



BUSINESS HONORS PROGRAM

Student Handbook

Welcome to the Business Honors Program at the University of South Florida

Congratulations on your acceptance to the University of South Florida and the College of Business and welcome to one of the most prestigious programs in USF – The Business Honors Program (BHP). We hope your experiences here will be positive and successful in inspiring your passion and cultivating your business potential.

The Business Honors Program is designed to inspire in you a passion to learn, grow and discover new business ideas, skills and solutions. You will work and study with the best professors on campus, allowing you to explore their interests, and how they go about raising questions and finding answers. We want to help you acquire critical business knowledge and analytical skills which will increase your appreciation of the business discipline and its importance in our everyday lives.

The mission of the BHP is to prepare you for a fruitful business life and to help you achieve your career goals after the completion of your undergraduate study here at USF. A business honors degree will prepare you for your next step, which could be attending graduate or professional school, starting your own business or working for a successful company. As a Business Honors student, USF will afford you unique opportunities, special programs, extracurricular activities and one of the nation's best academic and living environments.

Your pursuit of individual intellectual excellence and proprietary achievements while in the College of Business at USF should be tempered with academic honesty, discipline and respectful collegiality. We trust that your talents and undeterred accomplishments will serve others as much as they do you.

Best Wishes,

Joni L. Jones
Director, Business Honors Program
Associate Professor, Information Systems & Decision Sciences
University of South Florida

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INTRODUCTION

Now that you have been accepted to the Business Honors Program (BHP), our goal is to ensure you have the best experience and succeed in your academic career. This handbook serves as a guide for students and faculty in the Business Honors Program.

It will provide you with information on policies and procedures associated with the Business Honors Program and also areas of interest during your stay here at the University of South Florida. We are prepared to help and advise you on best, respectable and honorable practices in your academic, professional and personal prospects.

Please use this handbook as a guide at all times to help plan your academic work early and complete your career goals successfully. While our goal is that this handbook is as comprehensive as possible, should you have any questions, please do not hesitate to contact the Director of the Business Honors Program:

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4202 East Fowler Ave, CIS1040
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The Business Honors Program

The Business Honors Program was established to provide highly gifted, passionate and motivated students who choose to major in Business with the opportunity to develop your creativity and cultivate your potential. Our small classes emphasize the student-faculty interaction that helps you communicate and build relationships with your professors and colleagues. We have also developed a comprehensive curriculum that introduces you to the current topics in the field and provides you with critical skills needed to complete your honors thesis and continue your career.

Our innovative program offers both intellectual challenge and professional development and gives you the freedom to discover your passion. Admission into the Business Honors Program is based upon our assessment of your academic achievements, outstanding social achievements in high school/college, standardized test scores, and writing and speaking ability, as well as your intellectual curiosity to learn and be the best in your chosen career. This is a very selective program admitting at most 20 students each year. Each year's admitted students become a cohort that live, learn, and grow together. Retention in the Business Honors Program is based upon continued high academic achievements, active participation in the College of Business and Bulls Business Community (BBC) activities and high moral standards.

Being a Business Honors Student

Benefits and features available to you as a Business Honors student include:

1. Personalized advising with the Director of the Business Honors Program
2. Personalized corporate mentoring from a business professional
3. Business-focused study abroad program
4. Summer internship opportunities in top-rated companies
5. Advanced knowledge in business research and computational methods

6. Small classes taught by prominent USF College of Business professors
7. Learning, living and creating lasting friendships in the BBC
8. Service learning projects to promote community engagement
9. Research opportunities associated with your honors thesis
10. Opportunity to dual enroll with the USF Honors College

Personalized advising with the Director of the Business Honors Program

As a Business Honors student, your success is our most important goal and ensuring you achieve your academic objective requires continued support and encouragement. The Director of the Business Honors Program will personally ensure you are provided with continued assistance, encouragement and advice as a Business Honors student.

The Director will be available to assist you with academic, professional and personal questions. She will work closely with the Bulls Business Community academic advisor to ensure you are enrolled in the courses needed to successfully complete your degree in a timely manner. She will act as a liaison to facilitate your study abroad, internship, and mentor assignments. You will meet with the Director during your freshman orientation week, your business honors classes, and routinely throughout your stay at USF.

Personalized corporate mentoring from a business professional

The Corporate Mentor program, one of the signature programs at the College of Business, encourages students in their academic pursuits and provides students with real world exposure to various business fields. Mentors from corporate business help students clarify and achieve goals, largely by sharing friendship, encouragement, and enlightenment on current and future trends in business. These mentors are mid- and senior-level executives who have kindly agreed to meet with students in the Business Honors Program at least once a month for the duration of your academic tenure. Mentors come from a variety of industries—both large and small companies, and from both sides of the Bay Area and throughout Florida.

