

Sample Letter of Support

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To: Honors Program Director
From: *Dr. John Q Professor*
Re: *J. J. Honors Student*
Date: September 17, 2005

This letter is to inform you that I have agreed to work with *J. J. Honors Student* on his/her Honors Program research project to meet the Hon 351 and Hon 451 course requirements.

J. J. Honors Student is planning to do a project that will involve human subjects, so I have explained the IRB requirements to him/her and will assist with filing the related paperwork.

We anticipate completion of the research project and thesis will coincide with a May 2007 graduation.

Sample List of Objectives

Hon 351 Course Objectives

Dr. John Q Professor and I discussed an outline which he will use to grade my progress in the course. We will meet weekly to assess my progress and decide what I need to have completed for the next week.

Our basic timeline is:

Semester 1:

- a) Work on defining the area for research.
- b) Begin to prepare an IRB for review since I will be working with human subjects.

Semester 2:

- a) Compile a comprehensive list of references.
- b) Complete my formal thesis proposal, including a literature review.
- c) Submit the IRB for consideration.

Additional timeline information for Semester 2:

January-February:

Begin to compile a comprehensive list of references and decide if there is enough information about the chosen topic. If information is lacking, decide on another topic, and find new sources.

February-March:

Begin writing thesis proposal and literature review.

April:

Complete thesis proposal and submit to *Dr. John Q Professor* and my Honors Department Coordinator for review and approval.

May:

Before finals week, submit an approved, signed copy of my thesis proposal to the Honors Program office for final approval.

Note: My senior year is when I will actually write my thesis. I plan to write a separate outline to manage my research obligations for that year at the beginning of the Fall Semester of Hon 451.