

HONORS THESIS CHECKLIST



- Meet with your academic advisors in the [Eccles School](#) & [Honors College](#) at least one year in advance to discuss your degree requirements, graduation, & thesis timeline. Your advisors will assist you in developing a timeline for this checklist.
- Meet with the Undergraduate Research Advisor in the [Office of Undergraduate Research](#) to discuss opportunities, resources, & strategies. Also, learn how to apply for the [Undergraduate Research Opportunities Program](#) (UROP).
- Meet with your major's Honors Faculty Advisor to discuss your thesis topic & potential thesis mentors.
 - **Accounting:** Shannon Charles (shannon.charles@eccles.utah.edu)
 - **Business Administration:** Jess Taverna (jessica.taverna@eccles.utah.edu)
 - **Entrepreneurship:** Brad Williams (brad.williams@eccles.utah.edu)
 - **Finance:** Matthew Ringgenberg (matthew.ringgenberg@eccles.utah.edu)
 - **Information Systems, Operations & Supply Chain:** Vandana Ramachandran (vandana.ramachandran@eccles.utah.edu)
 - **Management:** Harris Sondak (harris.sondak@eccles.utah.edu)
 - **Marketing:** Paul Dowling (paul.dowling@eccles.utah.edu)
 - **Quantitative Analysis of Markets and Organizations (QAMO):** Scott Schaefer (scott.schaefer@eccles.utah.edu)
- Find a thesis mentor in your academic department. Develop your thesis topic & complete the [Honors Thesis Proposal Form](#). (Your Honors Faculty Advisor & thesis mentor will need to sign this form.)
- Connect with your advisor in the Eccles School. Your advisor will arrange to register you for 1.5 credits of the appropriate 4999 thesis course (first semester).
- Submit your Honors Thesis Proposal Form (with all required signatures) to the Honors College.
- Work with your thesis mentor to conduct research & write your thesis.

- Connect with your advisor in the Eccles School. Your advisor will arrange to register you for 1.5 credits of the appropriate 4999 thesis course (second semester).
- Register to present & present at the [Undergraduate Research Symposium](#). (Check your UMail account for notifications about the symposium.)
- Submit your thesis abstract to the [Undergraduate Research Journal](#).
- Have your Honors Faculty Advisor, your thesis mentor, & the department chair sign your finished thesis.
- Submit a hard copy of your finished thesis to the Honors College. Also, provide an electronic copy & submit the [USpace Permission Form](#), so others can see your hard work! (If your Honors Faculty Advisor & thesis mentor do not specify an earlier due date, your thesis is due the **last day of classes** of your final semester.)

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