During your freshman year as a Business Honors student, you will be participating in mentoring workshops and events which will help prepare you to apply for the mentor program in your sophomore year. Each year a new mentor will be assigned to you to provide you with diverse experiences.

Please use this opportunity to gain insightful knowledge of various trends, business ideas and areas of research that could be used in your honors thesis and in your career development.

Study abroad program

The Business Honors Program participates in and offers special business-focused opportunities to study abroad each year. Depending on the location and the number of students in the Study Abroad Program for that year, we organize special trips and programs in which business-related courses are taught in host countries' institutions by USF professors and host professors.

As a Business Honors student, you are required to participate in the study abroad program. This is normally scheduled in the summer of your freshman year. Students may choose from any study abroad destination that offers a business curriculum (language-based programs are acceptable for International Business students). Any such programs must be approved by the Director of the Business Honors Program. The Director will advise you regarding the Business Honors study abroad destination for the year and preparation details.

Summer internship opportunities in top-rated companies

All Business Honors students are expected to participate in an internship beginning their second year at USF. Summer internship opportunities are available upon completion of the application process required for your desired company. The Director of the Business Honors Program will work with you to help identify the best opportunities to further your career goals. If your desired company has an internship opportunity available, we will work with you to ensure you are ready for the application process and requirements. Most internship opportunities for the program are available within the Tampa Bay region and Florida. We will send emails to all Business Honors students when internship positions become available. Most internship applications begin in the fall semester of your second year.

Advanced knowledge in business research and computational methods

As part of the Business Honors core curriculum, research and computational methods courses will help Business Honors students develop critical skills that are useful in the competitive business environment as well as successfully complete your honors thesis. As a graduate of the Business Honors Program, you should have a well-rounded knowledge of business as well as an in-depth knowledge of your thesis topic and the analytical skills needed to calculate and interpret the results. These courses will provide the foundation you need to confidently tackle your honors thesis and the business challenges you might face upon graduation.

Small classes taught by prominent USF College of Business professors

USF has some of the best and most highly regarded professors in the world. Specially designated small class sections offered to BBC/Honors students offer opportunities to closely interact with USF faculty who will assist students with their academic and research questions. Students are always encouraged to ask questions, complete assignments on time, study and prepare effectively before each class. The learning process is a continual one, and ensuring you have the best faculty is our major goal.

Learning, living and creating lasting friendships in the BBC

As a Business Honors student, you are strongly encouraged to develop strong relationships. Business Honors students are required to live in the BBC during your first two years at USF. During this time, you will have the opportunity to forge deep and lasting friendships with other students with similar aspirations, desires to succeed, and ambition.

You can learn from your colleagues as well as from your professors. Having study groups and interacting with students in the Business Honors Program and the USF Honors College can help your learning process.

Service learning projects to promote community engagement

As a Business Honors student, you will be expected to give back to your community. Your service to humanity and your community helps make the world a better place. As part of Professional Development II, each cohort will propose and execute a service learning project that gives back to the community. Each cohort will govern its own project, providing opportunities for you to actively employ the various business skills you are learning. Your contribution to the community is highly valuable and shows your drive to volunteer service and community development. Your participation and involvement in the service project are very important.

Research opportunities associated with your honors thesis

As a Business Honors student, you are required to complete an honors thesis for graduation with Business Honors. Your thesis should be a research-oriented and in-depth exploration of a business topic that you are passionate about. You will work closely with a faculty advisor to complete your thesis on a business-related issue. Choose an area of research that excites and interests you and that relates to your business discipline. As you participate in classes, the corporate mentor program, and your internships, look for problems or opportunities that lend themselves to further exploration...the best projects are those that you can relate to and/or that have practical application. If you are dual enrolled in USF Honors College and the Business Honors Program, one thesis can be used to satisfy the requirements of both programs however, you will be required to take an additional 3 credits of thesis hours. The thesis forms, requirements and completion dates may differ slightly for both programs so make sure that you satisfy the requirements of both if you plan to submit one thesis. Please set up an appointment with the Honors College advisors and the Director of the Business Honors Program for guidelines prior to starting your research study so you can complete your thesis successfully.

For general information and requirements regarding the USF Honors College thesis, visit <http://honors.usf.edu/thesis.html>.

Requirements for the Business Honors thesis include:

- Completion of the Business Honors core courses with grades of C and above.
- A USF cumulative grade point average of 3.4 or above.
- Completed forms for thesis registration application, thesis approval, thesis agreement and prospectus. All required forms for the Business Honors thesis can be found in this handbook. You can also upload and print copies from the Business Honors Program Blackboard page. Please refer to the Thesis section of this handbook for more details on your Business Honors thesis requirements and guidelines.

