# NBB Honors Packet 2014-2015

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STUDENT APPLICATION - NBB 495A or 495BW (CIRCLE ONE)
Spring 2015

Student name ___________________________ ID number ___________________________

Mailing address ___________________________ Telephone ___________________________

Email Address

NBB 495A (4 credit hours only); NBB 495BW: # of credit hours ______________

1. List the title or topic for the proposed project.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. Obtain a signature from a research advisor who has agreed to supervise your work in his/her laboratory.

Advisor: ___________________________
Mailing address: ___________________________
Telephone: ___________________________
E-mail: ___________________________

I have reviewed this student’s coursework, and I agree to supervise their Honors research and Thesis. I am also aware that the student will be required to go to a biweekly mandatory class on Mondays at 3:00pm or Tues at 11:30 am.

__________________________________          ________________________
Signature                          Date

3. If your research advisor is not a member of the NBB core faculty, please obtain the signature of the NBB Director of Undergraduate Research (Dr. Crutcher).

Approval for NBB 495A/495BWR                      Date
4. Indicate which course you wish to drop if your semester hours will exceed nineteen hours with the addition of NBB 495A/495BW. To take more than nineteen hours, you must have permission from your faculty advisor and the dean.

_________________________________________________________________

5. Indicate which semester and year you have enrolled or plan to enroll in NBB 221 or QTM 100. Reminder: To do Honors you MUST take NBB 221 or QTM 100.

_________________________________________________________________

6. Indicate which semester you have or will take your required NBB-related graduate course

_________________________________________________________________

7. What is your cumulative GPA? A GPA of 3.5 is required to do an Honors Thesis.

_________________________________________________________________

8. Do you plan to attend the Monday or the Tuesday section of the class (Circle One)

PLEASE NOTE:

ALL students are required to attend biweekly meetings to present progress reports of their ongoing research. These meetings will be held on Monday afternoons from 3:00 - 4:15 pm or Tuesday at 11:30 am at 1462 Clifton Road.

Your signature below indicates your agreement to attend these meetings.

Student signature ______________________ Date ______________________

mdc 1/25/15 -3-
NBB HONORS CHECKLIST 2014-2015

Pay close attention to the checklist below. Failure to comply with these requirements in a timely fashion can, at the discretion of the college Honors Program or Dr. Crutcher, lead to your exclusion from the Honors Program. In addition, NBB faculty may resign from Honors Committees if they do not receive the written thesis by April 2nd. The consequence of this will be the loss of your Honors Degree.

- Register for NBB 495A & 495BWR in two sequential semesters.
- Complete a Graduate School Course.
- Hand in research proposal to Dr. Crutcher by February 9th or 10th.
- Attend mandatory College Honors meeting in September/October
- Select committee by October 7th and provide them with a copy of your proposal at that time. Fill out the committee declaration form (pg 10) & submit it to Dr. Crutcher.
- 5 minute oral progress report to committee by January 30th.
- HONORS PROGRESS REPORT form (pg 11) to Dr. Crutcher by February 2nd.
- Revised research proposal/progress report to Dr. Crutcher by February 9th/10th.
- Publication quality thesis to each committee member by March 30th.
- 15 minute oral presentation in NBB 495A and 495BWR by the last day of each semester.
- Oral thesis defense to your committee by April 10th.
- Submit an electronic copy of your thesis to Emory’s Electronic Thesis and Dissertation system (ETD) by the College deadline (Noon, April 15th). Procedures may be found on the Honors Program Blackboard course.
- Submit hard copies of College forms to Elizabeth Fricker (Noon, April 17th). The College forms include the original, signed honors exam report (make a copy for NBB), the distribution agreement and the ETD submission form. Forms and instructions may be found on the Honors Program Blackboard course.
- POSTER presentation the NBB Spring Symposium poster session; April 20th (required for all graduates).
- Photocopy of Final Honors Examination Report and electronic copy of thesis due to Dr. Crutcher by last day of class.
FIRST SEMESTER HONORS STUDENTS

Keep in mind that you MUST attend the Fall meeting run by Harvey Klehr for all college Honors students; if you miss this meeting, you may be dropped from the program.

1) **You must be a senior, maintain a 3.50 GPA**, complete one semester of NBB 495A (4 hrs) and 1 semester of NBB 495BWR (1-6 hrs), and have taken QTM 100 or the NBB research methods course NBB 221.

