



*We acknowledge and respect the Lək̓ʷəŋən (Songhees and Esquimalt) Peoples on whose territory the university stands, and the Lək̓ʷəŋən and W̓SÁNEĆ Peoples whose historical relationships with the land continue to this day.*

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## **COURSE OUTLINE**

### **Honours Thesis I/II**

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**PREREQUISITES:** Open only to students enrolled in EOS Honours programs. EOS 499A is the prerequisite for EOS 499B.

#### **CONTACT INFO:**

<b>Honours Advisor:</b>	<b>Lucinda Leonard</b>
<b>Email:</b>	<a href="mailto:seoshon@uvic.ca">seoshon@uvic.ca</a>
<b>Office:</b>	<b>Bob Wright Centre A315</b>
<b>Office Hours:</b>	<b>By appointment</b>

## **COURSE DESCRIPTION**

499A: The first stage of a research project conducted under the direction of a faculty member.

499B: Continuation of a research project conducted under the direction of a faculty member.

The Honours thesis provides students an opportunity to conduct an independent research project under the direction of a faculty member, normally during their final year of study. A student should discuss potential research projects with faculty members (regular and/or adjunct) and decide on a project by the beginning of their final year at the latest. The Honours Thesis requires two terms to complete.

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## **LEARNING OUTCOMES**

Development of analytical, organizational, and communication skills.

Development of the ability to work efficiently both individually and as part of a research group.

Creation of an effective research proposal, with clear articulation of motivation, background, methods, anticipated results, and timeline.

Production of a clearly written, original and thoroughly researched thesis that analyzes or addresses a significant research question.

Delivery of an oral presentation on the research project that is well structured, effectively delivered, and appropriate for a multi-disciplinary audience.

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## **COURSE MATERIALS**

Course materials are project-specific, to be discussed with the thesis supervisor(s).

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## **EVALUATION**

Ungraded: Thesis Proposal (due Oct 1 2024)

Ungraded: Poster presentation at Honours Fest (late Feb 2025 – exact date TBC)

10%: Oral presentation (Mar 18 2025)

90%: Honours thesis (due Apr 4 2025)

Evaluation for EOS 499A/B is based upon a written thesis marked by the supervisor and on a public oral presentation. A committee convened by the Honours Advisor determines the oral presentation grade, with criteria including the quality of both the research and the presentation. A grade of INP is assigned to 499A until 499B is completed, at which point both 499A and 499B receive the same grade. Graduation with Honours requires a certain grade in EOS 499 as well as other course/GPA requirements (depends on program – see UVic Calendar). A grade or GPA below this results in EOS 499 being changed to EOS 490 (Directed Studies) on the student's transcript, and graduation with a Major instead of Honours.

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## **COURSE POLICIES**

### **REGISTRATION AND GRADING LOGISTICS**

Register for EOS 499A in the first term and EOS 499B in the second term of your Honours thesis. Both courses require permission to be set by the department for registration. You may do your Honours thesis in any combination of terms (i.e., Fall/Spring, Spring/Fall, Spring/Summer, Summer/Fall, etc..) as agreed with your supervisor. Initially you will receive an INP grade for EOS 499A, which will be changed to your final grade when 499B is completed – you receive the same grade for both 499A and 499B. If you do not complete 499B, the INP grade for 499A will be changed to N.

### **THESIS TOPIC**

The point of the Honours thesis is to introduce students to the process of conducting independent scientific research. Literature searches do not constitute material for Honours theses unless a significant amount of material from the existing literature is reinterpreted in an original way. Moreover, excessive literature searches and summaries of previous methods/ studies in the thesis are not warranted.

### **THESIS PROPOSAL**

A two-page proposal of the thesis is submitted to the Honours Advisor and to your thesis supervisor(s) at the end of the first month of EOS 499A (Oct 1 for Fall/Spring students). This proposal should summarize the intended project agreed to by the student and supervisor. Points to include are the goals of the project, wider importance, methods to be used in carrying out the project, expectations for the results (if known), and a timeline for the project. The proposal should be sent to the Honours Advisor by email as a pdf file, with filename proposal\_surname.pdf.

### **HONOURS FEST**

EOS Honours students registered in EOS 499B in the Spring term are normally expected to produce a poster on their Honours research, and to present at the Faculty of Science Honours Fest, generally scheduled in late February.

Participation in Honours Fest provides students with experience in presenting their research to a wide audience, similar to presenting at a scientific conference, as well as providing a useful deadline for the synthesis and initial interpretation of project results.

## **HONOURS ORAL PRESENTATION**

All EOS 499B students must give a 15-minute public presentation describing their research and conclusions in: a departmental seminar series scheduled in the last three weeks of the Spring term, or a special seminar in the last three weeks of the Summer or Fall terms (intended for students not completing EOS 499B at the end of the Spring term). Presentation guidelines will be provided to students at the start of the 499B term.

