HONORS PROGRAM ♸ BYU

THESIS or CREATIVE PROJECT PROPOSAL SUBMISSION FORM

STUDENT INFORMATION
Name _________________________________________________   Date ________________________________
BYU Net ID ____________________________________________  Semester of Graduation _________________
Email Address ___________________________________________  Honors Funding Requested  □ Yes □ No
Major(s)______________________________________________________________________________________
Minor(s)_____________________________________________________________________________________

THESIS OR CREATIVE PROJECT TITLE ____________________________________________________________
____________________________________________________________________________________

THESIS COMMITTEE MEMBERS (Please print or type)
Faculty Advisor/Chair ____________________________________ Office________________Tel.______________
Faculty Reader __________________________________________Office _______________Tel. ______________
Honors Coordinator______________________________________Office _______________ Tel. ______________

THESIS COMMITTEE APPROVAL
As members of the student’s thesis committee, we confirm that this proposal meets the following criteria:
The scope of the proposed project is appropriate.
The student clearly identifies the specific purposes, issues, or problems to which he or she is responding.
The student clearly explains where the research question or project fits in the current body of knowledge.
The proposed methods are the best approach to achieving the desired results.
Sources and citations are used correctly.
If required, the student has received, or is in the process of receiving, IRB approval.
Faculty Advisor’s signature_______________________________________ Date____________________________
Faculty Reader’s signature_______________________________________ Date____________________________
Honors Coordinator’s signature___________________________________ Date____________________________

For office use only
Honors Funding Approved      □ Yes □ No   Is international travel involved? □ Yes □ No
Has an electronic copy of proposal been sent to Sandra Rogers if international travel is involved? □ Yes
Approval of International Travel_______________________________________________ Date
Approval of Honors Program Director______________________________________________ Date
EXPECTATIONS FOR THE HONORS THESIS ADVISORS:

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.

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. For additional information or general questions please contact the Honors Program:

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 schedule for completing the proposal, the research, and the writing of the thesis.
- Thoroughly read the thesis proposal before signing the submission form.
- Review and sign the reverse side of this Honors thesis advisor contract.

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.
- 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.
- Require the final thesis draft to be submitted for your review at least one month before the Honors Program thesis submission deadlines listed below:

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<tr>
<th>December graduation</th>
<th>April graduation</th>
<th>June graduation</th>
<th>August graduation</th>
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<td></td>
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<td>One year before planned graduation.</td>
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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.