

# HONORS COLLEGE

# THESIS PROGRESS AND OUTCOME REPORT

## HONOR 4398: THESIS I

To be cleared to register for HONR 4399, you must submit this completed and signed form to the Honors College by the last day of class during the semester in which you are enrolled in HONR 4398. If you are a McNair student, you must also submit this form to be cleared for HONR 4399.

### Information:

Student Name: \_\_\_\_\_ SAM ID: \_\_\_\_\_

E-mail: \_\_\_\_\_ Major: \_\_\_\_\_

Thesis Working Title: \_\_\_\_\_

Thesis Director: \_\_\_\_\_ Thesis Director's Department: \_\_\_\_\_

Thesis Director's Email: \_\_\_\_\_

Expected Graduation Date: Spring Fall Summer 20\_\_\_\_ Are you in the McNair Thesis Program? Yes No

### Take a few moments to answer the following completely in a separate document:

1. How often have you met with your thesis director this semester?
2. How often have you met with your library liaison? (You must meet with your liaison at least once during HONR 4398).
3. What is the outcome that you have delivered to your thesis director? (e.g. literature review, thesis outline, chapter drafts, bibliography, lab results, etc.)
4. What is your plan to complete the thesis in HONR 4399? Be specific.
5. Provide complete information on the conference or symposium in which you have or will present your research. If you plan to submit your research for publication, submit full publication information.
6. Do you have any questions or concerns about the thesis process, due dates, or expectations?

The Honors College can provide funding to help you with your research, e.g. conference travel, research supplies, etc. Simply fill out a **Funding Request Form** and submit it to [honors@shsu.edu](mailto:honors@shsu.edu). It will take two to three weeks to process, so plan ahead.

If you wish to apply for **Academic Distinction in the Field**, go to <https://www.shsu.edu/dept/registrar/forms-and-documents/documents/faculty>. Approval for Academic Distinction is at the sole discretion of your thesis advisor, department chair, and college dean. Forms are due in the Honors Office by the **twelfth day of classes**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Liaison Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thesis Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Honors College Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Honors Thesis Expectations and Requirements:** Students are expected to adhere to all honors thesis deadlines and to the following:

1. You are responsible for scheduling regular meetings and for keeping your appointments with your thesis director.
2. You are required to present your research at the URS or other professional conference or to submit a portion of the thesis to a scholarly journal for publication. In the rare instance where a student is not able to present or submit his/her/their work, the student is expected to arrange to do an oral presentation for the Honors College deans and thesis director.
3. You will be assigned to a library liaison, who will assist you in all aspects of research (formulating arguments, finding sources, identifying scholarly resources and databanks, etc). You are required to meet with the library liaison at least once while enrolled in HONR 4398.
4. You must submit the HONR 4398 Thesis Progress and Outcome Report before being cleared to register for HONR 4399. Incomplete forms will not be accepted.
5. You are required to use the honors thesis template when formatting the thesis (go to <https://www.shsu.edu/academics/honors/documents-and-forms/> to save the form).
6. You must adhere to the Thesis Proposal, Progress and Outcome Report, and Thesis Completion form deadlines (below).
7. If you decided not to fulfill your Thesis, you must submit a Thesis Withdrawal Form. Please note: HONR 4398 and 4399 remain in your insufficient section unless both courses are completed successfully.

**Nota bene:** *The undertaking of a thesis is a professional obligation, and it is expected that you will adhere to all requirements for completing the thesis, including deadlines. The successful completion of HONR 4398 will result in an A grade; if the thesis director indicates otherwise, the grade the thesis director submits will stand. **If you cannot complete HONR 4398, you must contact Dean Bell (kbell@shsu.edu) with a detailed explanation by March 1 (spring) or October 1 (fall). She will meet with you to discuss it; if you contact her after these dates, you will earn an F for the course.***

## Deadlines

- 1. Thesis Proposal Form:** The Thesis Proposal Form (with all required signatures), along with the thesis proposal, must be submitted to the Honors College by the twelfth day of class during the semester in which you are enrolled in HONR 4398. If you are expanding your McNair thesis, the proposal form is due immediately.
- 2. Thesis Progress and Outcome Report:** The Thesis Progress and Completion form (with all required signatures) must be submitted by the last week of classes during the semester in which you are enrolled in HONR 4398. The form must be submitted and approved before you will be cleared to register for HONR 4399.
- 3. Thesis Deadline:** The deadline to submit the thesis is the last day of class prior to commencement. You must submit the completed Honors thesis in two hard copies to the Honors College, along with the following:
  1. Thesis Completion Form (with signatures)
  2. Binding Form
  3. Vimeo License Form

All thesis documents can be found at <https://www.shsu.edu/academics/honors/documents-and-forms/>

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thesis Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Honors College Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_