

## University of North Georgia Honors Thesis Contract

**Note to student:** With the help of your faculty mentor, fill in the information below. Your completed contract, signed by your faculty mentor, must be submitted by Friday at noon of add/drop week in the semester you plan to defend.

**Note to the faculty mentor:** The Honors Program student named below requests your supervision for the thesis. You should meet regularly with the student throughout the thesis process, which includes researching, drafting, and editing the thesis and preparing for the oral defense. Supervisors should discuss and verify satisfactory progress throughout all stages of the thesis process. Please use the space below to outline your expectations for these meetings and the student–mentor relationship. Specificity at this stage tends to be extremely helpful. Please do not sign below if you do not think the plan set forth in this contract is sufficient preparation. Updates and revisions can be made to this contract at any point, as needed, as long as the supervisor and the student have discussed any important/major changes.

\* \* \*

**STUDENT'S NAME:** \_\_\_\_\_

**STUDENT'S EMAIL ADDRESS:** \_\_\_\_\_

**EXPECTED MONTH/YEAR FOR THESIS COMPLETION AND DEFENSE:** \_\_\_\_\_

**NAME OF SUPERVISING FACULTY MEMBER:** \_\_\_\_\_

**ACADEMIC DEPARTMENT OF SUPERVISING FACULTY MEMBER:** \_\_\_\_\_

**EMAIL ADDRESS OF SUPERVISING FACULTY MEMBER:** \_\_\_\_\_

HAS THE SUPERVISING FACULTY MEMBER OVERSEEN A COMPLETED HONORS THESIS PROJECT IN THE PAST? \_\_\_\_\_

\*NOTE: In all cases, but particularly when the answer to the above is 'no,' student and faculty may wish to review the thesis materials on the Honors Program webpage [Honors Thesis \(ung.edu\)](http://HonorsThesis(ung.edu))

\* \* \*

**BRIEF DESCRIPTION OF PROPOSED THESIS TOPIC AND INITIAL RESEARCH QUESTION:**

**WILL THIS PROJECT REQUIRE IRB APPROVAL?** \_\_\_\_\_.

**IF SO, WHAT IS THE ESTIMATED SUBMISSION DATE FOR THE IRB PROPOSAL?** \_\_\_\_\_

**BRIEF DESCRIPTION OF PROPOSED RESEARCH METHODS (1-2 PARAGRAPHS, MAXIMUM 500 WORDS)**

**SCHEDULE OF PROJECT COMPONENTS AND DEADLINES (e.g. end of data collection, rough drafts, etc.  
*Please include an estimated defense date and due date for final thesis draft, which is due to all  
committee members two weeks prior to the defense.***

**STRATEGY FOR STUDENT'S REPORTING TO FACULTY MENTOR:**

Frequency: \_\_\_\_\_

Nature (meetings, written reports, etc.):

**NAMES OF ADDITIONAL THESIS COMMITTEE MEMBERS**

2<sup>nd</sup> Committee Member

3<sup>rd</sup> Committee Member (must be from a discipline outside your *major*)

**Faculty Mentor Agreement:** I agree to serve as this Honors student's thesis advisor. I agree to meet regularly with the student as outlined above to ensure adequate progress is being made towards completion of the thesis. I agree to reach out to the Honors Director as soon as possible with any concerns regarding the student's progress. Furthermore, I acknowledge and agree that I must be present on campus for the student's defense. To that end, the student and I will carefully select a date for the defense.

In the event that I cannot fulfill my obligations as listed above, I agree to notify the Honors Director and the student as soon as possible and will assist in finding a new thesis mentor for the student.

<b>AGREED:</b>	_____	_____
	Faculty Member's Signature	Date

<b>AGREED:</b>	_____	_____
	Student's Signature	Date

<b>APPROVED:</b>	_____	_____
	Honors Program Representative Signature	Date

If you need this document in an alternate format, please contact Lillie Holtzclaw [honors@ung.edu](mailto:honors@ung.edu)