## **HONOURS THESIS**

The Honours thesis normally consists of a Title Page, Abstract, List of Tables, List of Figures, Introduction, Background, Methods, Results, Discussion, Conclusions, and Bibliography (or References Cited). Typical Honours theses are approximately 50 to 70 pages, but the expected length should be discussed with your thesis supervisor(s).

The Honours thesis is due to the Honours advisor, and to your thesis supervisor(s) for grading, on the last day of classes in the second term.

An electronic copy of the thesis for the SEOS archives should also be provided to the SEOS Honours advisor. Binding of hard copies of the thesis at the expense of the student or the supervisor can be organized by SEOS, if desired. In this case, submit the number of hard copies desired for binding to the SEOS office unbound, with no holes, in a folder. Students can view examples of B.Sc. theses from 2012 and earlier in the main SEOS office for further details of format, etc.

## **ROLE OF THESIS SUPERVISOR**

The supervisor should oversee the research, and should be a regular SEOS faculty member or an adjunct faculty member. Periodic meetings with the student should occur to check and guide progress. In the event that an adjunct professor or outside expert is supervising a thesis, a regular SEOS faculty member must act as a co-supervisor to help with these duties. The supervisor(s) assigns a grade to the written thesis.

In the case of an outside main supervisor, the role of a SEOS co-supervisor may vary. At a minimum, they should ensure that the Honours project has clear objectives, is of appropriate scope, and that the student has sufficient support to achieve the objectives. The co-supervisor should periodically attend meetings with the student and main supervisor, to help keep the student's progress on track.

## **ROLE OF HONOURS ADVISOR**

The Honours Advisor admits eligible students to the Honours Program, and confirms that rules and regulations for thesis material, content, and submission are being met. This person also schedules the Honours presentations, assigns a grade to the presentation (in consultation with a committee), and submits final grades.

## **POLICY: LATE THESIS**

Your supervisor (if co-supervised, the SEOS faculty member) may grant an extension to the due date of your Honours thesis for legitimate reasons. Potential reasons include delays in obtaining research results that are out of the student's control such as problems with method development, obtaining samples or instrument time, etc... or significant illness. Inform the Honours Advisor when an extension is granted. Honours theses submitted late (without an extension) will normally be penalized 5% per day.

## **POLICY: ACADEMIC INTEGRITY**

It is every student's responsibility to be aware of the university's policies on academic integrity, including policies on

**cheating, plagiarism, unauthorized use of an editor, multiple submission, and aiding others to cheat.**

**Policy on Academic Integrity:** [web.uvic.ca/calendar/undergrad/info/regulations/academic-integrity.html](http://web.uvic.ca/calendar/undergrad/info/regulations/academic-integrity.html)

If you have any questions or doubts, talk to your supervisor and/or to me, the Honours advisor. For more information, see [uvic.ca/learningandteaching/cac](http://uvic.ca/learningandteaching/cac).

#### **POLICY: USE OF AI**

If relevant, please discuss with your supervisor their policy on the use of generative AI such as ChatGPT, Grammarly, etc.

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### **COURSE FEEDBACK**

I value your feedback on the EOS Honours program. Following completion of your Honours thesis, you will have the opportunity to complete an anonymous survey regarding your experience. The survey is vital to help the department improve the overall program for students in the future. The survey is accessed online and can be done on your laptop, tablet, or mobile device. I will remind you and provide you with more detailed information nearer the time.

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## COURSE WEEKLY CALENDAR

UVic Important Dates - [uvic.ca/calendar/dates/](https://uvic.ca/calendar/dates/)

*Last day to add courses:* September 20<sup>th</sup>

*Last day to drop a course without penalty of failure:* October 31<sup>st</sup>

WEEK	DATE <sup>1</sup>	MILESTONE
<b>499A:</b>		
<b>2</b>	Sept 11 2024	Inform Honours advisor of research supervisor and topic
<b>5</b>	Oct 1 2024	Thesis proposal due to Honours advisor and supervisor(s)
<b>14</b>	Early Dec 2024 (end of 499A)	Finish collection and synthesis of data and background material
<b>499B:</b>		
<b>2</b>	~Jan 15 2025	Detailed thesis outline completed
<b>5</b>	Early Feb 2025	Introduction, Background, Methods sections written
<b>8</b>	Late Feb 2025	Present poster at Honours Fest
<b>11</b>	Mar 18 2025	Public oral presentation of research
<b>13</b>	Apr 4 2025	Honours thesis due to Honours advisor and supervisor(s)

<sup>1</sup>Dates apply for students enrolled in EOS 499A in Fall 2024 and 499B in Spring 2025.

