

Honors Project or Thesis Proposal Form
School of Business Administration
University of Vermont

We have found that the success of an honors project (BSAD 298) or thesis (BSAD 299) is related to the amount of advance planning devoted to the project/thesis. Thus, it is the student's responsibility to work closely with a full-time faculty member within the School of Business Administration to develop a thorough plan for undertaking and completing an honors project/thesis. Naturally, this faculty member should have expertise in the area of investigation and also be willing to supervise the project/thesis from planning to completion. Remember, in order to make a project/thesis feasible, you must have completed sufficient course work in the proposed area of study.

To graduate with honors, you must complete 6 credits of BSAD 298 or BSAD 299 during your senior year or take a 3 credit BSAD Signature Experience and then in the next semester enroll in 3 credits of BSAD 298 or 299 to complete a project or thesis which builds upon an issue developed in the Signature Experience. If you choose to take 6 credits of BSAD 298 or 299, they may be taken during one semester or split across two semesters, depending on the nature of your project/thesis. As a guideline, 1 credit hour involves approximately 45 hours of work; so your project/thesis should take around 270 hours to complete. Also, you may petition your faculty supervisor and the Undergraduate Studies Committee (UGSC) to start your project/thesis during the second semester of your junior year if special circumstances (e.g., data collection, organizational access) warrant such a start date.

Planning for the project/thesis should be initiated in the semester **before** the project or thesis takes place. The deadline for the thesis proposal is April 15th. In order to officially enroll in BSAD 298 or 299, you must obtain approval from your faculty supervisor as well as the Undergraduate Studies Committee. The UGSC will meet twice per academic year, early December of the fall semester and late April of the spring semester, to review plans for honors projects/thesis. Your proposal must be approved by your faculty supervisor before it is presented to the USC for review. Proposals not approved may be revised and resubmitted if resubmission occurs in sufficient time for the USC to perform a second review prior to the end of the semester.

Student Services will inform you of USC's decision and assist you in enrolling in BSAD 298 or BSAD 299.

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NOTE: It is the responsibility of the faculty supervisor to ensure that the approved proposal has been satisfactorily completed. Projects/Theses, 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 project/thesis should be submitted to BSAD Student Services.

Honors Project or Thesis Proposal Form
School of Business Administration
University of Vermont
Deadline: April 15th

Student: _____

Faculty Supervisor: _____

Type: BSAD 298 Project
 BSAD 299 Thesis

Project/Thesis Title: _____

Term(s) of Enrollment: _____

Please provide the following information in an attached document:

1. Description of issue to be investigated
2. Statement of justification indicating motivation to undertake the project/thesis
3. Relationship of the project/thesis to your other coursework
4. Clear and complete list of project/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 project/thesis, and an official letter of support from these organizations or individuals
8. Timetable including:
 - a. meetings between you, your supervising faculty member, and other involved parties
 - b. completion dates for various stages of the project/thesis
 - c. completion dates for all deliverables
9. Annotated bibliography of preliminary resources to be consulted

Student Signature: _____ Date: _____

Supervising Faculty Member Approval: _____ Date: _____

USC Chair Approval: _____ Date: _____

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