2) You must pass a **graduate level course** (500 level or higher). If the class is three or four credits, it can fulfill an NBB Program elective course requirement, assuming that your NBB academic advisor feels it is appropriate. A two-credit course can fulfill the Honors requirement. **The graduate course, which is usually taken spring semester, must be taken for a letter grade.** It is recommended that you talk with the Instructor about the syllabus, requirements, etc. OPUS, the GDBBS website (http://www.biomed.emory.edu/) and the registrars website all list graduate courses. Check with your advisor for ideas. You must obtain permission to register for the graduate course from the GDBBS office if it is a GDBBS course. You will also need to obtain the course instructor’s signature.

3) You will need to prepare a short research proposal (3-5 pages, double-space) describing your project. It should include the following:

   - Provide the background and rationale for the research project. What is the hypothesis/goal of the project? What are the methods that will be used? If you have any data, describe them. What is your timeline for the project? What do you hope to accomplish and by when? Bibliography of key references

Submit a hardcopy signed by your advisor to Dr. Crutcher, by **September 23rd**.

4) By **October 7th**, select a committee and give the committee members that you have selected a copy of your written proposal. The committee of **three** (or more) must have **two NBB Program** faculty (not from the same Department) and **one** faculty member who is **not** a NBB Program faculty member. (See NBB website for list of faculty) Additional (>3) committee members may be from any department or institution agreed upon by the student and advisor. If your research advisor is from outside the NBB Program, then he/she is considered the non-NBB committee member. **Please note: all of the minimum required (3) committee members must have faculty appointments at Emory University.** For instance, if your research advisor is at CDC and not an Emory faculty member, then he/she cannot be a voting member of your committee (you need three voting members). Remember, your committee members should be knowledgeable in the research area. It is a professional courtesy to seek the advice of your research advisor in selecting them, and the advisor must indicate approval by signing the form that is submitted to Dr. Crutcher.

From the beginning of the semester, you should work with your research adviser to define a project, learn laboratory techniques, and read the scientific literature pertaining to the work.
SUGGESTIONS FOR NEW NBB HONORS STUDENTS

Over the course of the semester, you will interact often with your research adviser; however, you should note that the key word for NBB HONORS is independence. NBB HONORS is a completely different kind of experience--simply completing all of the suggestions that your adviser makes is not good enough. Research scientists are accustomed to working with graduate students, and thus they expect a student to go beyond the basic requirements that are laid out.

1) Time Requirements

Early in the semester, ask your research adviser how much time you are expected to devote to the project, and then put in more than that. The minimum requirement is 3-4 hours/week/credit hour or about 12-16 hrs. per week for a typical four credit enrollment. Failure to work the minimum number of hours per week probably won’t provide enough data to make a thesis. Your presence in the laboratory is important. You will find that as you become engaged in your project that this may often not be sufficient so you should plan ahead accordingly. Failure to work in lab the required minimum number of hours is sure to result in an unsatisfactory Mentor rating, and a poor showing at your Thesis defense.

2) Be Seen

Your research adviser will develop an opinion of you that is based in large part on how often you are present in the lab. Even if you go there to study, it makes a good impression. Be seen on weekends, like everybody else in the lab.

3) Library Work

Your research adviser will give you articles from the scientific literature to read. At the end of every article is a section called the "Literature Cited". By reading this list, you should be able to find other research that is relevant to your project. Go online or to the library and copy some of these articles, then read them on your own. Be proactive. Track down relevant literature on your own. The more initiative that you show and the more you know, the more you will impress your research advisor and your committee.

4) Writing

Honors students will also be enrolled in NBB 495A or NBB 495BWR. In the first semester you will write a research proposal and at the beginning of the 2nd you will write a progress report. Your adviser is a coauthor on those reports, and thus should work with you on them. Generally, the student does 85% of the work, and the adviser serves as an editor. The reports should not be turned in until they have met with your adviser's approval. It is a professional insult to turn in a report that your adviser has not approved. All writing assignments given to the NBB honors coordinator must be approved and signed by the advisor – NO EXCEPTIONS.