ADMISSION INTO THE BUSINESS HONORS PROGRAM

Eligibility Requirements

Admission into the Business Honors Program is based upon our assessment of your academic achievements, outstanding social achievements in high school/college, standardized test scores, and writing and speaking ability, as well as your intellectual curiosity to learn and be the best in your chosen career. The Admission requirements are based on your academic year; see Table 1.

Expectations for non-freshman BHP entrants

- Complete all required core courses for the Business Honors Program [Honors I and II, Research Methods, Computational Methods].
- Participate in all Business Honors Program activities including Study Abroad, Honors Service-Learning Project, Internships, etc. as specified in the Honors Pledge.
- Live in the Bulls Business Community for **first two** consecutive years at USF.

Table 1: Admission Requirements

Academic Year	Requirements
Freshman	<ul style="list-style-type: none"> • A high school GPA of at least 3.5 (weighted) • SAT/ACT score of at least 1140 (minimum 550 math) or ACT score of at least 25 (minimum 24 math) • Two academic recommendation letters • An academic/professional resume • A completed BHP application form • Acceptance to the Bulls Business Community
Continuing Students < 45credit	<ul style="list-style-type: none"> • Minimum of 24 USF credits with 3.4 GPA or above • Completion of Business Calculus (MAC 2233) with a C or better • Two academic recommendation letters • An academic/professional resume • A completed BHP application form • Two (2) year commitment to live in the Bulls Business Community
Continuing & Transfer Students ≥ 45credit	<ul style="list-style-type: none"> • 3.5 Cumulative and (if appropriate) USF GPA based on 45 college or university level credits. You must have successfully completed two full semesters of coursework as a degree seeking college student. • Two academic recommendation letters • An academic/professional resume • A completed BHP application form • Two (2) year commitment to live in the Bulls Business Community

To be considered for admission into the Business Honors Program, you should make sure that all materials stated above are received prior to your orientation date at USF. You can pick up application forms for the Business Honors Program from the Director of the Business Honors Program or the Bulls Business Community (BBC) advisor. After we access your application materials and credentials, we will invite candidates for an interview with the Director of the Business Honors Program. We will send a letter to you after the interview to inform you of your admission status.

While the scores above are the minimum entering requirements, the average scores of students admitted to the Business Honors Program are higher: high school GPA of 3.95, ACT 27.5, and SAT 1215. Current students must maintain an average USF GPA of 3.63 (Spring 2012).

Note: You should understand that your participation in activities such as the study abroad program and BBC housing requirements will increase your financial costs.

Bulls Business Community

For your application to be evaluated and considered for freshman admission into the Business Honors Program, you must be accepted into the Bulls Business Community (BBC). BBC residents are all members of the Bull Business Network, so building friendships with peers who share common interests and goals is easier. For more information on the Bulls Business Community, please visit <http://business.usf.edu/student/bbc/index.asp> AND contact the BBC advisor:

Shawna Grant
4202 E Fowler Ave, BSN 3403 Tampa, FL 33620

Phone: (813) 974-4290 Fax: 813-974-2797 Email: srgrant@usf.edu

Opportunity to Dual Enroll with USF Honors College

The objectives of the USF Honors College and the Business Honors Program are the same but the programs differ in curriculum and membership. The USF Honors College is for students who have displayed academic excellence and have a strong motivation to succeed. The Business Honors Program is designed for students who possess a strong passion to learn, succeed and achieve academic and professional excellence in a business field.

We strongly encourage all students in the Honor program in Business to also join the USF Honors College and reap the enormous benefits of being Honors students in both programs. The USF Honors College requires separate applications from the Business Honors Program prior to admission and has varying requirements for completion. If interested in joining the USF Honors College, you must set up an appointment with the Dean of the Honors College or one of the advisors at the Honors College so the individual requirements and needs can be clearly stated and evaluated before you can be accepted into the Honors College.

Contact the Dean or one of the advisors in the Honors College at:

USF Honors College

4202 E. Fowler Ave., ADM 241 Tampa, FL 33620-6912

Phone: (813) 974-3087 Fax: (813) 974-5801 Email: ContactUs@honors.usf.edu

Website: <http://honors.usf.edu>

BUSINESS HONORS PROGRAM COURSES

The core curriculum for the Business Honors Program consists of four courses which fulfill most of the College of Business requirements for foundation of knowledge and business skills. Business Honors courses are taken in addition to, or replace, courses in your major program, minor program courses and study abroad program. Therefore, for most business majors, participation in the Business Honors Program will not generally increase a student's academic workload. Our philosophy is to reward academically superior students, like you, with new challenges and alternative approaches to learning presented by some of the best faculty at the College of Business.

