

Biotechnology Departmental Honors Agreement

Name: _____ ID#: _____

Date: _____ Planned graduation date: _____

Please initial each item.

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1. _____ **Departmental Honors applies to a Biotechnology degree ONLY.**
 2. _____ **Coursework must include 3 credit hours of BIOT-X 498 or BIOT-X499, AND 3 credit hours of BIOT-X499**
 3. _____ **BIOT-X 498 & BIOT-X 499 must be taken during at least two semesters. Summer may count as one semester if registered in BIOT-X 498 or BIOT-X 499 during the entire summer.**
 4. _____ **A 3.300 overall College GPA is required at the time of graduation. Even if a thesis is submitted well in advance of graduation, a 3.300 GPA at the time of graduation is a requirement.**
 5. _____ **Candidate's thesis committee must include at least three faculty members. Tenure-track faculty, lecturers, and post-doctoral fellows are all eligible to serve. Graduate students may serve as a non-voting member of the committee but do not count towards the total of three required faculty members. At least two members must be from the approved Biology faculty list (attached). If the third committee member is not from the Biology faculty list, that person's inclusion on the committee must be approved in writing by the Director of Undergraduate Studies. All committee members must be from the IU-Bloomington campus. The thesis committee has to be formed the semester prior to graduation.**
 6. _____ **A meeting with the thesis committee must be held no later than the semester prior to defense of the thesis. A 3-5 page summary of the thesis project should be presented to the committee prior to the meeting and signed by the committee after the meeting. This summary will then be submitted to the Biology Undergraduate Advising Office by the committee chair.**
 7. _____ **A physical or digital copy of the honors thesis must be provided to the committee no later than April 15 (for May graduates) or December 1 (for December graduates).**
 - a. The thesis must follow the general format of a journal article (Introduction, Material and Methods/Procedures, Results, and Discussion/Conclusions).
 - b. References to all sources must be included with format following that of a journal in the field of study relevant to the thesis topic.
 - c. While no absolute length requirement is in place, the suggested minimum length is 25 pages, double-spaced, 12 pt. font (any standard font such as Times, Arial, Helvetica), and 1" margins.
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8. ____ A public thesis defense must be held, followed by a private meeting with the committee.
- a. The candidate is responsible for booking a time and place for a public defense.
 - b. The candidate must advertise the defense. See the staff in Biology Building 142 to announce the defense.
 - c. Following the public defense the candidate must meet with the committee to address any issues.
 - d. Once the defense is completed to the satisfaction of the committee, the thesis must be signed by all committee members.
9. ____ A signed physical or digital copy of the honors thesis document and honors thesis submission form must be turned in to the Biology Undergraduate Advising Office prior to graduation.¹ Please turn in your thesis by May 15th for May graduation and December 15th for December graduation.
10. ____ Biotechnology Research Capstone (BIOT-X 499) counts as an elective course for a Biotechnology BS.
11. ____ The Biology Undergraduate Advising Office must be informed as soon as a candidate is aware of changes to honors plans (including committee members, graduation date, or BIOT-X 498/BIOT-X 499 enrollment).

For candidates doing research in the Department of Psychological and Brain Sciences:

12. ____ Candidates' research projects must be approved in writing by the Biology Department's Director of Undergraduate Studies during the first semester of research.
13. ____ It is required that a candidate take BIOT-X 499 credits for Departmental Honors. Please list names of your thesis committee below:

Thesis advisor

Department / Title (e.g., Assistant Professor)

Committee member

Department / Title (e.g., Assistant Professor)

Committee member

Department / Title (e.g., Assistant Professor)

I have read and understand the Departmental Honors agreement, and I agree to its guidelines. I understand that failure to meet these guidelines will result in the loss of departmental honors.

Name: _____ **Date:** _____

¹ Graduation usually occurs on the last day of the month of graduation. However, if a candidate plans to submit a thesis after the graduation ceremony has taken place, the Biology Undergraduate Advising Office should be notified as soon as possible.