5) Feedback
Periodically, ask your adviser how you are doing. "Am I progressing fast enough?" "Is there anything I should be doing that I'm not?" Many advisers will not offer feedback, positive or negative, unless asked. It is important for you to know how you stand.

Every NBB HONORS project is different, as is every research adviser. In some cases, not all of the suggestions above will apply. You will be able to discern which ones are applicable to your case.

If problems arise, contact Dr. Crutcher. He always wants to be informed.

There is only one report due in your first semester--a research proposal. The due date is **September 23**th.

The proposal must have a title page, introduction, methods, and literature cited and a “flowchart/timeline/calendar” that addresses benchmark dates for your progress. Prior to writing the proposal, you and your adviser should agree upon the citation format for your work, e.g. APA or Journal of Neuroscience.

Your proposal should be a collaborative effort in which your adviser serves as an editor who reviews the work. The quality of your work reflects upon the lab in which you are working, so your adviser has a vested interest in seeing that it is done well. NBB seniors will be taking NBB401SWR, which will fulfill their College writing requirement. However, a completed Honors thesis also fulfills a writing requirement when you complete NBB 495BWR.

**Policy on Extensions:** Because of the large number of proposals that have to be evaluated each semester, you must receive permission from the HONORS COORDINATOR (Dr. Crutcher) for an extension of the deadline. You might be requested to provide a letter from your research adviser saying that the proposal is late due to reasons beyond your control.
THE LAST SEMESTER OF THE NBB HONORS PROGRAM

*You must be enrolled in NBB 495BWR!!!!
At the beginning of the semester you should meet with your research advisor and discuss all of the details of your project. Revise your original proposal into a progress report 3-5 pages in length. Your progress report should address the following:
- Background/rationale for the project, hypothesis tested, aims/goals of project,
- Experimental approaches, results to date, interpretation/assessment of results, planned experiments prior to the end of the project and the timeline. Submit a copy signed by your advisor to Dr. Crutcher by February 9th/10th. At the same time email the progress report to your committee. You must give a short oral progress report (15 minutes) to your committee by January 30th. This date early in the semester should allow time for additional experiments, if suggested by the committee. Remember that you are responsible for reserving a conference room for your presentation.
- At this meeting, determine when your committee wants the publication quality written thesis; I have listed the NBB deadlines of March 30th on the checklist. You should also plan to schedule your final oral exam date at this time; and then reserve a room for 90 minutes. The NBB staff can help with that.
- 6) Complete the NBB honors progress report form and return it to Dr. Crutcher by February 2nd.

PLEASE NOTE: STUDENTS WHO ARE MORE THAN A WEEK LATE SUBMITTING THEIR PROGRESS REPORT CAN BE DROPPED FROM THE NBB HONORS PROGRAM.

Your final oral presentation during the thesis defense should last about 20-30 minutes; this will be followed by questions from your committee. The guidelines for Degrees of Honors (Honors, High Honors, Highest Honors) are described on the COLLEGE HONORS PROGRAM website (http://catalog.college.emory.edu/academic/honors/index.html).

Honors (cum laude): Satisfactory completion of the program with an overall GPA of 3.5 or above
High Honors (magna cum laude): Completion of the program with outstanding performance, including an overall GPA of 3.5 or above and a thesis of quality sufficient for oral presentation to scholars in the candidate’s field
Highest Honors (summa cum laude): Completion of the program with exceptional performance, including an overall GPA of 3.5 or above and a thesis of a quality suitable for publication

In the NBB Program Highest Honors is usually restricted to a thesis that contains data that will be published. However, this is necessary, but not sufficient, to qualify for Highest Honors. In addition, your ability to discuss your research in the context of its field will contribute to your Honors level. If your research was collaboration, be certain to address explicitly what work was performed by you vs. others, including technicians.
Copies of former student's Honors theses are available for you to peruse at the NBB office; please do not remove the theses.

Provide a photocopy of your Honors Examination Report and your poster to Dr. Crutcher by the last day of class.

**AN ELECTRONIC COPY OF THE FINAL THESIS SHOULD ALSO BE SUBMITTED TO DR. CRUTCHER BY THE LAST DAY OF CLASS.**

If you decide at any time this academic year not to complete the Honors Program, please contact Dr. Crutcher immediately. Also notify Elizabeth Fricker by email (efricke@emory.edu)

**Honors advisors are expected to attend a special Honors Ceremony the weekend before Commencement.** Please remind them. If they cannot attend, have them contact Dr. Crutcher.