You will take one Business Honors Program course each semester (fall and spring) of your first 2 years. See Table 2 for a listing of typical course requirements for each semester. These classes are like those of small colleges, with enrollment of usually 15 to 20 students. Many of the faculty team-teach, giving you even more opportunity for one-on-one contact and access to a wider variety of teaching styles.

The Business Honors Program Core Courses

Honors I Professional Development I - GEB 2935

This is an introduction to the different departments, career interests and core business disciplines available at the College of Business at USF. It introduces current topics in the business field. This course is taught in the fall semester of your first year. **(1 credit hour)**

Honors II Professional Development II - GEB 2935

Ten “must read” real-world business cases anchor this course. Students will explore past and current problems in the business field and the solution and strategies taken to solve them. The cases will instill a foundation for you to evaluate and understand experiences of top-rated companies across the world. This course is taught in the spring semester of your first year. **(1 credit hour)**

Research Methods - QMB 3250

Students need a strong understanding of statistical methods to conduct research effectively as well as critically analyze business issues. This course teaches students the various statistical methods and the techniques used to evaluate a research study and determine its results. This course is taught in the fall semester of your sophomore year. *This course replaces the Business Economics Statistics I (QMB 2100) and Business Economics Statistics II course (QMB 3200).* **(3 credit hours)**

Computational Methods - QMB 3210

This course provides a foundation of computational research methods that can be used to augment existing research methodology skills and computational thinking principles. These skills help with critically thinking about and assessing how problems encountered in business might be framed to enable a computational solution. The course prepares BHP students for graduate studies as well as a comparative advantage in the marketplace for applied business skills. **(3 credit hours)**

Honors Thesis - XXX-4970

Business Honors students are expected to enroll in 6 credit hours of thesis work. The hours include time to conduct your individual thesis research, write the resulting findings and publicly present your thesis or creative report related to the business field. You will choose the topic in consultation with the Director of the Honors Program and work under the direction of a faculty advisor. You can choose to complete the same thesis research for the Business Honors Program and the USF Honors College.

Business Honors Program Four-Year Plan

Table 2: Course Requirements

	FALL SEMESTER	SPRING SEMESTER	SUMMER SEMESTER
YEAR 1	General Education Core Classes Honors I – GEB 2935	General Education Core Courses Honors II – GEB 2935	International Study Abroad Experience
YEAR 2	Business Core Courses Research Methods – QMB 3250	Business Core Courses Computational Methods - QMB 3210	Internship Program
YEAR 3	Business Core Courses Major Program Course work	Business Core Courses Major Coursework	Research Opportunities
YEAR 4	Major Coursework Honors thesis	Major Coursework Honors thesis College Capstone Course	

BUSINESS HONORS PROGRAM PLEDGE

To remain eligible for the Business Honors Program and graduate with Business Honors, you are required to do all of the following:

- Maintain at least a 3.40 USF GPA each year and make positive progress in fulfilling all degree requirements
- Make a commitment to live in the Bulls Business Community (BBC) during your first two years at USF
- Successfully complete Business Honors I and II courses in your first year
- Successfully complete Research and Computational Methods in your second year
- Assist and participate actively in the Business Honors Program Service-Learning project
- Participate in the Business Honors Program Study Abroad program
- Participate actively in your Corporate Mentor and Internship programs
- Regularly attend and participate in Business Honors Program and BBC activities throughout your academic stay at USF
- Complete an Honors thesis before graduating from USF

Note: You should understand that your participation in activities such as the study abroad program and BBC housing requirements will add financial costs.

Academic Performance

You are required to maintain a satisfactory academic record and meet the obligations of all the courses in which you are enrolled. As a Business Honors student, you must maintain a minimum USF GPA of 3.4 each semester. A student who fails to meet the requirements stated in the Business Honor Pledge will automatically be put on **BUSINESS HONORS ACADEMIC PROBATION**. You may be given two academic semesters to improve your USF GPA. If your GPA does not meet the minimum requirements at the end of this period, you will be dropped from the Business Honors Program and its associated programs.

Honors students who have not met the criteria outlined in the Business Honors Program Pledge signed on the application form will be placed on probation for one semester. Students failing to satisfactorily address the deficiency will be notified and become ineligible to continue in the Business Honors Program. Students removed from the program cannot reapply.

