

HONORS THESIS FORMAL PROPOSAL

Please type the information and responses to questions on this form or use the electronic version which can be found on the Honors Program website. Please complete this formal proposal with your adviser, obtain your adviser's signature, and submit it to the Honors Program no later than the third week of the semester in which you are registered for HONR 499. The Honors Program Director's approval and the formal proposal are required in order to receive a grade for HONR 499 – Honors Thesis. **Please send your Formal Proposal and supporting documents (i.e. approvals of adviser, committee member, etc.) via email (email only – no drop-offs) as a Word Doc or PDF attachment to: Honors@colostate.edu.**

Student Name: _____ CSUID: _____

Local Address: _____
Street City State Zip Code

Phone Number: _____ E-mail: _____

Major(s) and Minor(s): _____ Track 1 ☐ Track 2 ☐

Semester and year of graduation: _____

Semester and year you will enroll in HONR 499: _____

Thesis title: _____

Faculty thesis adviser*: _____ E-mail: _____

Title & Department: _____ Phone: _____

Committee member*: _____ E-mail: _____

Title & Department: _____ Phone: _____

Committee member*: _____ E-mail: _____

Title & Department: _____ Phone: _____

Information to be completed by faculty adviser:

Adviser acknowledges that they meet all these qualifications to serve as Thesis adviser:

- ☐ Be employed at Colorado State University as a full-time, part-time, or transitional faculty member or Professor *emeritus*. Non-tenure track faculty must have a continuing appointment in an academic department.
- ☐ Have attained a doctorate (Ph.D.) or the terminal degree in their field.
- ☐ Be on campus during the semester in which you are completing your research (e.g., not on sabbatical leave).
- ☐ Be familiar with the Thesis Adviser and the Honors Thesis requirements.

*The faculty thesis adviser and one additional committee member are required. Additional committee members are optional. Students must obtain appropriate approvals for individuals who do not satisfy all the qualifications (refer to the Honors Thesis Guide for instructions); attach relevant correspondence conferring the approvals by the Honors Program.

Form continues on next page:

Financial support for Honors thesis: Choose one

Student and Adviser: Agree on and check one of the three following options:

- ☐ Thesis payment of \$200 to adviser. Funds are transferred from the Honors Program budget to the adviser's home department.
- ☐ Adviser supports student application for a Thesis Improvement Grant (TIG; \$400 maximum).
- ☐ None of the above. Adviser declines thesis payment and the student will not apply for a TIG.

Faculty thesis adviser signature

Date

January 2021

Please attach a typed description of your thesis that thoroughly addresses the following areas:

1. Thesis title.
2. An explanation of your interest in the subject.
3. Statement describing the central themes, research questions, design project, and/or creative activity.
4. A description of the major tasks that must be completed.
5. A list of 6-12 key resources (e.g., books, materials, people, journals) that are needed for your thesis. Please use proper citations for text documents.
6. A timeline to completion (**NOTE** – This timeline must include the date you will submit a penultimate draft to your adviser and committee members and the date you will present your thesis to your committee. Refer to the current online *Honors Thesis Guide* for specific due dates.)
7. A description of the final product. Please state the format of your final project. All Theses require a formal written component. Please see common options on pages 6-7 of the *Honors Thesis Guide*. If your final project requires a formal reflection paper and/or an individual contributions paper as outlined on page 26 of the *Honors Thesis Guide*, please state that here as well.

January 2021