

Stanford University
Program on Urban Studies
Honors Thesis Submission Form

Thesis due date: 12 noon, Monday before Memorial Day, Urban Studies Office

THESIS ADVISERS: Please see reverse.

STUDENTS: Congratulations on finishing your honors thesis! Please print this form and submit it with your completed thesis (Office staff will have extra copies if you forget.)

Printing: When submitting your thesis, please bring **FOUR BOUND COPIES** (your choice of binding): one for the Urban Studies library, one for Green Library, one for your adviser, and one to submit to the Dean's Office in the event your thesis is nominated for a prize (we will bring it to your adviser's office). Please submit the same document as a pdf to the director of the Urban Studies honors program. This version can be forwarded to prize committees and, with your permission, posted on the Urban Studies website (see below to grant or withhold permission). Partial reimbursement for printing costs may be available; please consult the director of the honors program for information.

Format: The **TITLE PAGE** should provide your name, your adviser's name, the title of the thesis, the date you are submitting it, and should indicate that it is an honors thesis in Urban Studies at Stanford. You do **NOT** need spaces for signatures. You must make sure that all your pages are numbered (and that none are missing), and you must include a bibliography or "works cited" section. Otherwise, there are no special format requirements for Urban Studies theses; you must decide with your adviser what he or she requires (footnotes vs. endnotes, table of contents, figures and tables, etc.).

To be completed by the student:

Student Name: _____

Thesis Title: _____

Thesis Adviser Name: _____

Adviser Department: _____

Adviser Office Location (Building and Room Number): _____

Adviser Email Address: _____

I give / do not give permission for this thesis to be posted, in pdf format, on the Urban Studies web site.

Student signature: _____ Date: _____

To be completed by Urban Studies or Sociology office staff:

Thesis Received (Date and Time): _____

Received by (print name, and initial): _____

(Over, Please)

Information for Urban Studies Thesis Advisers:

Thank you for advising the attached honors thesis. We know that advising original, independent undergraduate research is very demanding. Our honors students almost invariably find the thesis to be the most academically fruitful experience of their undergraduate careers, in large part because of the close mentoring they receive from their advisers. We hope that you, too, have found your role in this project rewarding. Your role is not yet complete, however; the following information should help you in the final stages of the process.

Grading: For Urban Studies theses, the adviser determines the grade for the thesis. Please enter your grade for the student in Axess for Spring quarter; the Registrar's Office will convert the grades of "N" that you have entered for previous quarters to the final grade. (This may take several weeks.) As with all grades for graduating seniors, the grades for theses are due in Axess by noon on the Thursday after exams end.

Feedback: While you have already provided a great deal of feedback to the student, we strongly encourage you to provide the student a final assessment of the thesis's strengths and weaknesses. This assessment should serve not only to justify the grade, but to guide the student in future work on this project or related research.

Late Theses: Please see above for information on whether this thesis was submitted to the Urban Studies office on time. While you have sole discretion in grading the thesis, we recommend a penalty of 1/3 of a letter grade for every day the thesis was late. Maintaining a consistent deadline helps ensure fairness for all thesis writers, and provides advisers with adequate time to read and grade theses.

Honors Colloquium: Our honors students will present their theses to the public at our annual Senior Colloquium. We hope you will make every effort to attend; further details of the day's program will be forthcoming.

Thesis Prizes: If you believe this thesis is deserving of the University Firestone Medal (presented in recognition of outstanding honors theses in the social, natural, or physical sciences, or in engineering), the Golden Medal (recognizing outstanding honors projects in the humanities and creative projects in the fine arts), or the award for outstanding honors thesis in Urban Studies, please send a letter of nomination to Michael Kahan, Director of the Urban Studies Honors Program, via e-mail: kahan.Michael@gmail.com. Please send your nomination letter by the **Friday before Memorial Day** so that we may forward our program's nomination to the Dean's Pool in a timely fashion.