### CHANGES DUE TO UNFORESEEN CIRCUMSTANCES

The above schedule, policies, procedures, and assessments in this course are subject to change in the event of extenuating circumstances. In the event of significant changes, a revised outline will be posted/circulated.

## APPENDIX

### SCHOOL OF EARTH AND OCEAN SCIENCES INFO

- SEOS Website: [uvic.ca/seos](http://uvic.ca/seos)
- SEOS Office: [seos@uvic.ca](mailto:seos@uvic.ca)
- SEOS Director: Dr. Jay Cullen, [seosdirector@uvic.ca](mailto:seosdirector@uvic.ca)
- SEOS Mental Health & Wellness Contact: Dr. Andy Fraass, [andyfraass@uvic.ca](mailto:andyfraass@uvic.ca)
- SEOS Undergraduate Advisor: Dr. Jon Husson, [seosadvisor@uvic.ca](mailto:seosadvisor@uvic.ca)
- SEOS Graduate Advisor: Dr. Roberta Hamme, [seosgradadvisor@uvic.ca](mailto:seosgradadvisor@uvic.ca)
- Ocean Science Mentor: Dr. Jody Klymak, [seosoceansci@uvic.ca](mailto:seosoceansci@uvic.ca)
- Climate Science Advisor: Dr. Colin Goldblatt, [climateadvising@uvic.ca](mailto:climateadvising@uvic.ca)

### UNIVERSITY STATEMENTS & POLICIES

- Academic Calendar: [Information for All Students](#)
- [Creating a respectful, inclusive, and productive learning environment](#)
- [Accommodation of Religious Observance](#)
- [Accommodation and Access for Students with Disabilities](#)
- [Student Conduct](#)
- [Non-academic Student Misconduct](#)
- [Accessibility](#)
- [Diversity / EDI](#)
- [Equity statement](#)
- [Sexualized Violence Prevention and Response](#)
- [Discrimination and Harassment Policy](#)

### UVIC GRADING SYSTEM

As per the Academic Calendar:

Grade	Grade point value	Grade scale	Description
<b>A+</b> <b>A</b> <b>A-</b>	9 8 7	90-100% 85-89% 80-84%	<b>Exceptional, outstanding</b> and <b>excellent</b> performance. Normally achieved by a minority of students. These grades indicate a student who is self-initiating, exceeds expectation and has an insightful grasp of the subject matter.
<b>B+</b> <b>B</b> <b>B-</b>	6 5 4	77-79% 73-76% 70-72%	<b>Very good, good</b> and <b>solid</b> performance. Normally achieved by the largest number of students. These grades indicate a good grasp of the subject matter or excellent grasp in one area balanced with satisfactory grasp in the other area.
<b>C+</b> <b>C</b>	3 2	65-69% 60-64%	<b>Satisfactory</b> , or <b>minimally satisfactory</b> . These grades indicate a satisfactory performance and knowledge of the subject matter.
<b>D</b>	1	50-59%	<b>Marginal</b> Performance. A student receiving this grade demonstrated a superficial grasp of the subject matter.
<b>F</b>	0	0-49%	<b>Unsatisfactory</b> performance. Wrote final examination and completed course requirements; no supplemental.
<b>N</b>	0	0-49%	Did not write examination or complete course requirements by the end of term or session; no supplemental.

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## STUDENT RESOURCES

### POSITIVITY AND SAFETY

The University of Victoria is committed to promoting, providing, and protecting a positive and safe learning and working environment for all its members.

[Student Groups & Resources](#)

### ACADEMIC RESOURCES

UVic Library - *UVic Library offers many services and resources for undergraduate and graduate students.*  
[uvic.ca/students/academics/library-services](http://uvic.ca/students/academics/library-services)

Learning Resources - *UVic Learn Anywhere is the primary learning resource for students that offers many learning workshops and resources to help students with academics and learning strategies.*  
[onlineacademiccommunity.uvic.ca/uviclearn](http://onlineacademiccommunity.uvic.ca/uviclearn)

Centre for Academic Communication - *Offers online and in-person one-on-one tutorials, workshops, and more.*  
[uvic.ca/learningandteaching/cac](http://uvic.ca/learningandteaching/cac)

Math & Stats Assistance Centre - *Offers drop-in, face-to-face tutoring and a friendly, collaborative study space for 100- and 200-level math and stats courses.*  
[uvic.ca/science/math-statistics/current-students/undergraduate/msac](http://uvic.ca/science/math-statistics/current-students/undergraduate/msac)

### MENTAL HEALTH & WELLNESS

A note to remind you to take care of yourself. Do your best to maintain a healthy lifestyle this semester by eating well, exercising, getting enough sleep, and taking some time to relax. This will help you achieve your goals and cope with stress. All of us benefit from support during times of struggle. You are not alone.