Bulls Business Community

You are required to live in the Bulls Business Community for the first two (2) years at USF. This community offers a chance for you to live and learn in an enhanced environment. You will be expected to take an active role and regularly attend BBC events and activities. Living in the BBC is a privilege **NOT A RIGHT**. While a 2 year BBC residency is a requirement for BHP students you must earn that privilege. The expectation is that you are an engaged and active member of the BBC and that your citizenship will be assessed to determine if you will be allowed to return to the BBC. As a BHP student, I expect you to be a positive role model for other BBC and College of Business students and thus your citizenship should exceed those of other BBC residents.

If for any reason you should be denied residency in the BBC you can no longer meet the requirements for graduation with Business Honors and will immediately be removed from the program.

BUSINESS HONORS THESIS

The Honors thesis is the climax of your experience in the College of Business at USF. It emphasizes critical thinking, writing and independent creative work. Research on the thesis should be academically rewarding and an exciting experience. Your thesis may be related to your business major or a business related idea. We strongly encourage you to select a topic which widens your curiosity, allows you to be creative and excites and satisfies you. The thesis component of the Business Honors Program is designed to be flexible, to complement your major area of study as well as your personal interests. Many types of theses may be acceptable; the final choice is to be determined jointly by you and your thesis advisor prior to beginning the actual work. Work which merely treads old ground or involves an uncritical restatement of previous work is unacceptable. The thesis is an academic exercise in which one applies critical thinking, investigates current scholarship, and engages in valid reasoning. A thesis may take many forms, such as the traditional in-depth critical analysis of a topic, or the discussion and results of your research/experiment in a business related subject. If you would like to see sample theses prior to beginning work, the USF Honors College and the library have copies of previously submitted theses for examination; see http://honors.usf.edu/Honors_Theses.asp.

The thesis for the Business Honors Program builds and strengthens valuable business skills:

1. Critical thinking and in-depth study skills – selecting a research topic, identifying a business problem or prospect, developing your thesis statement and writing a proposal
2. Research and computational skills – learning methodology and perspective, gathering data, recording insights and recommending solutions
3. Organizing, writing, and communicating skills – writing a literature review, drafting and refining, and dealing with peer review as well as faculty feedback

One Honors thesis may satisfy requirements for both the USF Honors College and the Business Honors Program. Please schedule an appointment with your Honors College advisor and the Director of the Business Honors Program to ensure the respective requirements for both programs are completed.

General Guidelines

The Business Honors thesis requires in-depth knowledge of interests that are related to your program of study. You will need to make a commitment to spend extended time researching your topic's background, designing the study, analyzing the results, and writing the paper or preparing the final business case. Issues and ideas related to your Business discipline and/or your program of study are good places to start.

Your Honors thesis differs from the typical undergraduate paper or project in that the thesis will include a statement (the prologue) that situates the specific topic within the broader scholarly tradition of which the your narrower topic is a part. This statement will explain the significance of the topic to professionals in the field. What are the broader questions that underlie and are raised by the topic? How does the topic articulate with related fields of scholarly inquiry? In what way might the ideas or findings from the study be applied beyond the theoretical description of the business discipline/your program of study? The specific question to be addressed by this statement will depend on the topic and should be identified and discussed with your thesis advisor.

The thesis project itself should include at least the following six phases:

1. Exploration – Developing an idea from your course/program of study, reading or discussion with your thesis advisor
2. Integration – Developing a proposal with your thesis advisor and submission of the thesis application and prospectus to the Director of the Honors Program
3. Progression and Computational Analysis – Data gathering and computational analysis
4. Documentation – Preparing the thesis report
5. Presentation and critique of project – Presenting your thesis (performance, findings, result exhibition etc.) with discussion and questions
6. Grade assignment by faculty

There is no set requirement for the length or dimension of the thesis. However, quality and completeness of research are the major concerns. Also important is that the end product reflects six credit hours of work and is approved by your thesis advisor and the Director of the Business Honors Program. It should reflect a significant time commitment, be of high quality and demonstrate personal intellectual growth.

A well-researched project should adhere consistently and correctly to a documentation style (e.g., MLA, APA, or the University of Chicago) appropriate for the field of study. You **must** include a bibliography or a works-cited page for any type of research project.