The Emory College Deadline above refers to the deadlines for the electronic submission of completed, defended, and approved theses. The **NBB program can and does require that you turn in an electronic copy of your thesis and participate in the NBB SPRING POSTER session.** Since the committee will often require some last-minute changes, you should plan on having your thesis defense scheduled 7-14 days prior to the deadline above. It is critical that you extend the PROFESSIONAL courtesy to your faculty committee members of having the completed thesis (pre-defense) in their hands a minimum of 7 days prior to this. Therefore, you should consider your “REAL” submission deadline for your thesis to be 2 weeks prior to the dates above (April 2nd by the latest).

**Policy on extensions:** You must call me before the NBB deadline, and specify a firm date that your Thesis will be turned in to the committee. There will be no penalty unless you miss the specified re-scheduled date.

Your continued presence in the laboratory this semester is as important as before. The minimum amount of time you should spend in lab is 3-4 hours/week/credit hour or 12-16 for a typical 4 hour course. Failure to work in lab the required minimum number of hours, or keep in close contact with your advisor is sure to result in an unsatisfactory Mentor rating, and a poor showing at your Thesis defense.
Committee Declaration

****THIS FORM MUST BE COMPLETED AND RETURNED****

TO: MICHAEL CRUTCHER BY October 7th.

Research advisors should sign the form when they agree to be a member of the Honors committee. Please print the names of the other committee members and their departmental affiliation. Do NOT mail the form; students should hand deliver the form to Dr. Crutcher or Nadia Brown at the NBB Office, 1462 Clifton Road, Suite 304.

Student’s Name: __________________________________________________________
Advisor’s Name: __________________________________________________________
Advisor’s Dept.: __________________________________________________________

OTHER COMMITTEE MEMBERS MUST SIGN BELOW.
PLEASE PRINT NAME AND DEPARTMENTAL AFFILIATION NEATLY.

Committee Member(s)/Department(s):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

** While two of the minimum 3 committee members must be NBB PROGRAM faculty (from different Emory Departments), one Honors Committee member must NOT be a NBB Program faculty member, but still have a faculty appointment at Emory. Additional (>3) “outside readers”/committee members may be chosen without restriction (e.g. institution or department) with the approval of the Thesis Advisor and Dr. Crutcher.

The composition of your committee must be approved by NBB. If there are any problems, we’ll let you know. If your committee changes at any time, please email Dr. Crutcher immediately. In January you must also provide Elizabeth Fricker in the Honors Program Office with information regarding your committee (Date & Details: TBA).

mdc 1/25/15 -10-
NBB HONORS PROGRESS REPORT

THIS FORM MUST BE COMPLETED AND RETURNED TO MICHAEL CRUTCHER BY February 5th.

Research advisors should sign the form after the student presents an oral progress report to the committee. *Please print the names of the other committee members and their departmental affiliation.* Do NOT mail the form; students should hand deliver the form to Dr. Crutcher or Nadia Brown at the NBB Office, 1462 Clifton Road, Suite 304. *SIGNATURE without comment indicates that the committee members feel that the student will be able to schedule a final Oral defense by the deadline for graduation.*

Student’s Name: ____________________________________________
Advisor/Dept.: ______________________________________________

Committee Member(s)/Department(s):
______________________________________
______________________________________
______________________________________

*** Additional work that the committee feels must be completed prior to the final defense should be outlined briefly below:

Comments
HONORS EXAMINATION REPORT
(Please print or type-It will not be accepted if illegible.)

Name _______________________________________

Student ID #: (7 digits) ___________

Major of honors work: __________________________________________________________

Degree of Honors: (Check only one) 

_____ Highest Honors

_____ High Honors

_____ Honors

Title of Thesis: _________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Committee: (Please print or type names here-NO signatures. Initial by printed name.)

(1) _____________________ Dept./Program _________________ (Adviser)

(2) ______________________________ Dept./Program _________________

(3) ______________________________ Dept./Program _________________

(4) ______________________________ Dept./Program _________________

Signed**:______________________________________________ Date _____________

(Thesis Advisor, Department/Program Honors Coordinator, or Department/Program Chair, PLEASE RETURN A PHOTOCOPY TO NBB AND THE ORIGINAL WITH SIGNATURES TO THE COLLEGE OFFICE)

** Exam report will not be accepted as complete without above signature.
INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF THE HONORS THESIS TO NBB

1. Thesis should be in the same format as that required by Emory's Electronic Thesis and Dissertation system. Submit an electronic copy of your thesis in the same format as that submitted to ETD to NBB. You can email it to Dr. Crutcher at mcrutch@emory.edu. It is due by the last day of class.

2. The Honors committee of the College will also require the “official” copy to be submitted to the Emory Libraries online (ETD, details below). The Emory College submission process will be explained in a meeting with their representatives. No personal copies can be handled by the Honors Committee or by the Library.

3. If you wish to have a copy of your thesis bound for yourself at your own expense:

   **Honors Theses**: Brown buckram (color #840); spine (label): author (last name) and year, cover: title and whole author name; gold stamping. Binder collates (as outlined in II. C. 4)


4. If your thesis contains audio-visual material (cds, dvds, videocassettes, etc.), you should submit a copy of the cd, dvd, or videocassette with your thesis. They should be in protective covers and submitted at the same time as your thesis. You should use a permanent marker to write your name on dvd. The bindery will create a way for it to be bound with your thesis.
College INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF THE HONORS THESIS
NB: The OFFICIAL forms, policies and procedures are specified on the Honors Program website. The following information is provided only as an aid as you prepare the thesis.

Thesis Submission Checklist:

☐ A completed and signed Application for Degree by deadline on Registrar website. The Application for Degree must be submitted by the degree application deadline for the semester in which you want to graduate. That deadline is available on the Blackboard Honors course as well as on the Registrar website. Please contact 300 White Hall for further details. All other items must be submitted by the appropriate deadline indicated on the Blackboard Honors Course.

☐ A PDF file of your thesis, prepared from a word processing file that conforms to all formatting requirements, and produced using Adobe Acrobat. The ETD Repository will allow you to upload PDF files, Word-processor files and supplementary items.

☐ A signed Honors Examination Report – initialed by all members of your committee and signed by your advisor. This form is to be hand delivered to Elizabeth Fricker by the report deadline. This form and deadline can be found on the Blackboard Honors Course. Please submit prior to deadline if possible.

☐ A completed Electronic Thesis and Dissertation (ETD) Repository Submission Agreement, signed by you and your advisor. Submit to Elizabeth Fricker by appropriate deadline. This form can be found on the Blackboard Honors Course

☐ A completed Distribution Agreement, signed by you. Submit to Elizabeth Fricker by appropriate deadline. This form can be found on the Blackboard Honors Course. It is a hard copy of the first page of your electronic thesis preliminary pages.
Completing the Forms

1. Application for Degree
This is an Office of the Registrar form, available on the College of Arts and Sciences website as well as on the Registrar website. It must be submitted – to the College of Arts and Sciences – in the semester you wish to graduate. **The deadline for this form is earlier than all other items, and late applications incur a late fee.**
http://college.emory.edu/current/graduation/index.html

2. Distribution Agreement
This agreement grants Emory University the right to include your thesis in the ETD repository. It needs to be signed by **you and submitted to Elizabeth Fricker with your exam report and ETD Submission Agreement.**

3. Approval Sheet
This form certifies that the thesis you submit is the very one that has been approved by your committee. A sample of the page is included in this document; you need to reproduce the text **exactly as it is appears on the sample page** (see below).

4. ETD Repository Submission Agreement Form
This form is available on the Blackboard Honors Course. It needs to be signed by **you and your advisor and submitted to Elizabeth Fricker with your exam report** and distribution agreement. With this form, you specify the terms of distribution of and access to your thesis, and you certify that you have obtained appropriate permissions for any previously copyrighted material included in your thesis. Both of these decisions have long-term consequences, and it is imperative that you discuss them with your advisor.

5. Exam Report
This form certifies the degree of honors given to you by your committee. It is to be initialed by all committee members and signed by your advisor. The exam report form may be found on the Blackboard Honors Course. This form is to be hand delivered to Elizabeth Fricker by the appropriate deadline. Please submit earlier if possible.
Preparing Your Manuscript

Please note: Your document will be carefully reviewed by the College of Arts and Sciences. If we discover errors of any sort, including formatting and grammar, we will return the document to you for further proofreading and correction.

