

Guidelines for Honors Thesis Committee Meeting Student Proposal

Honors students must hold a thesis committee meeting attended by their thesis advisor(s) and the other members of their committee by the deadline listed on Brightspace and the Honors website.

The central feature of the meeting is the presentation and discussion of their thesis proposal. **A written proposal is required to be submitted to your committee, as outlined below.** A PowerPoint or other presentation manager may be used to present the ideas to the committee. The student shall submit Thesis Form 3 Google Form after the meeting's conclusion.

The required written thesis proposal should include (typical length 3-5 pages, single-spaced):

1. Summary or abstract of the thesis project (like thesis prospectus).
2. A clear statement of thesis question or claim.
3. Review of the literature on the topic that has informed the student's thinking to date.
4. Discussion of methodology, theoretical approach, or creative approach to the thesis project.
5. Working bibliography that includes works already read, ones the student plans on reading, and avenues for gathering further background materials.
6. Working timeline for the research, writing, and defense of the thesis, including a plan for the reading list.

Guidelines:

1. The proposal should be prepared in conjunction with the advisor. If you have prepared another proposal (for example, for a CUGR grant), you may use this proposal for your committee meeting. Please be sure to address the other components of the thesis committee proposal that wouldn't necessarily be included on a proposal submitted elsewhere, such as a discussion of the Reading List and timeline for completing the thesis.
2. The proposal should be sent to the committee at least one week prior to the established first committee meeting date.
3. The student should prepare to present and discuss the proposal at the first committee meeting.
4. During the meeting, the advisor and committee members will ask questions and help the student refine the proposal by suggesting additional bodies of literature, potential critical or theoretical approaches, and weighing in on the scope and scale

of the project. In some cases, restricting the topic may be in order if it is too ambitious. The committee will also clarify the roles of different members with respect to the project.