

UNIVERSITY HONORS PROGRAM
HONORS THESIS/CREATIVE PROJECT CONTRACT

Honors Scholar and Faculty Advisor are to complete this form together, attach project proposal and completed Independent Study form, and submit to your department chair and college Dean's Office. Once approved, student will be enrolled by staff in Enrollment Services.

Date: _____ Semester: **Fall Spring Summer** Year: 20_____
Honors Scholar: _____ **Faculty Advisor:** _____
NEIU ID#: 000 _____ NEIU ID#: 000 _____
Email: _____ Email: _____@neiu.edu
Phone(s): _____ Phone: 773.442. _____ Office: _____

Honors Scholars are to register for one of the following options to complete their Honors thesis:

_____ ZHON 395-Honors Thesis/Creative Project, 3 cr. **OR** Departmental thesis (*list complete course #, name, and credit hours*): _____

NOTE: If departmental thesis is less than 3 cr., student also enrolls in ZHON 3951-3 to make up the credit hour difference. If so, indicate which is to be taken: **ZHON 3951, 1 cr.** **ZHON 3952, 2 cr.**

Schedule for Honors Scholar and Faculty Advisor meetings:	Due dates for project components (data collection, drafts, etc.):

Honors Scholar and Faculty Advisor: Please READ and INITIAL the following statements to signify your understanding and willingness to comply. We also encourage Scholar and Advisor to discuss these points in more detail:

Scholar	Advisor	
_____	_____	We understand that clear expectations, open communication, regular check-ins, steady progress and diligence, in addition to academic skill and focus, are key to the completion of a high quality product and a positive thesis/project experience.
_____	_____	We agree to attend and participate in the Thesis/Creative Project Group Meetings while involved in the thesis/project process.
_____	_____	We agree to meet together regularly to 'troubleshoot' and ensure timely completion of the thesis/project.
_____	_____	We understand that in addition to the faculty advisor, there is to be a 2 nd reader from an appropriate discipline and a 3 rd reader from the Honors Curriculum and Standards Board.
_____	_____	We understand that while the faculty advisor assigns the final grade for hours taken to complete Honors thesis/project, <u>the Honors Program makes the final determination as to whether the Honors Scholar graduates with the Honors designation.</u>
_____	_____	We agree to discuss a target length of the completed project that is commensurate with the discipline.
_____	_____	We understand that the Honors Program Coordinator and members of the Honors Curriculum and Standards Board are available to assist either of us during the thesis/project process and we will not hesitate to contact them if necessary.

Name, email, and extension of 2nd reader: _____
If 2nd reader is not yet known, please coordinate this as soon as possible and give this information to the Honors Program Office. Honors Scholar and Faculty Advisor are encouraged to maintain regular contact with 2nd reader as they move through the process.

Signatures indicating approval:

Honors Scholar date Faculty Advisor date

Copy form for Honors Scholar, Faculty Advisor, and 2nd Reader. Attach project proposal, Independent Study form and send to Dean's Office for approval. DEAN'S OFFICE: please route all paperwork to Honors Program Office; paperwork will be submitted to the Registrar from there.