

MONMOUTH UNIVERSITY

West Long Branch, New Jersey 07764

HONORS SCHOOL

HO 498H: THESIS PROPOSAL APPLICATION (Rev. 9/28/10)

(See instructions on reverse side or, if printed from the web, a separate sheet)

Course Information (Please print in ink):

YEAR: _____ TERM (check one): ___ FALL ___ SPRING ___ SUMMER

HO 498 Honors Thesis Proposal – 2 Credits

Chief Advisor: _____ Second Reader: _____

Project Title: _____

Student Information (Please print in ink):

Name: _____ ID# _____

Major _____ Ant. Date of Graduation _____

Cell Phone No. _____ Home Phone No. _____

Personal E-mail address _____

Project Description: _____

Do you need IRB Approval: YES NO

Interview Dates:

~with Chief Advisor (be specific): _____

~with Second Reader (be specific): _____

Student's signature _____ Date _____

Please review the Thesis Proposal Guidelines

<http://www.monmouth.edu/academics/schools/honors/HonorsThesisProposalGuidelinesHO498.pdf>

NOTE TO CHIEF ADVISOR AND SECOND READER: Your Thesis advisee should arrange a joint meeting with the two of you to ensure that you both agree with the direction of the Thesis Proposal, after which the student should fill out this form and obtain your signatures and then other required signatures. Unless you decide otherwise, your student should provide you with Proposal drafts by the beginning of the 9th and 12th weeks of the semester and incorporate your comments. The Final Proposal is due on the last day of classes, unless you decide otherwise. Thank you for working with our Honors students.

Chief Advisor's Remarks (if any): _____

Second Reader's Remarks (if any): _____

Honors Advisor's Remarks (if any): _____

Approvals:

Chief Advisor: _____ Date: _____

Second Reader: _____ Date: _____

Dept. Chair: _____ Date: _____

Honors Advisor/Date: _____ Honors Dean/Date: _____

OR&R Use Only:

By: _____ Date: _____ EVAL

MONMOUTH UNIVERSITY

Honors School HO 498H Thesis Proposal Application (Rev. 9/28/10)

INSTRUCTIONS

All completed applications are due by the conclusion of the third week of the regular semester, or its equivalent in the shorter summer sessions. Failure to register for the Honors Thesis by the deadline can affect your financial aid and your grade. Be sure to meet regularly with your Thesis Advisors: the quality of your Thesis and your grade will depend on it.

Be sure to meet regularly with your Thesis Advisors; the quality of your Thesis will depend on it. Failure to submit your two drafts (due at beginning of 9th and 12th weeks of semester) and the completed Thesis (2 days before the Honors Research Conference) might affect your grade. Please schedule your work accordingly.

Application Schedule:

1. Consult the Thesis Proposal (HO 498) and the Thesis (HO 499) Guidelines available on the Honors School web page: <http://www.monmouth.edu/academics/schools/honors/default.asp>
2. The Honors Dean will schedule a meeting with you early in your junior year to review the thesis procedure and to help you begin thinking about possible thesis topics and advisors.
3. Begin discussing your thesis ideas with department faculty. Deciding on a topic is often difficult and your professors, as well as the Honors Dean, can help in that process.
4. Decide on two professors to supervise your thesis, a Chief Advisor and Second Reader. Both should be familiar with your research area. If you have trouble in selecting professors, consult with the Honors Dean.
5. Meet *jointly* with your Chief Advisor and Second Reader no later than 2 weeks from the start of the semester to decide on your meeting schedule and thesis focus, then complete the application and secure advisor signatures.
6. Obtain approval of Department Chair and Honors Advisor.
7. Bring completed and approved Application to the Honors Office for approval of Honors Dean. This must be done by the end of the third week of the semester;
8. Honors School Office will forward completed form to the OR&R for registration.
9. Unless directed otherwise by your advisors, submit two drafts of your thesis proposal (in hard copy, typed double spaced) to your Chief Advisor, Second Reader, and Honors Advisor: one by the beginning of the 9th and the second by the beginning of the 12th week of the semester.
10. Submit your completed Final Proposal the last day of classes. You must obtain a B or better in HO 498 to register for the Thesis (HO 499).
11. Be sure to attend the Research Conference to support your colleague students and learn what you will have to do when you complete your thesis.

If you are already registered for courses for the semester, send completed application to the Honors School Office. It will then be forwarded to the Office of Registration and Records (Wilson Hall, Room 208). Staff from the OR&R will process the application and register you for the course. If applicable, a bill will be sent from the Bursar's Office.

If you are not already registered for any other courses for the semester, you must personally bring the application to the Office of Registration and Records (Wilson Hall, Room 208) and register in person.