

DEPARTMENTAL HONORS – Union College FAQ FOR THESIS ADVISORS

NOTE: General information from the College about Departmental Honors and thesis submission requirements, which should also be helpful for advisors, is available online via the Schaffer Library website for theses

[\[http://www.union.edu/library/how/projects/honorstheses/index.htm\]](http://www.union.edu/library/how/projects/honorstheses/index.htm). The library is also providing the following FAQs to assist advisors in helping students to complete the submission of their thesis to the College archives and its digital repository for thesis in **DSpace** [\[http://dspace.nitle.org/handle/10090/5715\]](http://dspace.nitle.org/handle/10090/5715).

To Whom Should My Student Submit the Library Copy of the Thesis?

Your student should submit the library copy of the thesis to your department secretary / administrative assistant. Full submission procedures are explained online at the library's website in the document **Honors Thesis Submission Procedures for the Library Copy** [\[http://www.union.edu/library/how/projects/honorstheses/submission.pdf\]](http://www.union.edu/library/how/projects/honorstheses/submission.pdf).

When Should My Student Submit the Library Copy of the Thesis?

Your student should submit the thesis as soon as its final form has been approved, but no later than the last exam day of the term in which it is completed.

Who Will Be Able to Access the Library Copy of the Thesis?

Access to the thesis will be restricted to members of the Union College community. All theses will be made available to members of the Union College community on site in the library in microform. If you and your student give permission, it will also be made available to members of the Union College community on an Internet site restricted to members of the Union College community via DSpace.

What Formats Are Acceptable for the Library Copy?

The preferred format for the library copy of the thesis is an electronic copy in PDF. A number of word processing, spreadsheet and image formats are also acceptable. Full specifications for the electronic copy are explained online at the library's website in the document **Honors Thesis Electronic Format Specifications** [\[http://www.union.edu/library/how/projects/honorstheses/electronicformat.pdf\]](http://www.union.edu/library/how/projects/honorstheses/electronicformat.pdf).

What If the Format of My Student's Thesis is not in an "Accepted" Electronic Form?

Thesis work done in formats not on the library's "accepted" list may be submitted in print form or should be discussed with library staff in advance. See "EXCEPTIONS TO THE ELECTRONIC SUBMISSION REQUIREMENT" given online at the library's website in the document **Honors Thesis Electronic Format Specifications** [\[http://www.union.edu/library/how/projects/honorstheses/electronicformat.pdf\]](http://www.union.edu/library/how/projects/honorstheses/electronicformat.pdf).

Who Needs to Sign the Permission Form and Where Do I Get One?

The thesis student and one advisor must sign the permission form. This form is available in departments on the library's website under **Permission Form** [<http://www.union.edu/library/how/projects/honorstheses/permission.pdf>].

What If My Student Has More Than One Thesis Advisor?

Only one advisor needs to sign the permission form. It is up to you and your co-advisor to determine who will review the permission form with your student. However, both advisors' names should appear at the top of the permission form.

How Do I Decide Which Internet Access Option is Best?

Guidance on this topic is available online at the library's website in the document **How to Choose an Internet Access Option** [<http://www.union.edu/library/how/projects/honorstheses/choose.pdf>].

Which Option is Most Commonly Applicable?

For theses without co-authors and/or patentable, imminently publishable, or third party material, "Internet Release" is the most common access option.

What If the Thesis Has Co-Authors?

The student should coordinate submission of the permission form with any co-authors. If the student wishes to release the thesis for access on the DSpace Internet site, permission from the other authors must be obtained and attached to the permission form. If the student has not obtained this permission, advise the student to "Opt Out" of Internet access.

What is Third Party Copyrighted Material?

Third part copyrighted material includes images not created by the student and/or the reproduction of substantial portions of other works that are not in the public domain. Use of such material in a thesis is usually acceptable under federal Fair Use guidelines, but posting of this material on an Internet site normally cannot be allowed unless permission for redistribution of the copyrighted material has been obtained from the owner(s) of the copyright.

What If My Student's Thesis Contains Third Party Copyrighted Material?

If your student has obtained written permission for release/republication from the owner(s) of the copyright, copies should be attached to the permission form. If written permission for such release has not been obtained, advise your student to "Opt Out" of Internet access. If this is your student's sole reason for opting out, and the student would otherwise have chosen to release the thesis to the Union College community, the student should check the box under *OPT OUT: IMPORTANT NOTE*.

What If My Own Work is Represented in the Thesis?

If your own work is represented in the thesis and you do not want it posted on the restricted-access Internet site at this time, advise your student to "Opt Out" of Internet access.

What If I Believe Patentable or Imminently Publishable Material is Included in the Thesis?

If you believe patentable or imminently publishable material is included in the thesis and that it is not in the student's best interest to have it posted on the restricted-access Internet site at this time, advise your student to "Opt Out" of Internet access.

What If My Student and I Don't Agree About the Best Internet Access Option?

If you do not agree with the Internet Access option selected by your student, you should check the "Another option is more appropriate" box in the advisor's section of the permission form and circle option 1, 2, 3 or 4 and a, b, or c, as appropriate. Union College will adopt whichever of your two choices is the more restrictive. Please note that advisors may only override the student's selection for one of the reasons specified on the form.

Whom Do I Ask For Help?

For questions about filling out the *Union College Honors Thesis Permission Form*, contact the College Librarian, Schaffer Library, 388-6277.

For all other questions, contact either: Gail Golderman, Digital Services Librarian, goldermg@union.edu, 388-6624 or Annette LeClair, Head Librarian, Technical Services, leclaira@union.edu, 388-6631