

# THESIS PROPOSAL, AGREEMENT, AND TIMELINE TEMPLATE

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The Thesis Proposal, Agreement, & Timeline, signed and approved by your mentor, should be submitted to the HC via [webform](#). This template offers a guide of what should be included.

## TITLE

A short, descriptive title of your proposed thesis project – no need to be clever.

## YOUR NAME

## INTRODUCTION

A brief introductory statement of intent that explains your project and its goals to a general, educated reader (imagine your audience being other HC students). This should be a general description of your thesis providing the contextualization necessary to explain why this topic is important and its larger implications for your discipline.

## THESIS STATEMENT /HYPOTHESIS

A one-sentence statement of your thesis that sets the parameters of your project. This statement can take many different forms, depending on the discipline of your project: it might be a hypothesis, a research question, or goal statement. In all forms, the thesis statement should define a boundary for your thesis that clearly and simply states your overarching goal.

## APPROACH/METHODOLOGY

How do you plan to complete your project? In this section, describe the approach you will take in completing your thesis research and analysis. What methods and materials will you use? How or where will you collect and analyze data? If you are producing a creative work, what themes and genres will it explore and what will your work process be? You might also note here any anticipated difficulties or pitfalls you expect to encounter and how you plan to address these. The content of this section will vary depending on the field of your thesis, so please consult your mentor.

APPROACH SUBSECTION (REQUIRED FOR ALL THESES): Does your thesis project involve any research activity that requires compliance procedures (e.g. human subject research requiring Institutional Review Board approval)? Yes No *If you are unsure, ask your mentor or consult the OSU [Office of Research Integrity](#).*

## EXPECTED RESULTS/ANTICIPATED OUTCOME AND SIGNIFICANCE

Explain here what you expect to produce or learn through your project and what you anticipate your thesis will contribute to your scholarly field. It is also helpful here to set your project goals in a large context of significance.

## SIGNATURE LINE

Mentor: \_\_\_\_\_  
Mentor's Name (typed), (Department) Date

By signing, the mentor gives his/her assurance that he/she has read the proposal, sees it as a legitimate HC research project, and is willing to serve as your thesis advisor for the proposed project. If this project requires IRB approval, the mentor confirms eligibility as a Principal Investigator according to [IRB criteria](#).

# Honors College Thesis Expectations Agreement

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## Student Responsibilities

- Work \_\_\_\_\_ hours each week per research credit in \_\_\_\_\_ course. Students typically work 3-5 hours each week per graded research credit in the discipline of their mentor. (i.e. 2 credits of BB 403 is equivalent to 6-10 hours per week)
- Maintain a notebook/journal/lab record to verify accomplishments, protocols, problems, questions, dates and number of hours worked and results.
- Mid-way through the research, student will select committee members (the committee will include the mentor, and two others) to review the thesis. Selection of committee members is in consultation with and approved by the thesis mentor.
- Submit a final draft copy of the thesis to their thesis committee no later than ten business days prior to their scheduled thesis defense date
- Present their thesis in front of their thesis committee, discuss and defend their thesis by answering questions about their research and related topics such as theoretical background, rationale, results, experimental design and overall significance
- Revise and/or edit for submission to the Honors College and the OSU ScholarsArchive no later than Friday of week 10 of their graduation term

Student: \_\_\_\_\_  
Student's Name (typed), Date

By signing, the student gives his/her assurance that he/she agrees to the 'Student Responsibilities' outlined for the proposed project.

## Mentor Responsibilities

- Provide guidance on the development and direction of the research project. The project, including background reading and real-time research, should take about 180-300 total hours (6 credits at 3-5 hours per credit).
- Explain and demonstrate how records should to be kept, including notebooks or data organization and storage.
- Identify the publishing or style guide to be used for the thesis: \_\_\_\_\_
  - Typical examples are APA, Harvard, IEEE, MLA, etc.
- Recommend a secondary person for the student to utilize in case of questions: \_\_\_\_\_
- Assist in preparing and reviewing:
  - project timeline
  - project reference materials
  - drafts of the written thesis
- Assist in selecting and approving fellow committee members.
- Provide grade for research credits in terms student enrolls.
- Provide guidance as the student designs the poster and prepares for the thesis defense.
- Chair the student's thesis defense.

Mentor: \_\_\_\_\_  
Mentor's Name (typed or signed), (Department) Date

By signing, the mentor gives his/her assurance that he/she agrees to the 'Mentor Responsibilities' outlined for the proposed project.

Due Identify: Term, Week, or Day	1-3 terms - Read & Research & Write 1-2 terms - Analyze Results & Write 1 term – Edit & Defend	Submitted to:
	Read and summarize relevant literature in field of study	
	Gather questions / research / data / themes	
	Analyze thesis questions / data / research / themes	
	Select committee members	
	Write and format thesis	
	Revise thesis drafts #1, #2, #3...	
	Schedule the thesis defense and let HC know via Stage 4 website	
	"Final" draft sent to the all thesis committee members <i>(no later than 10 days prior to defense)</i>	
	Design and upload the thesis poster via Stage 4 website	
	Create and practice defense presentation	
	Defend the thesis in front of your committee	
	Make recommended revisions to the thesis and format it for uploading	
	Upload thesis (PDF) to the OSU ScholarsArchive	
	Thesis Approval Page with DocuSign signatures will be routed to HC office	HC Office