You should consult with the Director of the Business Honors Program or attend a thesis workshop before beginning work to learn about general procedures and a potential thesis advisor. The Office of Undergraduate Research has workshops planned each year. Please contact the Office of Undergraduate Research for more details:

Office of Undergraduate Research
4202 E Fowler Ave, LIB210 Tampa, FL 33620
Phone: (813)974-6824
Email: ur@ur.usf.edu

Steps in the process

1. Identify your thesis advisor, probably a professor who is related to your chosen research interest. Your thesis advisor helps you narrow the topic to manageable proportions and develop the prospectus. Your thesis advisor should be faculty from the College of Business or must be approved by the Director of the Business Honors Program. In addition, a reader should be found to read your final thesis. The reader can be another faculty member, PhD candidate or business expert that your thesis advisor approves/suggests.
2. You and your thesis advisor establish deadlines for completion of the following phases of your undergraduate thesis:
 - a. Completion of preliminary annotated bibliography
 - b. Completion of literature review – a narrative discussion of previous work upon which the specific topic builds or adds new ideas
 - c. Progress reports on research or scholarly activity, including activities to be done (e.g., research design, data collection, computational analyses, revisions)
 - d. Draft to be submitted to the thesis advisor
 - e. Revisions requested by the thesis advisor
 - f. Final draft, including submission to the Director of the Business Honors Program

g. Presentation of results

Thesis timeline

The timeline for successful completion of the Business Honors thesis is listed below. Table 3 lists the general stages of work, submission requirements, and deadlines, summarized by approximate year of study. The year of study will depend on the number of credits you have completed.

1. Four weeks before you reach senior standing (the semester at the end of which you'll have completed 90 credits) the Thesis Agreement form and Thesis Registration form must be submitted to the Director of the Honors Program.
2. Prior to the 8th week of the first semester of your thesis work, the Prospectus Approval form, a three-to-four page prospectus, form must be submitted to the Director of the Honors Program.
3. End of your first semester of thesis work, the Thesis Status form must be submitted to the Director of the Honors Program.
4. Two weeks before you present your thesis in your senior year, the final Thesis Report and the Thesis Approval form must be submitted to the Director of the Honors Program.

Table 3: Thesis Requirements

Year	Stage	Forms & Reports	Submission Deadline
Freshman	Complete general and Business course work	None	None
Sophomore	Develop research and computational skills	None	None
Junior	Formulate your thesis topic and identify a thesis advisor	Thesis Agreement form Thesis Registration form	Four weeks before you reach senior standing (the semester at the end of which you'll have completed 90 credits) Prior to the registration period for each semester of your thesis work
Senior	Develop a prospectus for your chosen topic Intensive thesis research Analysis and documentation Thesis Presentation	Prospectus Approval form Thesis Status form Final thesis report	Prior to the 8th week of your first semester of thesis work (normally your senior year) End of each semester of thesis work Two weeks prior to your thesis presentation day

Note: All forms can be collected from the Director of the Business Honors Program.

Thesis prospectus

You will establish the specific nature of the thesis with your thesis advisor. Prior to the 8th week of the first semester of your senior year or the first semester of your thesis work if earlier, please present to the Director of the Business Honors Program these three documents: the Thesis Agreement form, a three-to-four page prospectus, and the Prospectus Approval form, signed by your thesis advisor. **The prospectus** includes:

1. Your name and email address
2. Thesis advisor's name
3. The name of your reader (another faculty member, PhD candidate or business expert)
4. The exact title of the thesis
5. A statement of the work to be undertaken and its importance
6. A narrative giving the rationale for this work
7. A brief literature review
8. A proposed work schedule and preliminary bibliography

You should begin the actual work immediately following prospectus approval by the Director of the Honors Program.

Thesis presentation

You will present your thesis before the end of the semester during which you complete it. You may be selected to present your thesis at the College of Business Research Symposium or the Undergraduate Research Colloquium. You must deliver your thesis and any supporting material in final, typewritten form to the Director of the Business Honors Program and your thesis advisor at least two weeks before the presentation to give them adequate time to review the final submission. Submit the completed Thesis Approval form signed by your thesis advisor, along with the printed copy of the final thesis report, to the Director of the Business Honors Program.

You will be given a grade of "S" for the semester in which the prospectus is approved and, for the 6-credit thesis, the semester in which the progress report from the thesis advisor is submitted. When your thesis advisor approves your thesis in its final form, he or she will recommend one of the grades as indicated in Table 4, which shall be recorded for both semesters of thesis (the "S" grade will be changed at that time).

Table 4: Thesis Grade Scale

Letter Grade	Description
"A"	Excellent performance
"B"	Good performance
"C"	Passing (but student is ineligible to graduate with the Business Honors Program distinction)
"D" or "F"	Unacceptable

To graduate with Honors, you must finish all course work towards the degree in the semester the graduation ceremony occurs. The thesis must be completed, approved in the final form, and turned in to the Director of the Honors Program. If you have credits still to be taken or if your thesis is not approved,

you may walk through graduation and not be honored, or wait until the next graduation ceremony to be honored.

Rule of thumb

BHP students should begin research work on their thesis at least two (2) semesters prior to graduation or when they have attained 90 credit hours.

