

OREGON STATE UNIVERSITY HONORS COLLEGE

THESIS CHECKLIST

STAGE 1: PLAN

Learn about the thesis requirement and how to map out personalized goals. This stage offers a framework for thinking about the thesis and possible paths to completion. Complete Stage 1 during your first year in the HC. If you are transferring into the Honors College, you should complete Stage 1 during your first term or as soon as possible.

	Register and complete HC 408 Stage 1 Plan
	Prepare and submit Thesis Plan online

full descriptions of Stage 1: honors.oregonstate.edu/stage-1-plan

STAGE 2: EXPLORE & BUILD

Begin to explore research at OSU, consider possible thesis topics, and connect with potential thesis mentors. Remember, you do not need to have a thesis idea to begin Stage 2!

	Register and complete HC 408: Stage 2 Explore & Build	OR	Complete Identify Faculty list and submit
			Attend HC Faculty Showcase
			Interview a faculty member and submit Interview Report
			Complete IRB online ethics (CITI) training and submit certificate of completion

full descriptions of Stage 2 and required tasks: honors.oregonstate.edu/stage-2-explore-build

Our expectation is that you will identify a mentor and research area in stage 2. Reach out to an HC academic advisor if you complete Stage 2 and do not have leads on a mentor.

STAGE 3: COMMIT

Work with your mentor to select a topic, develop a research plan, and complete a formal thesis proposal.

	Complete thesis proposal, agreement and timeline with your mentor
	Upload your signed thesis proposal, agreement and timeline

full descriptions of Stage 3 and required tasks: honors.oregonstate.edu/stage-3-commit

Between Stages 3 & 4, discuss with your mentor if your project has intellectual property concerns or requires IRB approval, then begin your research.



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STAGE 4: COMPOSE & COMPLETE

Write your thesis and prepare for your defense. The work required in this stage of the process typically takes three terms to complete.

HC 408: Stage 4 Compose & Complete will provide support with the writing, thesis external communication and defense portions of Stage 4. You will still need to complete the remaining elements of the stage on your own.

	Choose a thesis defense date and time with mentor, and then committee
	Determine and reserve location for thesis defense, reserve for two hours
	Submit HC Thesis Defense Notification
	Provide mentor and committee with final thesis draft at least 10 days prior to thesis defense
	Complete Thesis External Communication Requirement
	Complete thesis defense
	Make final revisions as requested by your mentor and committee
	Acquire signatures on the Thesis Submission Approval Form and submit to the HC DEADLINE: Friday 5 P.M. Week 10 of graduation term
	Submit PDF of final thesis to the OSU Library Scholars Archive Notice of final approval is sent via the student's OSU email upon review of the submitted PDF DEADLINE: Friday 5 P.M. Week 10 of graduation term

full descriptions of Stage 4 and required tasks: honors.oregonstate.edu/stage-4-compose-complete



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