

HUXLEY COLLEGE OF THE ENVIRONMENT
THE SENIOR THESIS OR INTERNSHIP REPORT

As stated in the Huxley section of the WWU general catalog, all students seeking a B.S. degree must complete a Senior Thesis (ENVR 498a) or an Internship (ENVR 498b). The thesis is usually a written report modeled on a Master's thesis, but it may also be a taped, filmed or graphically portrayed document. Students undertaking internships must submit a similar "Internship Report." The Senior Thesis or Internship Report is submitted to one's Senior Thesis advisor.

Format and Style

The form and style of the text of your report are not a matter of College policy; you must meet your instructor's standards. The College does require:

- (a) that the original and at least one copy of the report be submitted. If the report includes only typescript, a good photocopy can serve as the original. Any charts, maps, photographs or other non-typed materials should be actual originals, however, If the report is bound in some fashion that makes it impossible to take apart for "velo-binding," then the original and two copies must be submitted.
- (b) that each copy include, as the first page, a standard title page. Title pages for both theses or internship reports are available in the Huxley office or online at the Huxley web site at www.ac.wvu.edu/~huxley. The title of the report should be typed, in caps about a fourth of the way down the page, with the author's name several spaces below the title in Upper and lower case. The name of the thesis advisor should be typed under the first signature line and the Dean's name under the second signature line. The date of the submission of the report should be typed on the date line.
- (c) that the original include, after the title page, a signed release form stating that copying for scholarly purposes is allowed. These forms – with a blank for your signature – are available in the Huxley office.

Timing

The Senior Thesis or Internship Report must be submitted in at least first-draft form by the third week of the student's last quarter of study. Submission of the final report must occur in such a way that sufficient time is allowed for the instructor to read and evaluate the report before the applicable grading deadline. The instructor may suggest corrections or alterations; time should be allowed for these to be made and the report re-submitted.

How to Submit the Report

The two copies (or three, if you want a signed copy for yourself) should be submitted together to your instructor. If they are acceptable, the instructor will sign both (or all) and give them to the Dean for his signature. After that, the original will be forwarded to Wilson Library Special Collections and the copy to your instructor. Special Collections

will retain your original, and will have an additional copy made and bound to be catalogued and added to Wilson Library's catalogued holdings.

Getting Credit

In order to make sure you receive credit for Senior Thesis, attach a note to your instructor specifying the total number of Senior Thesis or Internship credits associated with the report and the quarters you registered for the senior Thesis or Internship. If there is a grade of incomplete on file from some previous quarter for work associated with the report you are turning in, it is important that you bring this to the attention of the Registrar's Office. Be sure to specify whether you were registered for ENVR 498a (Senior Thesis) or ENVR 498b(Internship) credit.