**PROCEDURES FOR MENTORS OF HONORS COLLEGE RESEARCH THESES**

The research thesis officially culminates the academic career of an undergraduate in The Honors College at Oakland University. One Honors College assessment document puts it this way: A major assessment tool for evaluating the success and achievement of Honors College students is the quality of the senior independent thesis. The thesis grows out of an original idea a student discovered either in a classroom or laboratory environment, and allows the student to develop that idea in greater detail. The project should manifest:

* A cogent argument and/or
* A creative intention
* A high level of critical thinking
* Detailed methodology, methods or approach

Thank you for agreeing to be a faculty research mentor supervising the thesis of an Honors College student. We consider the relationship between a recognized faculty member and a research student to be one of the most important elements contributing to the success, and potential value, of the research thesis.

In your mentoring role, we would appreciate if you could arrange an appropriate schedule of conferences with the student in order to provide the quality of research guidance and direction to ensure the most spectacular results.

Your duties as an HC Mentor are as follows:

***Thesis Proposal***

1. Meet with student to develop the best approach to the research project proposal.
2. Direct student to new research information and/or raise questions about related areas of research necessary to strengthen the proposal.
3. Read the student’s draft thesis proposal closely and offer suggestions before it is submitted to the HC 390 professor and the Honors College Council.
4. Ensure if the student requires IRB (Institutional Review Board) approval that they undertake CITI training and seek IRB approval for their project in good time to commence research.
5. The proposal requires your approval. Please sign and date the Mentor form AFTER reviewing their final draft.

***Thesis Research***

1. Assist student with revisions of the thesis in order for it to manifest the highest possible academic level of research.
2. Establish a reasonable timeline with student for completing research and drafts, including the final draft. Review the final draft before completion.
3. If a student is working on a project that required IRB approval, discuss with the student their project in relation to IRB requirements.
4. Write an evaluative paragraph of the final thesis to be placed at the front of the completed document.
	1. Students must submit the final draft of their thesis to you for revisions on September 15 for Fall graduates and February 1 for Winter graduates,
	2. The completed thesis is due on **Thesis Turn in Day** (October 15 for Fall graduates and March 1 for Winter graduates) in the semester in which the student intends to graduate.
5. You will be invited to be our guest at the student’s final thesis presentation at an Honors College Research Day at the end of the semester during which they graduate.

**Caveat**: The Honors thesis is the student’s, as much as the topic might be of immense interest to you as the mentor, and may, in fact, have emerged from your classroom or lab. While the research project will necessarily reflect your guidance, interest, and signature, it should manifest that caliber of work representative of a student, albeit an extremely creative, industrious, and exceptional student!