

**Honors Thesis Completion Plan and Agreement**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Student:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Student Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Enrollment in COMM 4999:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Planned Date for Thesis Completion:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (thesis, with approval signatures, is due the last day of classes in the semester to the Honors College)

**Planned Graduate Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Thesis Mentor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Thesis Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Thesis Topic (1-2 paragraph description):**

**Basic expectations of all students and faculty:**

* Establish and schedule **regular meetings**. All parties should be present for the full time period of the scheduled meeting. Meetings should be treated like classroom sessions that would not be missed.
* Establish a **reading list** that will assist students with their progress on the research project. Students are expected to complete all readings, be prepared to discuss them, and be prepared to apply them to the research project.
* Establish a **timeline** which clearly states deadlines so the research project maintains steady progress. This may include, but is not limited to, general research, data collection, data coding, data analysis, writing, and revision deadlines. Students and faculty are expected to adhere to these deadlines, or agree to revise deadlines.

**Meetings (frequency of meetings between student and faculty mentor):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Timeframe for Faculty Feedback on Drafts (e.g. two weeks):**

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**Proposed Timeline for Completing Thesis**

Timelines are negotiated between the student and the faculty mentor and are open to revision. If the Faculty Thesis Mentor finds that the student is not adhering to the expectations outlined, or is not making adequate progress in a timely manner, it is possible that the faculty member may **terminate** their mentorship of the thesis project.

**IRB Submission** (not applicable to most students): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Only students with well-articulated and viable projects are encouraged to pursue IRB approval. Note that the addition of an IRB proposal will likely add an additional semester to the timeframe for thesis completion.

**Literature Review:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Discuss with faculty mentor recommended articles and books, and establish a timeframe for reviewing these materials, as well as meetings to discuss materials. Be certain to use some bibliographic tool (e.g. Zotero) for taking notes on these texts. Start writing now so your readings are fresh in your head.

**Detailed Outline:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provide faculty mentor with a detailed outline that defines central claim, research questions, and the major sections of the thesis that includes planned page lengths to meet the 30-40 page thesis requirement.

**Data Collection:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Data collection will vary widely across the discipline of Communication ranging from surveys, to a collection of key texts that relate to the primary case study, to historical research involving database collection of periodicals.

**Data Analysis:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Analyze data and write about your findings.

**Draft Deadline:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students are encouraged to submit a complete first draft to faculty mentor within the first five weeks of the semester they plan to graduate. Expect to revise your drafts 3-4 times before completion of your final thesis.

**Revision Deadlines:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Be certain to take into consideration the time required for the faculty mentor to read and provide feedback on drafts (typically two weeks).

**Submission of Final Thesis to COMM Honors Advisor and COMM Department Chair for Approval:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit at least 2 weeks prior to last day of classes for the semester.

**Submit Thesis with Approvals to Honors College:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Due last day of classes in the semester to the Honors College.

**I agree to the requirements, and deadlines outlined in this agreement. I understand that if these expectations are not met, then the thesis project can be terminated.**

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Student Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Mentor Date