



ARIZONA STATE UNIVERSITY

**Barrett Honors External Examiner Program**  
Funding Applicable for Third Committee Members

The Barrett Honors External Examiner program is a unique chance for students and their ASU faculty directors to welcome a third committee member from outside the University. This individual is an expert in the field who specializes in the area of the student's thesis/creative project. External examiners review each thesis project, give feedback and are then provided with the opportunity to travel to campus and participate in the thesis defense. An external examiner must be a third committee member and may not be an ASU employee or faculty member.

**The External Examiner Program has numerous benefits including:**

- Interaction with experts nationwide
- Holding the thesis to national standards in the field
- Student and faculty networking opportunities
- Encourages dialogue among colleagues within and outside of Barrett, The Honors College
- Learning new approaches to scholarship

**Funding:**

- The maximum award for the External Examiner Program is \$1500.
- This includes airfare, hotel, local travel and food.
- It also includes an honorarium for the External Examiner. **An honorarium can be given for Zoom participation without travel.**

**Timeline:**

- All applications are reviewed and approved by Dean Jacobs.
- **Fall Timeline: Due September 18, 2020 for a November 2020 thesis submission.**
- **Spring Timeline: Due January 29, 2021 for an April 2021 thesis submission.**

\*Defenses should be held in the month prior to the thesis submission. The defense date is subject to committee and external examiner availability.

**Application:**

- Complete application including a signature from the Thesis Director.
- Provide a budget proposal totaling no more than \$1500 that includes, travel, lodging and honorarium.
- Include an agenda of planned activities including the dates of the thesis defense and other activities for the External Examiner.
- It is expected that the External Examiner will have some interaction (ex. a meeting, lunch or lecture) with the department of the thesis director and including students and other department faculty.

Submit your application to Christine Fleetwood: [Christine.Fleetwood@asu.edu](mailto:Christine.Fleetwood@asu.edu). Or at your campus:  
Downtown campus – Mercado B4                      Polytechnic campus – Academic Center 145

Tempe campus – Sage North

West Campus – UCB 201



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**Barrett Honors External Examiner Program Application**

**Student Name** \_\_\_\_\_

ASU ID # \_\_\_\_\_

ASU Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Anticipated Graduation (semester, year): \_\_\_\_\_

Thesis/Creative Project Title: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**ASU Thesis Director Name** \_\_\_\_\_

Department \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Director Signature\*: \_\_\_\_\_

*\*I understand that External Examiner funding may only be used for a Third Committee Member who is not an ASU faculty or staff member.*

Students are expected to defend and submit thesis projects by the Barrett deadlines in order to qualify for funding.

**Fall 2020 Thesis/Creative Project Deadlines**

Defense Reporting Form Due: **October 9, 2020**

Recommended Defense Completed\*: **October 23, 2020**

Final Submission (Director approval to [BarrettAdvising@asu.edu](mailto:BarrettAdvising@asu.edu) and student digital submission):

**November 13, 2020**

**Spring 2021 Thesis/Creative Project Deadlines**

Defense Reporting Form Due: **March 5, 2021**

Recommended Defense Completed\*: **April 2, 2021**

Final Submission (Director approval to [BarrettAdvising@asu.edu](mailto:BarrettAdvising@asu.edu) and student digital submission): **April**

**16, 2021**

\*Barrett recommends that you defend by this date. The defense date is subject to your Director's approval. Please note that if you defend after this date, you will have less time to make any revisions by the final due date.



**Barrett Honors External Examiner Program Application**

Proposed External Examiner:

Name: \_\_\_\_\_

Institution and Department:  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Area of scholarly research:  
\_\_\_\_\_

Attach the following information:

- Complete application including a signature from the Thesis Director.
- Budget proposal totaling no more than \$1500 that includes, travel, lodging and honorarium.
- Include an agenda of planned activities including the dates of the thesis defense and other activities for the External Examiner.

For Use by Department Only:

Approval: \_\_\_\_\_ Date: \_\_\_\_\_