

Honors Program Checklist for Faculty Research Mentor/ Thesis Advisor

Name Research Mentor/Thesis Advisor: _____

- Be aware of the Honors Program Timeline and determine if you and the student have time to complete an Honors Project prior to his or her planned graduation.
- Sign the [Pre-Proposal Signature Form](#) after you agree to take on the student and a project area has been decided.
- Suggest the student sign up for 3300 with you one semester prior to his/her senior honors thesis to test preliminary methods and write a high quality proposal.
- Help the student select an 'at large' faculty member for their thesis Committee with expertise in the proposed research field.
- Arrange a meeting with the Honors Committee, the 'at large' faculty member, the student and yourself prior to starting the Senior Honors Thesis (prior to first 4399).
- Sign the [Honors Program Proposal Form](#) and make sure the proposal is to the Honors Program Committee six weeks prior to the start of the semester when the student will begin 4399 Senior Honors Thesis. By signing this form you agree that you have read the proposal and that the proposal and the project are scientifically sound. If for some reason you have not read and approved the proposal six weeks prior to the start of the 4399, the Honors Program Committee will not approve the proposal and the student will not be allowed to start that semester.
- Read and agree to follow the Guidelines for Mentoring Honors Students (See pg. 13-15 of the Honors Program Handbook.)
- Arrange a meeting 2 to 3 times per semester with the student, and meet at least once per semester with the student and 'at large' faculty member.
- Make sure to read the thesis four weeks prior to the end of the semester that the student will be giving his/her oral presentation. Final thesis (including your edits) is due one week prior to presentation at the end of the second semester of 4399.
- Arrange the day, time and room for the student oral presentation and verify that **all** Honors Committee Members can attend.