

## Communication Department Honors Thesis Form

**Complete this application and turn it in to the department honors coordinator if you are in communication department honors. Electronic submission (email) is preferable. If you are in Honors College or Honors College and communication department honors, consult Honors College about the application processes.**

**Credit hours and grades:** Students must complete at least 3 semester hours of thesis credit to graduate with department honors. Students may split thesis credits over multiple semesters in whole numbers (1-3 hours at a time).

Students should plan to enroll in at least 1 hour of thesis credit in the semester in which they will defend their thesis. (the only exceptions are students who will be student teaching or interning during the semester when they will defend.) If a situation arises where a student is unable to finish their thesis and defend, then a grade of Incomplete should be issued until the student is able to finish the thesis and successfully defend their project. Per university policy, incomplete grades automatically become an F grade if not completed in one academic (fall/spring) semester. Thesis hours are graded on an A-F grading scale by the thesis director/mentor.

**Thesis mentoring:** The thesis director must be an ASU faculty member in the communication department who is willing to work with the student over the time specified to complete the project described in the attached prospectus. The second reader can be a member of the community with relevant experience or another ASU faculty member from a different department/discipline from the thesis director. Exceptions may be made at the discretion of the department honors coordinator. The director must be trained/certified in research (such as CITI training) or creative skills and assist students in obtaining needed research/creative skills.

### **Instructions for completing the application:**

1. Prior to completing this application form, you must carefully review the Department Honors Handbook and Information Brief on the department honors area of the communication department website.
2. All questions on this application form must be fully completed, including the list of all Honors courses completed and those in which you are currently enrolled or plan to enroll.
3. Obtain all the required approval signatures (thesis director, second reader, honors coordinator) on the last page of this application form.
4. Complete the Special Course Form to enroll in COM 4511 through the College of Fine and Applied Arts Google submission system (link in the department honors area of the communication department website).
5. **Attach a 1-2 page thesis/ project prospectus that describes your project (what you are doing, how you will do it, and what you think you will learn/ find). Your thesis director's signature MUST be on the prospectus you submit.**
6. Please do not print/ include this page of guidelines and instructions in the application packet.
7. This application form is due to the communication department honors coordinator by the end of the first week of classes in the first semester in which you are applying for thesis credit. The Special Course Form must also be submitted through the College system during this first week of classes.

**Communication Department Honors Thesis/Project Application Form**

Please type (preferred) or print very neatly and legibly. Attach a 1-2 page thesis prospectus with your thesis director's signature on it. Submit the Special Course Form through the submission process on the College of FAA website to enroll in COM 4511.

Full name: \_\_\_\_\_ Banner ID: \_\_\_\_\_

ASU Email: \_\_\_\_\_@appstate.edu Phone#: ( \_\_\_\_\_ ) \_\_\_\_\_

Major(s): \_\_\_\_\_

Minor(s): \_\_\_\_\_ First semester at ASU: \_\_\_\_\_

Expected graduation term: \_\_\_\_\_

Expected Honors:

**(check only one)** \_\_\_\_\_ Department Honors (Thesis course: COM 4511)

or

\_\_\_\_\_ Honors College & Department Honors  
(Thesis course: COM 4511)

Please indicate the number of thesis hours you wish to have in each semester.

Thesis Hours/Fall & Year: \_\_\_\_\_ Thesis Hours/Spring & Year: \_\_\_\_\_

Thesis Hours/Summer & Year: \_\_\_\_\_

Proposed Thesis Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Tentative** Defense Date (may be changed with notice): \_\_\_\_\_

\_\_\_\_\_

**Thesis director and readers:**

Thesis Director's name: \_\_\_\_\_

Thesis Director's department: \_\_\_\_\_

Director's ASU email address: \_\_\_\_\_

Second Reader's name: \_\_\_\_\_

*(Must be from different academic department than thesis director if also ASU faculty member)*

Second Reader's organization: \_\_\_\_\_

Second Reader's email address: \_\_\_\_\_

**Please list ALL Honors courses completed, or in which you are currently enrolled or plan to enroll.**

<u>Department, Number &amp; Course title</u>	<u>Hours</u>	<u>Semester</u>	<u>Grade</u>	<u>Note</u>
<i>Ex: PSY 4660: Psych Tests &amp; Measurements</i>	<i>3</i>	<i>Fall 2017</i>	<i>A-</i>	<i>Contract</i>
	3			
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**Research Protections and Compliance:**

The Office of Research Protections facilitates research and creative endeavors by administering programs that provide ethical and regulatory oversight of research including that involving human participants, animals and recombinant DNA. The Office strives to support innovation and commercialization of research to promote the University's mission of transmitting and applying knowledge to address the needs of society. Please see <http://researchprotections.appstate.edu> for additional information.

1. Does your project involve human subjects? No\_\_ Yes \_\_\_\_\_ Unsure\_\_\_\_\_

If yes or unsure, please review Human Subjects: Institutional Review Board (IRB) requirements (<http://researchprotections.appstate.edu/human-subjects>) and respond to:

Does your project have IRB approval? No \_\_\_\_\_ Yes \_\_\_\_\_ Approval Number\_\_\_\_\_

2. Does your project involve animal subjects? No \_\_\_ Yes \_\_\_\_\_ Unsure \_\_\_\_\_

If yes or unsure, please review Animals: Institutional Animal Care and Use Committee (IACUC) requirements (<http://researchprotections.appstate.edu/animals>) and respond to:

Does your project have IACUC approval? No \_\_\_ Yes \_\_\_\_\_ Approval Number\_\_\_\_\_

3. Does your project involve the use of DNA recombinant molecules? No\_\_ Yes\_\_\_ Unsure\_\_\_\_\_

If yes or unsure, please review Biosafety: Institutional Biosafety Council (IBC) requirements (<http://researchprotections.appstate.edu/biosafety>) and respond to:

Does your project have IBC approval? No \_\_\_\_\_ Yes \_\_\_\_\_ Approval Number \_\_\_\_\_

**\*\*\*It is the responsibility of the student and the thesis director to ensure that all research protections are followed, even if IRB approval is not needed. By signing below, the thesis director acknowledges that this research either does not require approval or that approval has been obtained or will be obtained prior to any research being conducted, and that research best practices will be followed.**

**Approvals:**

Thesis Director's printed name: \_\_\_\_\_

Thesis Director's signature: \_\_\_\_\_

Second Reader's printed name: \_\_\_\_\_

Second Reader's signature: \_\_\_\_\_

Departmental Honors Director printed name: \_\_\_\_\_

Departmental Honors Director signature: \_\_\_\_\_

<b>Dept. Honors Use Only:</b> _____ Approved _____ Denied _____ Returned to student because:	
_____ Dept Honors Director or Designee	_____ Date
<small>Updated 8/2023; adapted from Honors College thesis application form</small>	