Preliminary Pages: In addition to the text, your thesis needs to contain a number of preliminary pages. Directions for formatting those pages are found starting on page 7.

You must place these additional pages in this order:
1. Distribution Agreement
2. Approval Sheet
3. Abstract Title Page
4. Abstract
5. Title Page
6. Acknowledgments (optional)
7. Table of Contents (including a list of tables and figures if your thesis contains table and figures)

These pages should NOT be numbered. The body of the thesis follows immediately after the Table of Contents, and the first page of the body is page 1.

Signatures: A number of the preliminary pages have space for signatures. Do NOT include signatures in the electronic copy of your thesis.

Margins: All material (text, illustrations, graphs, figures, etc.) must be within the margins (left 1.5”; all others 1”).

Footnotes: The Honors Committee does not have any preference in the placing of footnotes. However, footnote placement must be consistent throughout the thesis and must conform to the margins specified.

Plates, Tables and Figures: If any of these are included in your thesis, it is necessary to include a list of these items. This list should follow the general style of the Table of Contents. Consult style manual for format.

Non-printed Sources: If your thesis refers to items other than books and journals – films, music discs, etc. – then these items should not be mixed into the bibliography, but should be listed in a separate reference section. Consult recent editions of style guides for information about how to refer to such items.

Page Numbers: Page numbers should be in the upper right hand corner approximately ¾” from the top edge of the paper, in line with the right hand margin. Pages are numbered beginning with "1" on the first page of the text (generally the first page of the first chapter). All pages thereafter must have a number. The preliminary pages should not be numbered.

Spacing and Font: Double spacing is required except for block quotes. Acceptable font size is 11 and 12 for the text (excluding foot notes, abstracts and acknowledgements). Please choose a common font, preferably a serif font (Times, Garamond, Georgia, etc.).

Production of Bound Paper Copies: The library will no longer bind paper copies of theses.
Electronic Submission

1. **Generate a PDF**: The electronic version of your thesis MUST be a PDF file.

   Create the PDF version of your thesis using the Adobe Acrobat Professional software available in ECIT, Cox Hall’s Computer Lab or in your individual programs. Do not use a non-Adobe PDF generator (i.e., freeware or shareware); the long-term preservation of PDF files produced using these nonstandard products cannot be assured.

   **Do NOT produce the PDF file by scanning pages of printed text.** This creates an “image-only” unsearchable document that the ETD system cannot process. If necessary, you may scan individual pages that contain tables or figures. If you do, make sure they are inserted at the proper place in the PDF file, and that the quality of the scanned images is good.

   Your PDF file must contain the preliminary pages without signatures.

   If you need help with the process of generating a PDF file, please turn to the appropriate IT help staff in Cox Hall.

2. **Log in to ETD**: To begin the electronic submission process, go to etd.library.emory.edu. At the top of the page there is a log-in area. Log in using your Emory NetID username and password.

3. **Submit Your File**: Once you have logged into the ETD system, a “Submit Your Thesis” link will appear in the upper left hand corner of the page. Click on that link to proceed with the submission process. Detailed instructions on using the ETD submission software are available on the site under “Help.”

4. The ETD system will allow you to upload additional items, such as the original word-processing files, images, video or audio clips, and more. More instructions are on the ETD site.

5. **My ETD**: After submitting your thesis, you may continue to refer to “My ETD” to see the progress on the approval. You will receive automated e-mails informing you when your submission (1) has been received by the system; (2) has been approved by the College of Arts and Sciences; and (3) has been published in the repository (or embargoed for later publication).

6. **Help**: Please direct questions on electronic submission to ETD-HELP@listserv.emory.edu. Please direct general questions on the submission process to Elizabeth Fricker in the College of Arts and Sciences; efricke@emory.edu

   Completion of your thesis submission does not indicate that you have completed all necessary steps for graduation. Confirm your graduation status with the Registrar—use OPUS and the degree audit to make sure you have required credits, etc. Contact 300 White Hall if you have questions.
Creating the Preliminary Pages

The following pages contain instructions for creating the preliminary pages mentioned on page 3.

Please note:

- These pages should not be numbered.
- These pages must follow the formatting instructions for the thesis (margins, spacing, font, etc.)

