**2019-2020 Honors Senior Thesis: Contract and Checklist**

**Thesis Director Section**

**Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Thesis Director (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 I have read the student’s proposal and approve of the topic and scope of the project.

 I approve of the reading list the student has submitted and will assist the student in locating additional sources if needed.

 The student and I have agreed upon a meeting schedule. I will be available to work with the student throughout the designated term and I agree to supervise this student’s thesis process.

 I understand the requirements for the written project and the visual element; the interdisciplinary nature of the Honors Senior Thesis; and the requirement that the student present the thesis at the Honors Student Conference on May 8.

 I agree to assist the student in planning the project’s visual element and to prepare the student for the conference presentation.

 I will make an effort to attend the Honors Student Conference on May 8 to view the student’s presentation and poster.

 I agree to read drafts of the project throughout the quarter, including a “near-final” draft submitted no later than Monday of week nine, and make timely recommendations for revision.

 I understand the deadlines for project submission: “Near-final” draft due by Monday of week 9; Final copy of thesis due first day of Finals Week (unless otherwise arranged with student); Electronic copy submitted to Honors Program upon completion.

 I agree to evaluate the student’s work, confer with the faculty reader, and submit a grade for the final project according to the university’s grade-submission deadlines.

 I am a full-time faculty member at DePaul University.

(Please note that only full-time faculty may be asked to serve as thesis directors.)

**Thesis Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**