Thesis Advising Agreement Memorandum
Political Science 683, Fall 2013

Name of Advisor ______________________  Email  ________________

Name of Student ______________________  Email  ________________

Name of Seminar Instructor Kathy Cramer Email  kjcramer@wisc.edu

The purpose of the thesis writing seminar is to enrich the process of writing a senior honors thesis by providing instruction on research and writing, structure for the process, and interaction with students also undertaking a senior thesis. This memorandum is intended to clarify the expectations and responsibilities of the student, the seminar instructor, and the thesis advisor.

Goals and expectations for students are:
1. Increased understanding of the research in the area of the thesis topic.
2. Experience with and understanding of the independent research process.
3. Experience with the serious time management and intensive writing skills required in writing an extensive research paper.
4. Opportunities to communicate with faculty with expertise in the research area of interest.

The advisor agrees to:
1. Meet at least once per month with the student during the fall and spring semesters, and preferably more frequently during the first two months of the fall semester as student is writing his or her proposal.
2. Provide feedback on draft of student’s thesis proposal (due Oct. 17), final research proposal (due Oct. 31), prewriting of research results (due Dec. 5), draft chapters to be turned in throughout the second semester, and the final thesis (due at the end of the second semester).
3. Suggest grade at end of second semester to Prof. Cramer based on student’s written work.
4. Suggest to student research relevant to thesis topic.
5. Promptly notify the seminar instructor of any concerns about progress of thesis or structure of the thesis seminar.
6. Communicate expectations about length and structure of thesis to student and seminar instructor.

The student agrees to:
1. Schedule appointments with advisor at least one week in advance.
2. Notify advisor of cancellation of appointments at least one day in advance.
3. Meet all deadlines, including the completion of a 75-180 page senior honors thesis by the end of the Spring 2014 semester.
4. Turn in work that is proofread, double-spaced, 11- or 12-point type, by email, as Word documents (not pdf). Also, work should include a header including a title, student’s name and date. Draft chapters should include a cover page that explains how this chapter fits into the overall thesis and any particular concerns you have with this chapter/things you would like instructor to focus on.

5. Promptly discuss any concerns about the thesis process with the advisor and the seminar instructor.

The seminar instructor agrees to:
1. Provide on-going instruction and support to student.
2. Supply full information about the structure of the seminar to the thesis advisor and notify advisor and student promptly of any changes.
3. Provide feedback to student on all written assignments one week after due date.
4. Maintain periodic contact with advisor about student’s progress.
5. Assign final grades in consultation with thesis advisor.

In the following space, the student should write a brief description of the thesis topic he or she intends to research.

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In the following space, the thesis advisor should write a brief description of his or her expectations for the final form of the thesis, *including page length.*

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Advisor (signature)  Date

Student (signature)  Date

Seminar instructor (signature)  Date