2016-2017 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 6 credits of BSAD 299 thesis work during your senior year. They may be taken during one semester or split across two semesters, depending on the nature of your thesis. As a guideline, 1 credit hour involves approximately 45 hours of work; so your thesis should take around 270 hours to complete.

The 2016-2017 deadline for the thesis proposal is **Monday, April 25, 2016.** Students, who under special circumstances cannot submit their thesis proposal by this deadline must apply for an extension by the Monday, April 25, 2016. 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 presented to the UGSC for review. Proposals not approved may be revised and resubmitted if resubmission occurs in sufficient time for the UGSC to perform a second review prior to the end of the semester.

Please submit both a hard copy and an electronic copy to Jennifer Fath in Student Services, 101 Kalkin Hall and by email at 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: ____________________________________________

Term(s) of Enrollment: ____________________________

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 an official letter of support from these organizations or individuals
8. Timetable including:
   a. meetings between you, your faculty thesis advisor, and other involved parties,
   b. completion dates for various stages of the thesis,
   c. completion dates for all deliverables.
9. Annotated bibliography of preliminary resources to be consulted

Student Signature: ____________________________ Date: ________

Faculty Thesis Advisor: ____________________________ Date: ________

UGSC Chair Approval: ____________________________ Date: ________

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