187:198 (IS: 4991) HONORS THESIS INTERNATIONAL STUDIES
REGISTRATION PREAPPROVAL

Student Name________________________________ Student ID number ____________________________

E-mail_________________________________________ Track____________________________________

Semester of registration _________________________________________________________________

Faculty Mentor Name & Dept. ______________________________________________________________

Faculty Mentor Rank (Prof., Assoc. Prof., Asst. Prof., Lecturer, Instructor) _______________________

Faculty Mentor Status (Tenured, Tenure-Track, Clinical, Visiting, Adjunct) _______________________

Faculty Mentor E-mail ________________________________

Check one: ☐ Research Paper ☐ Creative Project (Students planning a creative project must schedule an appointment with the International Studies Program before registering for the Honors Thesis).

Honors Thesis Research Proposal—must be attached to this form and must include:
Please note—if you completed 187:095 (IS: 3010) Creating a Proposal for Intl Research, and your research topic has not changed, you may submit your final research proposal from that course.

- A one-page description of the thesis, including a specific research question, brief narrative and the final form of the project (research paper, multi media project, etc).
- A timeline identifying the projected deadline to complete a literature review, how often and by what method you will consult with your faculty mentor throughout the semester, and target completion dates for the first and second thesis drafts.
- A reading list, in a recognized bibliography format, including at least ten works consulted in your preliminary planning and identification of a research question.
- If you intend to complete the Honors Thesis while off campus you must include information regarding your overseas contacts and resources, your plan for ongoing communication with your faculty mentor, and an explanation as to what preliminary work you intend to pursue before departure.
- Proof that an application has been submitted to the Human Subjects Office if necessary (see below)

Human Subjects in Research: All honors theses which involve "human subjects" must be reviewed by the Institutional Review Board (IRB) prior to the initiation of the project. Students should complete an online IRB determination form at: http://hso.research.uiowa.edu/human-subjects-research-determinations. Proof of the determination/ review process must also be submitted to the International Studies Program. Contact the IRB at 319/335-6465 or irb@uiowa.edu.

**My research project is subject to IRB approval (please check one):____ Yes_____ No

Faculty Approval: I have reviewed and approve the Honors Thesis Research Proposal for the above named student and agree to serve as faculty mentor for this thesis. Further, I have reviewed my department’s guidelines regarding the supervision of student research projects and my supervision of this project is in accordance with those guidelines.

Faculty signature:________________________________________ Date:_____________________

Student Statement: I have reviewed all Honors Thesis policies and procedures on the International Studies Program website, and understand the requirements and deadlines for this thesis.

Student Signature________________________________________ Date:_____________________

This form along with the Honors Thesis Research Proposal must be submitted to the International Studies Program before a student may register for 187:198 (IS: 4991) Honors Thesis Intl Studies.
The International Studies Program is grateful to the many faculty members across campus serving as faculty mentors to our majors. The International Studies Honors Thesis is designed to allow our undergraduate students to approach a topic from the interdisciplinary perspective reflected in their major coursework. Our students would not have this opportunity if not for the efforts of the dedicated faculty at Iowa. Thank you

Faculty eligible to supervise 187:198 (IS: 4991) Honors Thesis Intl Studies include the following: tenured, tenure-track, clinical, or (with approval of the Associate Dean) visiting or adjunct faculty, at the rank of lecturer, assistant professor, associate professor, or professor. Refer to “Forms/How-To” on the ISBA website for instructions for the approval process for visiting and adjunct faculty.

The Basics:
- Refer to “Forms/How-To” on the ISBA website for semester-specific forms, deadlines, and instructions.
- The Honors Thesis is 3 s.h. of graded coursework. Faculty mentors submit grades for each thesis on MAUI, and are encouraged to evaluate students based on the entire semester's effort, not only by the final product.
- Student must submit the Registration Preapproval form (which requires faculty mentor signature), to the International Studies Program in order to register. Because your home department number differs from your International Studies instructor number, the International Studies Program provide the student necessary registration information.
- At midterm, students are required to submit a Progress Report (which requires faculty mentor signature), to the International Studies Program.
- The deadline for submitting the completed thesis to the International Studies Program is the Friday before the beginning of finals week in both the fall and spring semesters. Students should work with their faculty mentor to arrange a date by which they will submit the final thesis to their mentor which allows enough time for review and approval before the International Studies deadline and the Honors Program deadline. Students should submit one copy to the faculty mentor for grading, a second copy with an International Studies Cover Sheet (which requires faculty mentor signature), to the International Studies Program, and a third copy to the Honors Program with a Honors Program title page (which requires faculty mentor signature). For questions about the Honors Program deadlines/ procedures, please contact them directly.

Please note that our guidelines are designed to provide some structure to both faculty and students, but we expect and encourage faculty to amend these guidelines as needed to best fit the individual project and discipline.

During the semester, we hope that you will:
- Help the student form a strong topic with a set of provocative research questions, i.e. share your own steps in generating an idea, conducting research, developing an argument, using and documenting sources, and revising.
- Give insight into the process for conducting research in your field, i.e. standard reference works, bibliographies, major journals and web resources, key concepts and thinkers, methodologies.
- Meet with the student several times (perhaps bi-weekly) during the semester.
- Let International Studies know how we can assist you in working with our students: intlstudies@uiowa.edu.

Expectations of students:
- Approach you with a preliminary research topic identified.
- Present sound reasoning for requesting to work with you.
- Have a clear understanding of the Honors Thesis requirements and deadlines.
- Demonstrate an intellectual curiosity for their topic.
- Take the initiative in scheduling regular meetings with you throughout the semester, for which goals for each meeting are identified.
- Be prepared for each meeting with you.