SEOS Mental Health & Wellness Contact - *Dr. Fraass is a faculty member who can act as a sympathetic ear and (more importantly) provide guidance about: how to access the multitude of University support services, and which are useful in different circumstances. Andy can be found by dropping by his office or lab (Bob Wright A431, B409). He is also available via email for questions or to arrange a time to have a chat.* [andyfraass@uvic.ca](mailto:andyfraass@uvic.ca)

Student Wellness Centre - *Our team of practitioners offers a variety of services to support students' mental, physical, and spiritual health.* [uvic.ca/student-wellness](http://uvic.ca/student-wellness)

Counselling Services - *Counselling Services can help you make the most of your university experience. They offer free professional, confidential, inclusive support to currently registered UVic students.* [uvic.ca/services/counselling/](http://uvic.ca/services/counselling/)

Health Services - *University Health Services (UHS) provides a full-service primary health clinic for students and coordinates healthy student and campus initiatives.* [uvic.ca/services/health/](http://uvic.ca/services/health/)

### ACCESSIBILITY

Students with diverse learning styles and needs are welcome in this course. In particular, if you have a documented disability or health consideration that may require accommodations, please feel free to approach me and/or the Centre for Accessible Learning (CAL) as soon as possible.

Centre for Accessible Learning - *The CAL staff are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. The sooner you let us know your needs the quicker we can assist you in achieving your learning goals in this course.* [uvic.ca/services/cal/](http://uvic.ca/services/cal/)

## ADVISING

For academic advising-related questions, students in the School of Earth and Ocean Sciences are also encouraged to meet with the SEOS Undergraduate Advisor ([seosadvisor@uvic.ca](mailto:seosadvisor@uvic.ca)) as well as an academic advisor in the Academic Advising Centre early in their studies to help map out a plan to declare a major and complete university program requirements.

Academic Advising Centre - Academic advice and support is currently available by phone, email and virtual or in-person appointments. [uvic.ca/services/advising](https://uvic.ca/services/advising)

Ombudsperson - The ombuds office is an independent, impartial, and confidential resource for undergraduate and graduate students and other members of the University of Victoria community. The ombudsperson helps resolve student problems or disputes fairly. [uvicombudsperson.ca](https://uvicombudsperson.ca)

## ACADEMIC CONCESSION

You can request an academic concession if your course requirements are affected by unexpected and unavoidable circumstances, or conflicting responsibilities. Concession requests can be for an in-course extension, deferral, withdrawal under extenuating circumstances, or an aegrotat. Please speak to an advisor at the Academic Advising Centre if you have questions on how requesting a concession will affect your academic program.

Undergraduate Academic Concessions - [uvic.ca/students/academics/academic-concessions-accommodations/request-for-academic-concession/index.php](https://uvic.ca/students/academics/academic-concessions-accommodations/request-for-academic-concession/index.php)

## EQUITY AND HUMAN RIGHTS AT UVIC

EQHR is a resource for students, staff, and faculty who have experienced sexualized violence, discrimination, and/or harassment and are looking for informal and/or formal resolution options as well as advice, coaching, and/or education. We are available for confidential consultations so that you can ask questions and learn your options.

EQHR – By email at [eqhr01@uvic.ca](mailto:eqhr01@uvic.ca) or in-person (Sedgewick C115). [uvic.ca/equity](https://uvic.ca/equity)

Sexualized Violence Resource Office – If you have been directly or indirectly impacted by sexualized violence, reach out to the SVRO for information, advice, resolution options (restorative and disciplinary) as well as support options and referrals. The SVRO is both survivor-centred and trauma-informed in their approach. You can reach us by phone at [250-721-8021](tel:250-721-8021) or by email at [eqhr01@uvic.ca](mailto:eqhr01@uvic.ca) to book either an in-person (Sedgewick C119) or online appointment. [uvic.ca/svp](https://uvic.ca/svp)

## RESOURCES FOR INTERNATIONAL STUDENTS

International Centre for Students - The primary office supporting international students on campus at the university-wide level. [uvic.ca/international-experiences](https://uvic.ca/international-experiences)

UVic Global Community Initiative - Provides various supportive programming, including a Mentorship Program and Conversation Partner Program. [uvic.ca/international-experiences/get-involved/uvic-global-community](https://uvic.ca/international-experiences/get-involved/uvic-global-community)

## RESOURCES FOR INDIGENOUS STUDENTS

Indigenous Student Support - UVic offers holistic services to Indigenous students throughout their academic journey. [uvic.ca/students/info-for/indigenous-students](https://uvic.ca/students/info-for/indigenous-students)

Elders in Residence - The Office of Indigenous Academic and Community Engagement (IACE) has the privilege of assembling a group of Elders from local communities to guide students, staff, faculty, and administration in Indigenous ways of knowing and being. [uvic.ca/services/indigenous/students/programming/elders](https://uvic.ca/services/indigenous/students/programming/elders)