HONORS THESIS ADVISOR CONTRACT

This form is to be signed by the student’s Honors thesis advisor. One copy remains with the faculty mentor and the original is submitted by the student to the Honors Advisement Office in 350D MSRB at least three semesters before the student’s planned graduation.

THANK YOU FOR YOUR WILLINGNESS TO SERVE AS AN HONORS THESIS ADVISOR.

We understand that the process of writing and defending an Honors thesis requires significant effort and time on the part of both student and advisor, and we are grateful for your willingness to serve as a faculty mentor in this valuable academic endeavor. Please be aware that the commitment to serve as a thesis advisor involves the following expectations (detailed on the reverse side of this contract).

WE EXPECT AN HONORS THESIS ADVISOR TO:

1. Help the student develop an intelligently designed, clearly articulated thesis proposal.  
2. Guide the student through the process of conducting meaningful, substantive research.  
3. Prepare the student for a successful thesis defense.

RESEARCH FUND GRANT

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:

Joseph Parry  Shauna Barrick  
Director  Advisement Manager  
BYU Honors Program  BYU Honors Program  
801.422.3138  801.422.1997  
joseph_parry@byu.edu  shauna_barrick@byu.edu

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<th>Student’s Name</th>
<th>Student’s email</th>
<th>Student’s BYU ID</th>
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By signing this form, I agree to participate in the mentoring relationship described above.

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<tr>
<th>Honors Thesis Advisor’s Name</th>
<th>Honors Thesis Advisor’s Signature</th>
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EXCEPTATIONS OF HONORS THESIS ADVISORS

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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<th>December graduation</th>
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<th>June graduation</th>
<th>August graduation</th>
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<td>September 30</td>
<td>January 30</td>
<td>April 30</td>
<td>May 30</td>
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(In unusual circumstances, advisors may request a two-week extension of the thesis submission deadline by emailing honors@byu.edu.)

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 theses 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.