Honors Thesis Prospectus Form

All Honors students are required to complete a 6-unit Honors thesis or capstone project. The thesis must be completed over the course of two or more semesters. The Honors Thesis Prospectus must be submitted to the Honors College by the last day of classes in the semester PRIOR to starting your thesis. If no prospectus is submitted, we will assume you are not planning to graduate with Honors.

The Honors College will review your prospectus in order to ensure that you have developed a reasonable plan that adheres to Honors College thesis policies. Please use the Thesis Prospectus as an opportunity to describe your research question, outline your plan for completing your thesis, and develop an agreement with your thesis advisor regarding the expectations for this project. (Detailed guidelines for drafting your prospectus are outlined on the following page.)

In addition to submitting your Thesis Prospectus to the Honors College, you must also register for thesis credit (generally XXX 498H) in each semester that you are working on your thesis. Thesis registration is completed through your academic department. Work with your academic advisor to discuss the registration process and any department-level thesis approval that may be required. (Approval and registration processes vary from department to department.) Reminder: The last day to register for courses without a $250 late charge in the Fall/Spring semesters is the 21st day after the first day of classes.

Student Name ___________________________________________  Student ID # ___________________________________________

Student Phone # ________________________________  Student Email ___________________________________________

Department in which you will be completing your thesis and earning Honors: ___________________________________________

*Students may only complete Honors in their major or minor. Special policies apply to IDS and BGS majors.

Semesters in which you will be completing your thesis: F / Sp / Su ______________ AND F / Sp / Su ______________

*The thesis MUST be completed over the course of at least two semesters.

Expected graduation term: ___________________________________________

*The thesis must be completed in your final two semesters, unless special approval is obtained.

Students completing Honors in Architecture, Engineering, Entrepreneurship, Finance, Accounting, or Film and Television BFA will develop their thesis/capstone topics by working with that department during the senior year. If you are completing Honors in one of these majors, please check the box below, and skip down to the student signature line. All other students must complete the rest of this form and attach a project proposal.

☐ I am graduating with Honors in Architecture, Engineering, Entrepreneurship, Finance, Accounting, or BFA in Film and Television.

Faculty Thesis Advisor ___________________________________________  Thesis Advisor’s Title: ________________________________

Thesis Advisor’s Department: ___________________________________________

*Your thesis advisor must be a tenured or tenure-track faculty member from the department in which you are graduating with Honors. Exceptions to this policy must be approved by the Honors College and by the academic department.

Tentative Thesis Title: ___________________________________________

Attach a 1-2 page summary of your proposed project to this form. Please see the following page for guidelines.

By signing this form, the faculty thesis advisor agrees to supervise this student’s proposed thesis (attached). The advisor will assign a grade (not “incomplete”) at the end of the first semester of thesis based on the work completed to that point. The second-semester thesis grade will reflect the quality of the completed project. The advisor’s signature on the thesis title page, which will be submitted to the Honors College, will serve as final approval of the thesis.

The student and thesis advisor are aware that research involving observation or interviews with human subjects may require approval from the Institutional Review Board (IRB).

Faculty Thesis Advisor Signature: ___________________________________________  Date: ________________________________

Student Signature: ___________________________________________  Date: ________________________________

Submit your completed form and attached proposal to the Honors College front desk in the Slonaker House. Call 520-621-6901 with questions.
**Thesis Prospectus Guidelines**

Honors Theses are intended to be major student projects involving various types of original work. While the type of research can vary, a substantive and substantial written product is required for completion of your Honors Thesis. There are no set requirements as to length, but most theses range between 40 and 60 pages, including illustrations and references. If you’re working with scientific materials or statistics, the paper produced might be shorter than this, while if you are utilizing interviews and participant/observation techniques, it might be longer. You should discuss the thesis length and other expectations with your thesis advisor prior to the start of your thesis. In addition, the University requires a minimum of 45 hours of work for each unit of credit awarded. (An Honors Thesis requires a minimum of six units divided over two or more semesters.) The content of an Honors thesis must not significantly duplicate material produced by the student in fulfillment of the course requirements of any regular scheduled courses of University of Arizona.

Students must have a specific project in mind before registering for Honors thesis credit (generally XXX 498H). The Honors Thesis Prospectus is an opportunity for you to outline your thesis plan and develop shared expectations with your thesis advisor. The Honors Thesis Prospectus must be submitted to the Honors College by the last day of classes in the semester prior to starting the thesis. Check with your major/minor department to see if it offers thesis proposal guidelines that are specific to your discipline or requires any additional paperwork.

You must develop a 1-2 page summary of your proposed thesis and attach it to the Thesis Prospectus Form. Use the following guidelines when drafting your proposal. If you are completing more than one thesis, you will submit a separate prospectus for each project.

- **A prospectus is a short description of your proposed thesis; you may also attach a bibliography of books, articles, and other sources you have consulted or plan to consult. Your prospectus should clearly describe your thesis topic, the form your thesis will take, and how you will reach your thesis goals.**
  - For research-based, analytical, or empirical theses, focus on your governing questions or hypotheses, your research methods, and your theoretical or methodological framework.
  - For a creative or project-based thesis, your prospectus should focus on what you plan to do and why this project is important to you and relevant for your discipline.

- **The Honors College recommends your prospectus include a syllabus or a plan detailing:** (1) aspirational learning outcomes, (2) expected reading, or lab or field work, projected for each semester, (3) expected meetings as agreed upon by student and advisor, (4) expected work products for each semester, and (5) criteria to be used for evaluation and grading.
  - All proposal forms and project plans must be signed by the thesis advisor and the student, and filed in the Honors College at the end of the semester before the thesis begins (the spring semester for students enrolling in fall and spring thesis units).
  - If your research involves experimentation, observation, or interviews with individuals or groups you may be required to get permission from the Institutional Review Board (IRB) to undertake this research in order to ensure the protection of your informants. Sometimes it can take several months to get this permission, so plan accordingly.

- **The following questions can be used as a framework for writing your own honors thesis prospectus.**
  - What is your thesis topic, and how is this topic of interest to you and to other scholars or researchers in the field? Why is the topic relevant and important?
  - What question will your research or project seek to answer? (Alternately, pose a hypothesis.)
  - What form will your thesis take?
    - Research-based paper
    - Empirical or observational research in a lab or other setting
    - Creative work (visual art, poetry, performance, recital, documentary film, etc.)
    - Project of student’s own design (community event, social activism, etc.), perhaps inspired by a documented internship or an outreach/civic engagement project
    - Some combination of the above
  - If you will be writing a research-based paper or doing empirical or observational research, which research methods and resources will you use? Possibilities include library research, archival research, observational research, surveys, interviews, analysis of public records (such as maps or census records), or specific laboratory methods.
  - If you will be doing a project or creative work, please describe in detail what your project work will involve, what the outcome or result will be, and how you will incorporate research-based analysis into your final product or artist statement. Please note that any creative projects must be accompanied by a written summary that explains the product and the process.

- **How will you place your research, creative work, or project into the theoretical or practical context of research in your discipline?**
  - By this stage, you should have done background research to see if anyone has done research or completed a project similar to yours. What distinguishes your proposed project/research from others?
  - Do you have a bibliography of works you have consulted or planned consult? (If you have a preliminary bibliography, attach it with your prospectus.)

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