

**THESIS FORM #1  
(ADVISOR & PROPOSAL)**



**I. STUDENT INFORMATION**

NAME: \_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_

LOCAL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

MAJOR DEPARTMENT: \_\_\_\_\_ COLLEGE: \_\_\_\_\_

EXPECTED GRADUATION DATE (MONTH/YEAR): \_\_\_\_\_

**II. THESIS INFORMATION**

WORKING THESIS TITLE: \_\_\_\_\_

THESIS ADVISOR: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

WORKING THESIS ABSTRACT (100 WORDS OR LESS):

STUDENT \_\_\_\_\_ ADVISOR \_\_\_\_\_  
DATE DATE

DEAN<sup>1</sup> \_\_\_\_\_ DEPT. CHAIR<sup>2</sup> \_\_\_\_\_  
DATE DATE

<sup>1</sup>Dean of the Honors College, not your academic college.

<sup>2</sup>Required if thesis is to satisfy Department's capstone experience.

## The thesis advisor agrees to

- work with the student to refine and focus the student's interests into a suitable thesis
- provide clear expectations for the thesis/project, addressing length, assessment, and other aspects germane to scholarship in the particular discipline
- help the student identify academically appropriate thesis committee members
- convene a meeting with the full thesis committee to address the expectations for the thesis no later than the third week of the semester in which the student is expected to defend
- be prepared to meet with the student regularly (at least biweekly, but we encourage weekly meetings) throughout the duration of the project
- read and comment on drafts of the thesis as it develops
- chair the student's thesis & reading list defense and determine, with the thesis committee, the level of honors to be awarded
- grade the student for Honors 498 and Honors 499
- participate in the year-end Honors Celebration if possible

## THESIS YEAR: IMPORTANT DATES & DEADLINES

### SEMESTER I

- ' **Register for HON498** ..... **Add/Drop Week**
- ' **Submit thesis proposal**..... **Week 4**  
(complete **Thesis Form 1 Advisor and Proposal**, signed by thesis advisor, Dean of the Honors College, student, and, if necessary, department chair)
- ' **Constitute thesis committee** ..... **Week 10**  
(names and signatures recorded on **Thesis Form 2 Thesis Committee**, signed by thesis advisor and Dean)

### SEMESTER II

- ' **Register for HON499** ..... **Add/Drop Week**
- ' **Hold thesis committee meeting** ..... **Week 3**  
(convened by thesis advisor)
- ' **Finalize reading list**..... **Week 10**  
(recorded on **Thesis Form 3 Reading List**, signed by thesis advisor and Dean)
- ' **Schedule defense**..... **Two weeks before defense**  
(recorded on the **Thesis Form 4 Defense Schedule**, signed by thesis advisor and Dean)
- ' **Distribute final pre-defense thesis and reading list**..... **Two weeks before defense**  
(to all members of thesis committee)
- ' **Defend thesis**..... **Last day of classes**  
(prepare **Thesis Form 5 Honors Recommendation**, to be submitted by thesis advisor)
- ' **Submit final post-defense thesis** ..... **University deadline**  
(one copy to thesis advisor and two copies to the Honors Center with **Thesis Form 6 Final Acceptance** signed by thesis advisor and Dean)