

OREGON STATE UNIVERSITY HONORS COLLEGE

MENTOR THESIS CHECKLIST

The Honors College supports students through the thesis using a 4 stage structure: [Stage 1: Plan](#), [Stage 2: Explore & Build](#), [Stage 3: Commit](#), and [Stage 4: Compose & Complete](#). Mentors typically engage with students as they transition from stage 2 and move into stage 3.

<input type="checkbox"/>	Discuss potential projects and general timeline.
<input type="checkbox"/>	Meet with mentee to set up regular meetings. Discuss how you expect them to report progress and create a communication plan
<input type="checkbox"/>	Determine if project has intellectual property concerns or requires IRB approval. If unsure check with OSU Advantage or with the Office of Research Integrity , respectively.
<input type="checkbox"/>	Discuss Thesis Credits and complete " Thesis Proposal, Agreement & Timeline " with student.
<input type="checkbox"/>	Discuss thesis external communication requirement with student .
<input type="checkbox"/>	Work with student to identify two additional members for the thesis committee
<input type="checkbox"/>	Discuss timing and scheduling for the defense .
<input type="checkbox"/>	Review important HC thesis deadlines. <ol style="list-style-type: none"> 1. Student should submit draft at least 10 days before defense. 2. Student should defend no later than week 9 of graduation term. 3. Student's final thesis submission and all signatures are required by 5pm Friday of Week 10 (NOT finals week) of graduation term.
<input type="checkbox"/>	Confirm that your student has submitted " Thesis Defense Notification ," which triggers important information to be sent to student and mentor.
<input type="checkbox"/>	Review undergraduate defense procedures A typical defense proceeds as follows: <ol style="list-style-type: none"> 1. The mentor calls the room to order and introduces the student to those in attendance. 2. The student presents a summary of the thesis in typically 20-30 minutes. 3. The mentor invites the public to ask questions (for an open defense). 4. The mentor dismisses all but the committee members and student. 5. The committee asks the student questions. 6. The student is then excused while the committee confers. 7. The student is invited to return to the room and is told of the committee's decision and provided with necessary revisions and feedback. <p>Upon conclusion of the examination portion of the defense, the thesis committee may recommend: (a) pass, (b) fail, or (c) recess the examination until a later date. The committee may also recommend a conditional pass if relatively minor modifications to the thesis or project are necessary.</p>



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<input type="checkbox"/>	Facilitate thesis defense.
<input type="checkbox"/>	Complete DocuSign of “Thesis Approval Form” via your OSU email address to approve student’s thesis DEADLINE: 5 P.M. Friday of Week 10 of graduation term.

Thesis Mentor FAQ: <https://honors.oregonstate.edu/thesis-mentor-faqs>

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Remember to have regular check in meetings

