

**Appendix B**



## Honors Thesis Advisor Agreement Form

**Instruction:** Honors Student with the Thesis advisor should complete this form and student must email the form to [honors.program@ecsu.edu](mailto:honors.program@ecsu.edu)

<i>Student's Name:</i>		<i>ECSU ID #:</i>	
<i>Student's Major:</i>		<i>Academic Department:</i>	
<i>Thesis Advisor's Name:</i>		<i>Anticipated Graduation Semester and Year</i>	

**SECTION A: To be completed by Student.**

Preliminary Title of Thesis/Creative Project:

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\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

**SECTION B: To be completed by Thesis Advisor**

By signing below, the faculty member agrees to serve as the student's thesis advisor for Semester \_\_\_\_\_ Year \_\_\_\_\_

**(Please review expectations (an excerpt from the Honors Thesis Guidelines) of the Thesis advisor on page 2)**

\_\_\_\_\_  
*Thesis Advisor's Signature*

\_\_\_\_\_  
*Date*

**Faculty:** Please notify the Director of the University Honors Program at [honors.program@ecsu.edu](mailto:honors.program@ecsu.edu) if unable to serve as the Thesis advisor after the form has been completed.

**Expectations of the Honors Student:**

- Meet and communicate with your thesis advisor regularly – this depends on the schedule established by you and your advisor.
- Follow through commitments to project and your thesis advisor.
- Take steps necessary to obtain any research permissions (e.g. IRB).
- Ask and select (with input from thesis advisor) faculty members to serve as committee members for your thesis.
- Keep all committee members up to date on the progress of your thesis.
- Provide drafts of thesis to advisor with ample time for feedback.
- Prepare for oral defense.
- Make needed corrections in a timely manner.
- Complete all related to your Honors thesis and

**Expectations of the Honors Thesis Advisor:**

- Participate in regular meetings with the scholar.
- Establish specific benchmarks and deadlines for thesis progress.
- Advise and support the student in the development and completion of the Honors Thesis
- Review drafts of the thesis and provide feedback in advance of circulation to committee members.
- Mentor advisee in preparation for the oral thesis defense (for their presentation and Q&A)
- Chair the student's Honors thesis defense.
- Review final draft of thesis and communicate any required revisions to the thesis to the student.
- Ensure all committee members complete all forms relating to Honors thesis defense and submit to the director of the Honors program via email at [honors.program@ecsu.edu](mailto:honors.program@ecsu.edu).