

## Honors Thesis/Creative Project Prospectus

For Spring 2018 project completion: Final Due Date: September 15, 2017

For Fall 2018 project completion: Priority Due Date: November 3, 2017, Final Due Date: February 16, 2018

If you are unable to meet the deadline, contact your Barrett Honors Advisor in advance. Submit your prospectus to the Barrett Advising Office located on your campus.

Thesis Title (May be a working title)

Student Name

ASU ID #

Semester/Year of ASU Graduation

Current Phone #

Email

Campus

List Group Members (If applicable) Each group member is required to submit a separate prospectus.

### Director

[ASU DIRECTORY](#)

Director Name (print/type)

Department

Title

Phone #

Email

Do you, as the Thesis Director, require that the Second Committee Member be an ASU Faculty member including the titles of: Professor, Associate Professor, Assistant Professor, Lecturer, Clinical Professor, Emeritus Professor, Professor of Practice, Research Professor, or Research Scientist?

Yes

No

If No, list acceptable qualified professional credentials. Qualified Professional: \_\_\_\_\_  
 Title/Unit

Third Committee Member Required? (check one)

Yes

No

I have received and read the *Thesis/Creative Project Committee Guidelines* and accept responsibility for providing project expectations, guidance throughout the entire thesis/creative project process, and evaluation of the final work. I have reviewed the student's thesis/creative project summary and find it acceptable.

Director Signature

Date

### Second Committee Member

[ASU DIRECTORY](#)

Second Committee Member Name (print/type)

Department

Title

Phone #

Email

I have received and read the *Thesis/Creative Project Committee Guidelines* document and agree to the requirements set forth by Barrett, The Honors College for the position of Second Committee Member. I have reviewed the student's thesis/creative project summary and find it acceptable.

Second Committee Member Signature

Date

### **Third Committee Member (optional-varies by academic unit)**

Academic units may choose to require a Third Committee Member. If needed, a Third Committee Member will offer insights beyond those offered by the Director and Second Committee Member. You and the Director should choose the Third Committee Member no later than six weeks prior to the defense; the Third Committee Member should receive a draft of your thesis/creative project at least 2-3 weeks before the defense. With agreement from your Director, you may also apply for the Barrett Honors External Examiner Program, which provides funding for an outside expert to act as a third committee member. An External Examiner is only eligible for the role of Third Committee Member. The Third Committee Member signature on the prospectus is not required.

### **Student Agreement**

In order to have a successful thesis/creative project experience and graduate from Barrett, The Honors College I have read the guidelines set forth in the *Barrett Thesis/Creative Project Guidebook* and understand:

(Please check boxes prior to signing)

I am responsible for contacting my committee members and initiating regular meetings as well as meeting Barrett thesis/creative project due dates and submission deadlines.

My Director and his/her academic unit may set its own standards for methodology (i.e., empirical, comparative, or descriptive), thesis/creative project length, and content, and I am required to adhere to such standards.

All changes to the scope of the thesis/creative project, committee members, and/or date of graduation must be discussed with the thesis/creative project committee and be reported to the Barrett Advising Office in the form of a revised thesis/creative project prospectus.

My thesis must be successfully completed and submitted to the Barrett Advising Office and online by the Barrett thesis due date or approved discipline specific timeline in order to participate in Barrett convocation. Submitted document should be unbound (no staples, hole punches, bindings, or covers) and clean (no stains, creases, or wrinkles).

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**Student Signature**

Date

### **Please attach a 2-3 page summary of your thesis/creative project**

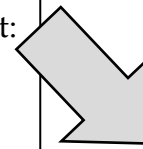
This is an action plan for the thesis/creative project and provides a definitive list of goals and procedures with which you and your committee will work. It should include expectations for the project, overall timeline of progress and internal deadlines for your work. We expect the summary to be professional, clear, and grammatically correct. The prospectus will be kept on file in the Barrett Honors Advising office and serves as confirmation of your thesis/creative project and it may be accessed by faculty or the Dean's Office during this time.

Use the Prospectus Planning Document to help you prepare.

# Prospectus Planning Document

Describe your topic/idea and the goals for your thesis/creative project:

Describe how you will conduct research for your thesis/creative project:



Examples:

- Books and academic journals
- Analyze available data
- Conduct interviews, focus groups, surveys, etc.
- Lab procedures

How often will you meet with your Director?  
What are the expectations for these meetings?

How often will you meet with your Second  
Committee Member?  
What are the expectations for these meetings?

List your goals and due dates for the FIRST  
SEMESTER:

List your goals and due dates for the SECOND  
SEMESTER. Include timeline for preparing for  
your defense: