

UConn Health Research Program Thesis Roles and Responsibilities

This document outlines the roles and responsibilities of the three parties involved in the completion of a thesis (Honors or non-Honors) in the Health Research Program: the Honors Advisor/Faculty Instructor, the Thesis Supervisor/Principal Investigator, and the student.

Honors Advisor/Faculty Instructor Definition

The Honors Advisor/Faculty Instructor is a member of a department associated with the student's major at the University of Connecticut. For both Honors and non-Honors students, this person serves as the primary source of information regarding departmental thesis standards, processes, and procedures. In the case of an Honors student, the [Honors advisor](#) is responsible for advising the student with regard to the satisfaction of Honors requirements, and reviews and approves the Honors thesis. In the case of a non-Honors student, the faculty instructor reviews and approves the thesis.

Honors Advisor/Faculty Instructor Responsibilities

- Advise the Thesis Supervisor/PI and student on departmental thesis standards, processes, and procedures
- Establish desired level of involvement in reviewing thesis drafts (select/modify an option below)
 - Send intermediate drafts to keep apprised of progress
 - Send intermediate drafts; will provide feedback
 - Send only the final draft
- Establish deadlines related to thesis submission
 - Deadline to submit final draft: **DATE**
 - If revisions are required, date that feedback will be sent: **DATE**
 - If revisions are required, final due date for revised thesis: **DATE**
 - Deadline for Thesis Supervisor/Principal Investigator to provide grade and comments: **DATE**
- Review and approve a Learning Agreement that specifies the content and due dates of intermediate draft materials
- If the student is in Honors, review and approve the [Honors Thesis Plan](#)
- Consider any student request for a [due date extension](#); both Honors Advisor/Faculty Instructor and Thesis Supervisor/Principal Investigator must agree to any extension
- Review the thesis; approve if satisfactory by departmental standards
 - If an Honors Thesis, sign [Honors Scholar Thesis Approval form](#) and title/signature page
 - If a non-Honors thesis, sign title/signature page
- Assign a final grade in consultation with the Thesis supervisor/PI; submit said grade

Thesis Supervisor/Principal Investigator Definition

The Thesis Supervisor/Principal Investigator is a researcher not affiliated with student's home department who has the responsibility of mentoring the student's research and his/her writing of a

thesis; assuring the student meets applicable University, State, and Federal regulations related to research participation; and evaluating the student's thesis.

Thesis Supervisor/Principal Investigator Responsibilities

- Take the lead in the development of a Learning Agreement that specifies the content and due dates of intermediate thesis draft materials, taking into consideration the thesis submission deadlines established by the Honors Advisor/Faculty Instructor. Note: If the student is enrolled in a [W course](#) for thesis writing, W course guidelines specify that you must:
 - Require that students write a minimum of fifteen pages that have been revised for conceptual clarity and development of ideas, edited for expression, and proofread for grammatical and mechanical correctness; and
 - Address writing in process, require revision, and provide substantial supervision of student writing. (The structure of revision and supervision may vary, including individual consultation, substantial formative commentary on drafts, and so on.)
- Assure student has met applicable University, State, and Federal regulations related to research participation and work in the facility
- Consult with the Honors Advisor/Faculty Instructor as needed to understand departmental thesis standards, processes, and procedures
- Oversee and monitor student progress on the writing of the thesis consistent with the Learning Agreement timeline
- Establish feedback expectations with the student; provide feedback in a timely fashion
 - Determine mode of feedback (e.g., comments in document)
 - Schedule meetings to discuss draft materials and provide feedback
- Consider any student request for a [due date extension](#); both Honors Advisor/Faculty Instructor and Thesis Supervisor/Principal Investigator must agree to any extension
- Review the thesis; approve if satisfactory
 - If an Honors Thesis, sign [Honors Scholar Thesis Approval form](#) and title/signature page
 - If a non-Honors thesis, sign title/signature page
- Evaluate the thesis; send a grade and comments to the Honors Advisor/Faculty Instructor by the specified deadline (see p. 1)

Student Responsibilities

- Contribute to the development of a Learning Agreement that specifies the content and due dates of intermediate thesis draft materials
- Establish feedback expectations with the Thesis Supervisor/Principal Investigator
- Consult with the Honors Advisor/Faculty Instructor as needed to understand departmental thesis standards, processes, and procedures
- If you are an Honors student, submit the [Honors Thesis Plan](#) by the deadline (by the third week of your final semester)
- Submit thesis draft materials to the Thesis Supervisor/Principal Investigator in accordance with the deadlines in the Learning Agreement; keep the Honors Advisor/Faculty Instructor apprised of

your progress in the manner requested (see p. 1)

- Receive feedback with professionalism and seek clarification as needed
- Should a [deadline extension](#) be required, consult and seek the approval of both the Honors Advisor/Faculty Instructor and Thesis Supervisor/Principal Investigator; if you are an Honors student, notify the Honors Program if more than a 2-week extension has been approved
- If you are an Honors student, prepare the [Honors Scholar Thesis Approval form](#) for signature by the Honors Advisor/Faculty Instructor and Thesis Supervisor/Principal Investigator
- If you are an Honors student, [submit your thesis](#) (hard copy) and the signed Honors Scholar Thesis Approval form to the Honors Program by the specified deadline

Signatures

By signing this document, I certify that I have reviewed the responsibilities associated with my role, agree to undertake these responsibilities, and agree to abide by the terms and deadlines specified herein.

Honors Advisor/Faculty Instructor

Name:

Preferred contact method: Email/Phone

Email Address/Phone #:

Signature:

Date:

Principal Investigator

Name:

Preferred contact method: Email/Phone

Email Address/Phone #:

Signature:

Date:

Student

Name:

Preferred contact method: Email/Phone

Email Address/Phone #:

Signature:

Date:

Please retain copies of the completed and signed document for your records. Student, please submit a copy of the completed and signed document, along with your Learning Agreement, to the Office of Undergraduate Research (our@uconn.edu).