

ALTERNATIVE TO THESIS PROJECT PROPOSAL FORM:

Eligibility Requirement: Minimum of SR II Standing as of April 6, 2020 and Approval from Co-op Employer

DISCLAIMER: This option is applicable to students who have earned a minimum of Senior II standing (104 credit hours) as of April 6, 2020 (1st day of the Spring 2020 Term) and approval from co-op employer (if employed) from the students company Co-op Coordinator (A signed letter on company letterhead or e-communication from Co-op Coordinators work e-mail address is sufficient – name of company Co-op Coordinator can be provided by sending an e-mail to thesis@kettering.edu). If a student already has an approved thesis topic, students are encouraged to complete that thesis project unless it is not possible due to the COVID-19 pandemic. The Alternative to Thesis Project option is the “Culminating Reflection Project”.

Student Directions/University Process for Alternative to Thesis Project Proposal Submission/Approval:

1. Eligible students will complete and submit the “Alternative to Thesis Project Proposal Form” AND letter of co-op employer approval (if employed) to thesis@kettering.edu (include both documents in same e-mail).
2. The ASC – Thesis Office will review students submitted proposal including chosen project topics and verify as necessary.
3. The ASC – Thesis Office will forward the proposal form to the students Degree Department Head to seek approval (signature required below) of the project topics and assign a Faculty Thesis Advisor.
4. The Degree Department Head will then forward the proposal form to the assigned Faculty Thesis Advisor to seek approval (signature required below). Upon the Faculty Thesis Advisors determination, the proposal form is then sent to thesis@kettering.edu.
5. Student is notified of determination and if approved, student’s official thesis record is updated to reflect the Culminating Reflection Project as thesis type.

Name: _____ SID# _____

Class Standing: _____ Degree Program(s): _____ Expected Grad Term: _____

Co-op Status: Employed (Name of Employer _____) or Unemployed

Reason Alternative to Thesis Project is Requested: _____

Per Step 4, Submit to ASC – Thesis Office with 3 project topics defined for Culminating Reflection Project and include where the project was executed (Kettering course #, co-op employer name, organization, etc.) NOTE: Provide full topic descriptions on page 2 of this proposal form.

1. _____

2. _____

3. _____

ASC – Thesis Office Signature of Approval: _____

Comments: _____

Per Step 5, Submit to Degree Department Head to review proposal and upon acceptance assign and forward to Faculty Thesis Advisor.

Degree Department Head Advisor Signature of Approval: _____

Comments: _____

Per Step 6, Faculty Thesis Advisor reviews proposal and upon acceptance approves and returns proposal to thesis@kettering.edu for processing.

Faculty Thesis Advisor Signature of Approval: _____

Comments: _____

Provide a brief description for **each** of the three topics you are proposing for your Culminating Reflection Project (for all three topics combined, no more than a total of 225 words). Refer to the Alternative to Thesis Project Description for information about the requirements of the chosen topics (description was provided with this proposal form from the ASC – Thesis Office).

Other (Provide Name of Source, Term Completed _____)

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