Dual Enrolled (BHP & Honors College) students will enroll in XXX4970 (Business Honors Thesis) for their first semester and IDH 5975 for their second semester. The forms should be submitted to both the Director, Business Honors Program and the Honors College.

SAMPLE STRUCTURE OF THESIS

Title Page

Abstract – See “General Guidelines”

Chapter 1: Introduction

- A. Opening Section : The Prologue
 - i. Indicates the general area of the problem
 - ii. Helps the reader understand the nature of the problem topic as well as the idea that there is more to learn about it. This shows that the present study will add to knowledge in some way
- B. Literature Review
 - i. Gives a picture of what was done before, as well as the basis for describing what is new or important about this study
 - ii. Provides an interpretation of research and critical analogy (a review is not a summary)
- C. Problem Section
 - i. Presents the formal problem for the research, showing how it extends what was previously done
 - ii. Relates how the problem will be studied
 - iii. Discusses or lists the research questions or hypotheses (if any)
 - iv. Uses research questions where there is no reasonable basis for hypotheses

Chapter II: Materials and Methods

- A. Design: Identifies the types of variables studied, the outcomes to be examined, and the comparisons to be made
- B. Materials or Instrumentation: Describes in detail the questionnaire, interview schedule, materials used, etc.
- C. Subjects: Describes the participants and how they were selected
- D. Procedure: Describes in detail every step involved in carrying out the study
- E. Statistical analyses: Describes the statistical methods used to provide the basis for comparisons

Chapter III: Results

- A. Briefly summarizes what the study involved and possibly reviews how the results section is organized
- B. Reports results, but includes no interpretation

- C. Groups analyses into meaningful categories
- D. Uses tables where they can help the reader follow the description of findings

Chapter IV: Discussion

- A. Discusses and interprets findings in light of a) hypotheses or research questions, b) previous studies, c) practical implications, etc.
- B. Points out, where relevant, weaknesses in procedures that may have masked a particular result or that require caution in making conclusions
- C. Makes recommendations for further studies that extend or improve the methods, if appropriate.
- D. Ends with some concrete conclusions on what was found or not found
- E. If appropriate discusses the implications for society

Citations

- A. Cites specific references with page numbers as footnotes or endnotes using a bibliographic style accepted in the discipline
- B. Provides a complete list of references using an accepted bibliographic style

Final note: Each researcher's needs for report formats will differ depending on the type of study conducted. The above, therefore, provides guidelines to be adapted to individual needs, not necessarily followed in their exact form, and you have the opportunity to modify your thesis to suit your needs.

BUSINESS HONORS PROGRAM - THESIS AGREEMENT FORM

The Business Honors Program student:

I have carefully read the Business Honors Program thesis guidebook and understand that the thesis is worth six credits, the work is expected to last two full semesters, and the schedule must be adhered to without exception. It is my responsibility to ensure that the appropriate paperwork is done and that all deadlines are met.

Signature

Date

Name (please print)

Thesis Committee

Thesis Advisor:

I certify that the above named student and I have reviewed the thesis requirements outlined in the Business Honors Program thesis guidebook and that I accept the responsibility of thesis advisor. I will attend the public presentation of this thesis.

Signature

Date

Name (please print)

NOTE: This is not the Prospectus Approval form. The Prospectus Approval form and Thesis Approval form are available from the Director of the Business Honors Program (CIS 2069).

BUSINESS HONORS PROGRAM - THESIS REGISTRATION FORM

Please type or print the information requested on this form.

It is agreed that _____
(Name) U-Number

will take: _____ - **4970 BUSINESS HONORS THESIS HOURS**

Semester: _____ Credit Hours: _____

Nature of Study: (Please include the Thesis Agreement form and note below what is to be accomplished this semester)

Method of Evaluation and Grading: (To be determined by Thesis advisor. Attach additional sheet if necessary to elaborate on what is required and how it will be evaluated.)

Thesis Research Hours will be completed and graded by the last day of the semester.

It is understood that:

Thesis Research Hours will be graded initially on a **pass/fail (S/U)** basis. When your thesis advisor approves your thesis in its final form, he or she will recommend a standard letter grade depending on the quality of the final thesis which shall be recorded for all semesters of thesis work (the "S/U" grade will be changed at that time)..

The agreed upon deliverables must be turned in to your thesis advisor before credit for the work will be awarded. This is the responsibility of the student.

It is the Director of the Business Honors Program responsibility to verify that the student has completed all appropriate background courses before enrolling in a project.

_____/_____
Student's Name (Print) Signature

_____/_____
Thesis Advisor Name (Print) Signature

_____/_____
Director, Business Honors Program Name (Print) (Joni L. Jones) Signature

BUSINESS HONORS PROGRAM -PROSPECTUS APPROVAL

Please type or print the information requested on this form.

