

HONORS THESIS CONTRACT APPLICATION

PART ONE: STUDENT & COURSE INFORMATION (To be completed by the student)

Name: _____ Student ID Number _____

Student classification: _____ Major: _____

LMU email: _____

COURSE INFORMATION (This is the course in which the thesis/project will be completed):

Course number and section: _____ Credit Hrs: _____

Title: _____ Term: _____

Briefly summarize your honors thesis/project proposal (attach a more detailed proposal separately):

Student Signature: _____ Date: _____

PART TWO: FACULTY MENTOR INFORMATION (To be completed by the faculty thesis mentor)

Name: _____ Department: _____

School _____ Email: _____

Have you previously supervised an honors thesis? (Circle one) Yes No
(If no, then you must attach a CV or Faculty Credential Form to this application)

Mentor Signature: _____ Date: _____

PART THREE: ADMINISTRATIVE APPROVALS

Dept. Chair Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Honors Council Approval: _____ Date: _____

INSTRUCTIONS

1. The student is responsible for initiating the application for an honors thesis contract. The student should meet with the potential thesis mentor as soon as possible in the semester **before** the thesis course is to be offered to negotiate the details of the thesis contract.
2. The student should complete Part One of this application and turn it in to the potential mentor **NO LATER THAN MARCH 31 (FOR FALL COURSES) OR OCTOBER 31 (FOR SPRING COURSES)**. A detailed **proposal** for the honors thesis must be attached to the application.
3. The **faculty mentor** should complete Part Two of this application and **ATTACH** a copy of the syllabus with an honors contract **addendum** (Syllabus Template Section X)* for the course in which the thesis/project will be completed, along with an up-to-date CV or Faculty Credential Form if necessary. The mentor is then to submit the application to his/her department chair for approval.
4. The **department chair** is to review the application and supporting documents. If, in the chair's opinion, the syllabus, addendum, and proposal meet the standards of the Honors Scholars Program (For these, see the LMU website at <http://www.lmunet.edu/honors/coursesinformation.shtml>), and the chair believes that the instructor is qualified to be an honors thesis mentor, then the chair should sign the application and forward it to the Dean of the School.
5. The **Dean of the School** is to review the application and supporting documents. If the Dean concurs with the judgment of the department chair, then the Dean should sign the application and forward it to **Dr. Steve Cowan, Interim Director of the Honors Scholars Program, 305 Avery Hall** (Email: steven.cowan@lmunet.edu), **IF POSSIBLE, NO LESS THAN THREE WEEKS BEFORE THE CLOSE OF THE SEMESTER BEFORE THE COURSE IS TO BE OFFERED.**
6. Under **NO** circumstances will the Honors Council accept applications for honors theses after the Registrar's last day for adding a course during the semester the thesis/project course is offered.

*The syllabus addendum should, at a minimum, read as follows: “**In addition to any other course requirements, the student will complete an honors thesis [or project] that meets the standards of the LMU Honors Scholars Program.**” The addendum may also include further details about the thesis/project (e.g., number of required pages, topic, research methods, etc.).