Please pay close attention to the comments for each page. They will help you avoid common errors.

Delete the page numbers and “Emory College…” header on the preliminary pages in your thesis. They are given here for reference sake.

THE FOLLOWING PAGES PROVIDE TEMPLATES FOR THE PRELIMINARY PAGES OF YOUR THESIS. IT IS ALWAYS POSSIBLE THAT THE FORMAT MAY CHANGE. CHECK THE BLACKBOARD WEBSITE FOR THE LATEST VERSIONS OF THESE TEMPLATES.
Distribution Agreement

In presenting this thesis as a partial fulfillment of the requirements for a degree from Emory University, I hereby grant to Emory University and its agents the non-exclusive license to archive, make accessible, and display my thesis in whole or in part in all forms of media, now or hereafter known, including display on the world wide web. I understand that I may select some access restrictions as part of the online submission of this thesis. I retain all ownership rights to the copyright of the thesis. I also retain the right to use in future works (such as articles or books) all or part of this thesis.

Signature:

____________________________  ___________________________
[Student’s name typed]              Date
Preliminary Page 2 notes (to be deleted): The approval sheet should be designed according to the plan below. Your adviser’s name should be typed in after “Adviser”. After “Department of,” type the name of your department or program, for example, Department of History or Film Studies Program. All other signature should be left BLANK. Type each committee member’s first and last name as indicated below the lines and delete “Full Name of Committee Member 2, typed, etc.” Leave the “Advisor, Committee Member” below the person’s name.

Title of Thesis

by

Joan A. Turner

Adviser

Neuroscience and Behavioral Biology Program

________________________
Full Name of Adviser, typed
Adviser

________________________
Full Name of Committee Member 2, typed
Committee Member

________________________
Full Name of Committee Member 3, typed
Committee Member

________________________
Date
Preliminary Page 3 notes (to be deleted): The abstract title page should be designed according to the plan below. Your adviser’s name should be typed in after “Adviser” above. The line below reading “Bachelor of Arts/Sciences” with Honors should be revised according to the degree you will be awarded: either “Bachelor of Arts OR Bachelor of Sciences.” After “Department of,” type the name of your department or program, for example, Department of History or Film Studies Program.

Title of Thesis

By

Joan A. Turner

Adviser

An abstract of
A thesis submitted to the Faculty of Emory College of Arts and Sciences of Emory University in partial fulfillment of the requirements of the degree of Bachelor of Sciences with Honors

Neuroscience and Behavioral Biology Program

2014
Abstract

Title of Thesis
By Joan A. Turner

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Preliminary Page 5 notes (to be deleted): The Title page should be designed according to the plan below. Your adviser’s name should be typed in after “Adviser” above. The line below reading “Bachelor of Arts/Sciences” with Honors should be revised according to the degree you will be awarded: either “Bachelor of Arts OR Bachelor of Sciences.” After “Department of,” type the name of your department or program, for example, Department of History or Film Studies Program.

Title of Thesis

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Joan A. Turner

Adviser

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Program in Neuroscience and Behavioral Biology

2014
Dear Colleagues:

Since a student has requested that you supervise them as they gain “research” or other academic credit through the NBB Program, I’d like to welcome you aboard and give you some information that will make you an informed advisor, and enrich the experience for you and the student. Some of you may not be familiar with the interdisciplinary NBB Program and the NBB major. NBB majors select their coursework primarily from the Biology, Psychology, and Anthropology Departments, as well as from specially-developed NBB courses. Students are encouraged to seek a research experience that is centered in neuroscience and/or behavioral biology. However, if they desire to work with a non-neuroscience researcher, or a researcher at another institution, they may file a written petition with us to waive that requirement. We have often done so.

There are 3 general research-credit opportunities offered in NBB. The first, NBB497(WR) (Directed reading/writing) can be taken for variable credit hours and is designed for students working with a mentor on some project that doesn’t make them responsible for gathering their own novel laboratory data. It is also appropriate for beginning students not ready for an independent laboratory project. The NBB499 (Undergraduate Research, non-honors) and NBB495 (Honors Undergraduate Research) courses are both mainly intended for students that are gathering novel data in the laboratory in pursuit of their “own” hypothesis(es), and the students will also attend a bi-weekly class (1 hr) where they will be required to turn in written research proposals to Dr. Crutcher, and make PowerPoint and poster presentations on their work in the classroom, and at our Spring Research Poster Session.

