

# HONORS COLLEGE

## THESIS PROPOSAL FORM

The process of writing a thesis is the culmination of the Honors curriculum and should be one of the most rewarding—yet challenging—experiences of your education at Sam Houston State University. During your last two semesters of study, you will enroll in two courses, HONR 4398: Thesis I and HONR 4399: Thesis II. In these courses you will work in close consultation with a thesis director on a major research project or creative endeavor.

The thesis topic is usually related to the student's major or minor, but it may be in any discipline. In fact, the Honors College encourages interdisciplinary study. If you choose to undertake an interdisciplinary thesis, you may work with two thesis directors. In any case, you must meet with Dr. Kimberly Bell, Dean of the Honors College, the semester before you begin the thesis project for approval: e-mail [honors@shsu.edu](mailto:honors@shsu.edu) to set up an appointment or attend one of her Thesis Information Sessions, held every semester.

### Information:

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

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

Thesis Director(s): \_\_\_\_\_ Department: \_\_\_\_\_ Email: \_\_\_\_\_

Expected Graduation Date: Spring Fall Summer 20\_\_\_\_\_

Is this thesis in conjunction with the McNair Scholars Program? Yes No

If so, when did you complete MCNR 4301: Research? Spring Fall Summer 20\_\_\_\_\_

Provide the name of your McNair Thesis director and his/her/their email address (if different from above):

Name: \_\_\_\_\_ Email: \_\_\_\_\_

### Proposal: Attach a 4-5 page thesis proposal that provides the following information:

1. **Topic:** in detail, describe the topic of your thesis. What is your argument or research problem? Describe your project in terms that an educated but non-specialist audience can understand.
2. **Method:** how will you conduct your research? (e.g. experiment, survey, case study, creative endeavor).
3. **Expected Outcome:** what result(s) do you expect to achieve from this project?
4. **Reflection:** why did you decide on this particular topic? Why have you chosen this particular professor to work with you on this project? How will this project serve as a capstone for your undergraduate career as an Honors student?
5. **Communication:** what are your expectations about meeting with your director, and what are your director's expectations of you? State clearly how often you plan to meet.
6. **Timeline:** what is your expected research timeline? What will you accomplish in HONR 4398 and in HONR 4399? You should include deadlines for outlines, literature reviews, rough drafts, etc.
7. **Presentation:** where will you present your research? (e.g. URS or conference in your discipline).

**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.
8. This thesis proposal form is a contract, a professional obligation you are making to your professor, the Honors College, and yourself. It is expected that you will adhere to all requirements for completing the thesis, including deadlines.
9. The successful completion of HONR 4398 and HONR 4399 will each result in an A grade; if the thesis director indicates otherwise, the grade the thesis director submits will stand. If you do not successfully complete HONR 4398 and/or HONR 4399, you will earn an F grade.
10. If you cannot complete the honors thesis or fulfill the honors thesis requirements, 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.

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