Honors Thesis Proposal Form

The success of an honors thesis (BSAD 299) is related to the amount of advance planning devoted to the thesis. Therefore, it is the student’s responsibility to work closely with a full-time faculty member within the Grossman School of Business to develop a thorough plan for undertaking and completing an honors thesis. Naturally, this faculty member should have expertise in the area of investigation and also be willing to supervise the thesis from planning to completion. Remember, in order to make a thesis feasible, you must have completed sufficient course work in the proposed area of study.

To graduate with honors college scholar distinction, you must complete six credits of BSAD 299 thesis work during your senior year. These credits may be taken during one semester or split across two semesters, depending on the nature of your thesis. As a guideline, one credit hour involves approximately 45 hours of work; so your thesis should take around 270 hours to complete.

The deadline for the honors thesis proposal is the first Monday following the May commencement ceremony. Students, who under special circumstances cannot submit their thesis proposal by this deadline must complete and submit an extension application by the same deadline. In order to officially enroll in BSAD 299, you must obtain approval from your faculty thesis advisor as well as the Undergraduate Studies Committee (UGSC). Your proposal must be approved by your faculty thesis advisor before it is submitted to the UGSC for review. If the UGSC does not approve your proposal, then you may revise and resubmit it provided such resubmission occurs in sufficient time for the UGSC to perform a second review prior to the start of the semester in which the thesis credits will be earned.

Please submit a paper copy of your proposal to Jennifer Fath in Student Services, 101 Kalkin Hall and an electronic copy to Jennifer.Fath@uvm.edu. Once approved, you will be notified of the process to enroll in BSAD 299.

NOTE: It is the responsibility of the faculty thesis advisor to ensure that the approved proposal has been satisfactorily completed. Completed thesis work, along with faculty evaluations, must be retained by the faculty member and be available for review if necessary. Also, a copy (electronic if possible) of the completed thesis should be submitted to Student Services, 101 Kalkin, Jennifer.Fath@uvm.edu.
Name of Thesis Candidate: _____________________________
GSB Faculty Thesis Advisor: __________________________
Thesis Title: __________________________________________
Thesis Term(s) of Enrollment: ___________________________
Theme & Concentration: _________________________________

Please provide the following information in an attached document. Be sure to include this cover sheet with signatures along with your detailed information:

1. Description of issue to be investigated
2. Statement of justification indicating motivation to undertake the thesis
3. Relationship of the thesis to your other coursework
4. Clear and complete list of thesis objectives
5. Concise statement of the methods to be used to accomplish each objective (include data sources and statistical procedures where applicable)
6. Evaluation and grading criteria including expected deliverables (e.g., research paper, case study, presentations, documentaries, computer programs)
7. Names of any participating non-UVM organizations or individuals, a brief description of their role in your thesis, and letters of support from these organizations/ individuals
8. Timetable including:
   a. meetings between you, your thesis advisor, and other involved parties,
   b. completion dates for various stages of the thesis, and
   c. completion dates for all deliverables.
9. Annotated bibliography of preliminary resources to be consulted

If you would like to petition to have three credits of your BSAD 299 thesis apply to your Strategic Theme, then please provide a justification of the applicability of your thesis work to your declared theme.

Signatures:

Thesis Candidate: ________________________________ Date: __________
Faculty Thesis Advisor: ____________________________ Date: __________
UGSC Chair Approval: ______________________________ Date: __________

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