will I have trouble fitting my Honors classes into my class schedule?*

Answer: The HRS curriculum is designed to accommodate Honor coursework.

Question: *What are the benefits of enrolling in the HRS Honors Program?*

Answer: The benefits of being a part of the Honors Program include:

- Graduating from OSU with “Honors and Research Distinction in HRS”
- Honors students will learn to answer their research questions
- Presenting at research conferences or disseminating pivotal information about real-world problems you find meaningful
- Generating new evidence to guide HRS practice and improve health outcomes
- Potentially submitting research findings to peer-reviewed, scientific journals
- Valuable preparation for graduate or medical school
- Honors students will get first-hand knowledge of the research process and its role in improving health
- Priority registration for courses