

HONORS PROGRAM BYU

THESIS or CREATIVE PROJECT PROPOSAL SUBMISSION FORM

STUDENT INFORMATION

Name: _____ Date: _____

BYU Net ID: _____ Semester of Graduation: _____

Email: _____ Honors Funding Requested: Yes No

Major(s): _____

Minor(s): _____

FULL THESIS OR CREATIVE PROJECT TITLE

Title submitted on this form will be printed on the commencement program and bound thesis.

COMMITTEE INFORMATION **(Please see information on reverse)**

Faculty Advisor/Chair: _____ Office: _____ Phone: _____

Advisor Research Account number (for project funding and/or advisor grant) _____

Faculty Reader: _____ Office: _____ Phone: _____

Honors Coordinator: _____ Office: _____ Phone: _____

THESIS COMMITTEE APPROVAL

As members of the student's thesis committee, we confirm that the scope of the proposed project is appropriate; that the student clearly identifies the specific purposes, issues, or problems to which he or she is responding; that the student clearly explains where the research question or project fits in the current body of knowledge; that the proposed methods are the best approach to achieving the desired results; that sources and citations are used correctly; and, if required, the student has received or is in the process of receiving IRB approval.

Faculty Advisor Signature: _____ Date: _____

Faculty Reader Signature: _____ Date: _____

Honors Coordinator Signature: _____ Date: _____

FOR OFFICE USE ONLY

Honors Funding: Approved \$_____ Denied Not Applicable Traveling: Yes No

First Reviewer Signature: _____ Date: _____

Second Reviewer Signature: _____ Date: _____

Honors Director Signature: _____ Date: _____

HONORS THESIS ADVISORS

As a token of appreciation for sharing your time and expertise in this important undergraduate research experience, the Honors Program will transfer \$300 to your faculty research account after the student has completed a successful thesis defense and graduated with University Honors. Please keep a copy of this sheet for your reference, and for additional information or general questions, please contact the Honors Program.

EXPECTATIONS AND GOALS

1. Help the student develop an intelligently designed, clearly articulated thesis proposal.
2. Guide the student through the process of conducting meaningful and substantive research.
3. Provide a detailed schedule with specific dates for tasks or phases of the thesis to be completed.
4. Prepare the student for a successful thesis defense.

THESIS PROPOSAL

- ❖ Help your student identify and appropriately narrow or expand a thesis topic.
- ❖ Determine whether your student has (or can develop) sufficient skills and background to complete project.
- ❖ Recommend resource materials and research methodology relevant to the student's topic.
- ❖ Verify whether IRB approval is required.
- ❖ Provide input on the student's statement of intent, the context of their proposed work, and the completeness of their preliminary literature review and bibliography.
- ❖ Help establish a budget/funding request, and a schedule for completing the proposal, the research, and writing the thesis.
- ❖ Thoroughly read the thesis proposal before signing the submission form.

THESIS RESEARCH

- ❖ Aim the thesis to achieve greater depth and complexity than an excellent term paper, but not necessarily at the level expected of a Master's Thesis. Even if not published, the final work should be of such quality as to merit publication.
- ❖ Meet with your student on a regular basis (at least every other week) to review research, evaluate drafts of thesis research and write-up, and/or provide encouragement and practical advice.
- ❖ Model the research process by posing questions, suggesting readings, offering alternative arguments.
- ❖ Ensure that your student prepares the final thesis draft according to the conventions, guidelines, and style used for similar projects in your discipline.
- ❖ Encourage students to pursue publication and/or conference presentations and help identify appropriate venues.
- ❖ Require the final thesis draft to be submitted for your review at least one month before the Honors Program thesis submission deadlines which is listed on our website at honors.byu.edu/graduation-deadlines.

THESIS DEFENSE

- ❖ **Certify that your student is ready to hold a thesis defense** by signing the thesis submission form **after thoroughly evaluating the final thesis draft**. Since the Honors Program relies on your judgment in this matter, we ask you to certify only those that you believe are likely to pass or, at worse, pass with qualifications. We much prefer postponing a thesis defense than calling for a recess or failing the student.
- ❖ Prepare well-considered questions for the defense that will allow the student to explain and also reflect on what has been accomplished.
- ❖ Make a recommendation of pass, pass with qualifications, or recess in cooperation with other committee members.
- ❖ Supervise the completion of any required revisions.