Student's information

Name: _____ USF ID: _____

E-mail address: _____

Title of thesis: _____

Semester in which work is to be started: _____

Semester in which work is to be completed: _____

When do you plan to graduate? _____

(Month & Year)

Is this thesis being submitted for satisfaction of both the Honors College and Business Honors Program? Yes No

Thesis advisor's name: _____

Department: _____

Phone: _____

Mail: _____

Thesis reader's name: _____

Department: _____

Phone: _____

Mail: _____

"I understand that by registering for Honors Thesis that I am registering for a 3 hour course, which is equal to 9 hours of effort each week."

Student's signature

Prospectus approved by: _____ / _____

Thesis advisor's name

Date

Director, Business Honors Program

Date

Date prospectus submitted: _____

The public presentation of your thesis will occur prior to the final day of the semester in which the thesis is completed.

BUSINESS HONORS PROGRAM - THESIS STATUS FORM

Student name: _____ USF ID: _____

Current Semester: _____ / _____
Semester Year

Thesis details:

Title of thesis: _____

Thesis Start Date: _____ / _____
Month Year

Grades: Satisfactory Unsatisfactory

Comments: _____

Student has completed honors thesis research work equivalent to three (3) credit hours.

Thesis Advisor Name (Print) Signature

BUSINESS HONORS PROGRAM - THESIS APPROVAL FORM

Student name: _____ USF ID: _____

I plan to graduate: _____ / _____
(Month/Year)

All thesis presentations will take place on the last day of the semester (Friday prior to final exam week).

Thesis detail

Title of thesis: _____

Thesis approved (following presentation/defense):

_____/_____
Thesis advisor - print & sign Date

_____/_____
Thesis reader - print & sign Date

_____/_____
Director, Business Honors Program - print & sign Date

Grade: _____

- A = Superior
- B = Excellent
- C = Passing but NOT Honors
- D or F = Unacceptable

Acknowledgment of receipt of thesis in final form.

_____/_____
Thesis advisor Date

A copy of thesis submitted to Director, Business Honors Program: ____/____/____
Date

A copy of thesis submitted to the College of Business Library: ____/____/____
Date

OTHER RESEARCH OPPORTUNITIES

Office of Undergraduate Research

One of the top three research institutions in Florida, USF provides students with the benefits of resources available only to premiere institutions. The Business Honors Program is one of the most selective programs at USF, offering its students the means to maximize and cultivate their potential. Our full commitment to undergraduate instruction is enhanced by a firm commitment to the creation of new knowledge. USF has the requisite research environment, including extensive libraries, well-equipped laboratories and sophisticated computer capabilities, all on-campus facilities. Numerous USF faculty members are nationally and internationally recognized in their fields and are capable of serving as academic mentors and research advisors.

As a student at USF and in the Business Honors Program, you have the opportunity to engage in collaborative learning experiences with faculty and graduate students. You can participate in a world of discovery with active participation in the learning process. Through research projects, you will gain the skills necessary for exploration, problem solving and oral and written expression that can serve you well for a lifetime of learning, work and pleasure. Participation in the research process allows you to appreciate business disciplines and develop solutions for difficult business problems.

The Office of Undergraduate Research in LIB107 at the University Library is available to assist with your research. We recommend that you begin your research during your first USF year.

Undergraduate Research Scholars Program

The University of South Florida believes it is important that all students understand the complex activity of research and wishes to stimulate your interest in becoming an active participant in the research process. The Undergraduate Research Office provides assistance to students who have an interest in pursuing research and offers a unique opportunity to become involved in the Undergraduate Research Scholars Program.

As a USF Undergraduate Research Scholar, you would enroll in “Discovery: People, Processes and Problems” during your first semester at USF. “Discovery” begins by broadly defining research as the systematic investigation of a phenomenon or problem. Then, faculty from the natural, social, and health sciences, from engineering, business, education, humanities, the fine arts and other fields, will “tell their stories,” explaining how they became interested in doing research and offering examples of problems and questions they have examined. You will interact closely with these professors during the semester. The culminating “Discovery” experience will be the development, in collaborative groups, of a research proposal that defines a problem or question and maps out a strategy for responding to the issue.

During and following the “Discovery” semester, you will be assisted in identifying potential undergraduate research opportunities that will allow you to work with a professor on his/her research projects in future semesters. In the semesters following "Discovery", Undergraduate Research Scholars will have the opportunity to work with USF's senior researchers as these professors investigate issues that excite them. Receptions bring students together to discuss topics of mutual interest and to learn from and interact with research faculty.

CONTACT INFORMATION

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