Along with this letter, students seeking Honors should be giving you a complete packet of information and forms outlining the requirements. It is expected that they will be working with mentors for two semesters. Whether or not they have maintained the $>3.5$ GPA that will allow them to enter the College Honors program their senior year, we encourage them to spend a year doing research under the joint supervision of a mentor of their choice and the NBB undergraduate research coordinator (Dr. Michael Crutcher). They must enroll for 2 semesters in research seminar courses (NBB 495A and 495BWR) coordinated by Dr. Crutcher. Therefore, “your” NBB undergraduate will “normally” be enrolled in this required course, which meets every-other week while they are working with you. We ask that you make sure they are free to attend at this time and that you return your written (HONORS/495A or 495BWR PERFORMANCE EVALUATION) form to Dr. Crutcher each semester in plenty of time to help him with the final grade submission process in this course. Further, students are now being required to enroll in a Methods/statistics course prior to completing their work with you, and I hope this will better prepare them to meet the challenges of completing a “quality” undergraduate research project.
The College Honors program requires that, in addition to enrolling in the NBB 495A/NBB 495BWR courses, students must take a Graduate-Level NBB-related course their senior year. We encourage students to ask for your input in selecting an appropriate graduate course, which must be taken for a grade. So be aware that your Honors student will be attempting some challenging coursework outside the lab. Students may be graduating Fall or Spring semester, but regardless their first semester of the program they will be required to write a detailed research proposal, pick a 3-person committee (with your input), and submit the proposal to that committee. A few weeks into the second semester, they will be required to schedule a 15-minute oral report to the committee, and set a date for a final hour-long defense (20 min student presentation). They are required to give their thesis to the committee at least 2 weeks before the final is due at the College office, allowing time for reading, defense, and corrections. You should be aware that students have been instructed to take your advice on committee-member selection, and graduate course selection, and to obtain your signature on ALL written work originating from your laboratory. You will serve as Thesis Committee Chair, and should return the Committee’s written exam report to NBB.

Along with this letter, you should receive a checklist containing program deadlines and requirements. Also, students who apply to the College may receive travel money for a conference, or money to travel abroad, or even College Grant money to support their work in your laboratory. For the majority of our students, this will be their first “professional” mentored research experience, and they may not know what to expect. They have been told that they should not submit any work (in-class, poster, or paper) originating from your laboratory without your advance review and signature. If you have questions about the program at any time, please contact me (mcrutch@emory.edu). Again, thank you for participating. I look forward to working with you and your student during the coming year.

Michael D. Crutcher, PhD.
Lecturer, NBB
NBB Director of Undergraduate Research
NBB Undergraduate Honors Program Coordinator
(404) 727-5011

mdc 1/25/15
NBB 495 PERFORMANCE EVALUATION REPORT
This form must be completed, signed, and sealed in an envelope by the mentor and then returned, by the student, to the NBB office by the last day of class each semester.

To the 495 Supervisors:
Please rate your student's performance this semester, following these guidelines:
(+/- These can be added to any grade except two: there is no A+, and no D-.)

- **A** The student was self-motivated, able to work independently, knowledgeable about the project, worked hard.
- **B** The student was self-motivated, needed some help at every step, worked the agreed number of hours, showed some weakness in understanding the issues involved.
- **C** The student needed help at every step, showed definite lack of understanding of the issues involved, but did work the hours agreed upon (or close to it).
- **D** The student was not motivated, was not able to work independently, was not knowledgeable, worked not all the hours agreed upon but greater than 50% effort, did progress somewhat during the term and did perform some work.
- **F** The student did not put in much effort at all, and obtained not results. The student did not improved during the semester.

Additional Comments:

____________________________________________________________________________

TO BE COMPLETED BY THE SUPERVISOR:

STUDENT NAME: ________________________________

RECOMMENDED GRADE: ____________

SIGNATURE OF ADVISOR: ________________________________

TELEPHONE NUMBER: ________________________________

PLEASE PLACE IN SEALED ENVELOPE AND SIGN ACROSS SEAL.
IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT NADIA AT 404-727-4958.