

I. STUDENT INFO

Name: _____ Local Address: _____
 Phone: _____ E-Mail Address: _____
 College: _____ Major Department: _____
 Graduation Date (Month/Year): _____ Student ID# _____

II. THESIS INFO (Please attach a Thesis Proposal of 250 or fewer words to this form.)

Working Thesis Title: _____

When are you taking HON 498? _____ When are you taking HON 499? _____
 Please check the box if you are using Co-Advisors:

Thesis Advisor(s): _____

Thesis Advisor(s) preferred email address(es): _____

Check the box if this thesis is: a collaborative thesis part of a group project
 If yes, please refer to the corresponding sections of the Thesis Handbook for further information.
(You are required to discuss your plans with the Honors College Dean before proceeding.)

III. HONORS REQUIREMENTS CHECKLIST (Check if completed, or enrolled currently)

HON 111 HON 112 HON 211 HON 212 HON 170 HON 180
 HON 3XX (Tutorial or Alternative) Current GPA: _____

IV. CONFIRMATION

By signing below, the student and advisor(s) agree to undertake this thesis experience based on the expectations found on the back of this form. Additionally, if the thesis changes substantially from what is described on the attachment, they agree to communicate that to the Dean of the Honors College. If the thesis fulfills a capstone requirement, they also agree to communicate those changes to the academic head of the student's major.

Student _____ ID # _____ Date _____

Advisor _____ ID # _____ Date _____

Co-Advisor (if applicable) _____ ID # _____ Date _____

Student's home College Chair/Director/Associate Dean¹ _____

¹Required if thesis is to satisfy student's capstone experience _____ Date _____

..... For office use only

Honors Dean _____ Date _____

HONORS THESIS PROCESS EXPECTATIONS:

The thesis advisor agrees to:

- work with the student to refine and focus the student's interests into a suitable thesis project
- provide, for each semester of thesis work, a clear expectation for the thesis/project, addressing benchmarks, length, assessment, and other aspects germane to scholarship in the particular discipline
- help the student identify appropriate thesis committee members
- help convene a meeting, no later than week 8 of the HON 498 semester with the full thesis committee to describe progress made and to address the expectations for the thesis
- be prepared to meet with the student regularly (at least biweekly, but we encourage weekly meetings) throughout the duration of the project
- inform the Dean or Associate Dean of the Honors College if there appear to be indications that the thesis project is not on track for completion
- 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

Grading the Thesis:

- Hon 498 and 499 are set up with individual sections for each student. The advisor is given access to the section once Form 1 is submitted to the Honors office. The course should then show up on the Faculty Center on MaineStreet.
- A letter grade should be given for Honors 498.
- For students with fewer than 12 additional graded credits in the 498 semester, awarding a TH can affect the student's eligibility for the Dean's list irrespective of semester GPA. Please check with your advisee on this matter.
- Honors 499 should not be graded with a letter grade until after the thesis defense and completion of all requirements including final post-defense edits and submission of Form 6 and electronic thesis. If needed the TH grade maybe used as a place holder for 499 until completion of the project.

The thesis student agrees to:

- turn in all thesis forms on time and completed to the Honors College office
- organize and schedule the thesis committee meeting no later than week 8 of the HON 498 semester with the full thesis committee to describe progress made and to address the expectations for the thesis
- attend and be prepared for regular (we encourage weekly) meetings with her/his advisor – if a meeting must be cancelled, provide plenty of notice
- secure, with the advisor's assistance, any necessary special approval for the research
- keep all committee members informed as to the progress of the thesis project
- inform the Dean or Associate Dean of the Honors College if there are concerns with the process or indications that the thesis project is not on track for completion
- participate in CUGR Showcase if possible
- attend the Honors Celebration