Carnegie Mellon University

Dietrich College Senior Honors Program Application[1]

Program website: http://www.cmu.edu/dietrich/undergraduate/programs/shp/index.htm l

(Please print or type)

Name: Andrew ID:

Email address: Cell Phone:

Home College: DC   CMU (BHA)   CMU (ISP)   Other *(please specify)*

Primary Major(s):

Additional Major(s) *if applicable*:

Minor(s) *if applicable*:

Section I: Project Timeline and Application Deadlines

An Honors project is a two-semester endeavor. It is most commonly done as a Fall/Spring sequence, but occasionally students have need or preference for an alternate timeline. Make sure to submit your application by the deadline that applies to your proposed timeline.

The two-semester timeline for my Senior Honors project will be:

Begin in **Fall 2024** / complete in **Spring 2025**
Application deadline (including optional Dietrich Honors Fellowship supplement): **March 25, 2024**

Begin in **Spring 2025** / complete in **Fall 2025**
Application deadline: **October 1, 2024**

Begin in **Spring 2025** / complete **Summer 2025**[2]
(see footnote 2 below re. summer session registration & tuition)
Application deadline: **October 1**, **2024**

Begin in **Summer 2024**[2] / complete in **Fall 2024**
Application deadlines: **March 25, 2024**

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[1] rev 1/31/2024

[2] NOTE: Honors projects that include a summer session in the project time line require summer registration for an Honors Thesis course, which in turn triggers a tuition charge.

Section II: Eligibility

To be eligible for the Dietrich College Senior Honors Program, you must:

- Have a major (primary or additional) in Dietrich College or be in the BHA or IPS program;
- Be on track to being officially classified as a "senior" by having earned a minimum of 238 units before beginning your honors project;
- Have a cumulative QPA of at least 3.25, and at least 3.50 in the Dietrich College major (or, for BHA students, Dietrich College concentration) associated with your proposed thesis;
- Find and secure approval from a faculty member who will supervise your project and serve as thesis/project advisor. (Please note that only faculty members may serve as advisors; graduate students may not; adjunct faculty may do so with department head approval.)

1. How many units will you have completed prior to the start of your thesis project?

2. What is your cumulative QPA at this time (factorable units divided by quality points)?

3. What is your QPA in your Dietrich College major(s) or BHA concentration at this time?
   (See the QPA worksheet on the following page.

   Calculating QPA in your DC major instructions (if you have more than one DC major, please make a copy of the worksheet on page 3 and calculate your QPA in each major):

   - List in Column 1 all courses required for your DC major or concentration that you have completed to date;
   - List in Column 2 the grades received for each course;
   - List in Column 3 the number of factorable units for each course;
   - List in Column 4 the number of quality points earned for each course (quality points = factorable units x the numerical value of the final grade received [where A=4, B=3, C=2, D=1, R=0]);
   - Total Columns 3 and 4, and then divide the Column 4 total by the Column 3 total to obtain your QPA in major

   **The college recommends that *all* courses (including prerequisites) listed as major or concentration requirements should be included in this calculation. If you have specific questions, contact Dr. Joseph Devine at jd0x@andrew.cmu.edu.

Section II: Eligibility *(continued)*

Column 1 (course # and title)	Column 2 (final grade)	Column 3 (factorable units)	Column 4 (quality points)

Column 4 total / Column 3 total = QPA in major/concentration

Who is the faculty member who has agreed to serve as your thesis advisor?

Name: Department:

His/her **campus** address, phone and email:

Section III: Thesis Proposal Submission; Academic Advisor, Thesis Advisor and Department Head[3] Approval

For the student applicant:

1. Submit your application and thesis proposal together, not separately.

2. Prepare your thesis proposal using the Dietrich College Senior Honors Program proposal guidelines

3. Secure approval of your application and thesis proposal *first* from your academic advisor, *second* from your thesis advisor, and *third* from the department head.[3] NOTE: Department heads receive several applications and proposals for review. Hence, we suggest that you submit your application and proposal to the department head, signed by your academic and thesis advisor(s), at least one week before the submission deadline.

4. If you are currently away from campus (e.g., studying abroad), you should submit your application and proposal electronically to your academic and thesis advisor(s), who can then confirm their approval via email to the department head and dean's office.

5. Departments typically forward applications and proposals to the dean's office once approved by the department head. Confirm with your department that this is how they will proceed, and that you do not need to return to pick up your signed application and proposal for submission to the dean's office.

_____

Your name   Your signature & date

For your academic advisor:

I approve this thesis proposal.   Yes   No

_____

Academic advisor name   Academic advisor signature & date

For your faculty thesis advisor and department head:

Thesis advisor: I have read and discussed this thesis proposal with this student. I approve the proposal, and agree to serve as his/her faculty thesis advisor for the Dietrich College Senior Honors Program.

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Faculty thesis advisor name   Faculty thesis advisor signature and date

Dept. Head: I approve this thesis proposal.   Yes   No

_____

Department head name   Department head signature and date

Submit application and project proposal by the relevant deadline to
Honors Program Director c/o:
Joanne Ursenbach
joanneu@andrew.cmu.edu
Dietrich College Dean's Office, Baker Hall 154

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[3] NOTE: If your project/thesis topic is in an area of study outside of your primary major department, and is to be directed by a faculty member in a department other than that which houses your primary major, the department head who should review, approve and sign the application is the head of the department most closely linked to the thesis topic and faculty thesis advisor. Consult the Honors Program director with additional questions about this.

Optional Supplement: Dietrich College Honors Research Fellowship

https://www.cmu.edu/dietrich/students/undergraduate/programs/dietrich-honors-fellowship/index.html

This supplement to the Dietrich College Senior Honors Program application is required only if you are also applying for the Summer 2024 Dietrich College Honors Research Fellowship:

(Please print or type)

Name: Andrew ID:

Email address: Cell Phone:

Home College: DC   CMU (BHA)   CMU (ISP) Othe*r please specify)*

Primary Major(s):

Additional Major(s) *if applicable*:

Minor(s) *if applicable*:

Eligibility

Students are eligible for this fellowship who:

- Are accepted into the Dietrich College Senior Honors Program;
- Are planning a fall-spring semester honors thesis sequence in senior year;
- Can commit to 8 – 10 weeks of full-time research for their senior honors thesis project, under faculty mentorship,   during the summer prior to fall semester of senior year

Program Requirements

Fellowship recipients must:

- Assist in developing a personal and project profile for the fellowship web site (April 2019);
- Be employed full-time through the university for 8-10 weeks for the summer fellowship duration. (Think of this   as a commitment to a full-time summer job.);
- Be in residence,[4] conducting research at Carnegie Mellon. Students who wish to travel from campus briefly, or be in residence at some other location in connection with their honors thesis work, may submit a petition for consideration by the fellowship committee;
- Participate in all fellowship programming in the summer months and academic year;
- Participate in bi-weekly summer advising meetings (bi-weekly with the project advisor as well as separately with the fellowship executive committee member assigned to assist you);
- Submit regular blog entries on research progress in the summer months and academic year;
- In addition to submission of the senior honors thesis, submit an end-of-year reflection paper on the fellowship experience;
- Present at the fall semester Dietrich Undergraduate Colloquium, which is held on Saturday morning of Family Weekend;
- Present at the Meeting of the Minds Undergraduate Research Symposium in May of your senior year (also a requirement of the Dietrich College Senior Honors Program)

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[4] This does not mean "residence" per se in university housing, but "resident" in the sense that the research will primarily be conducted here at CMU.

Instructions

Complete and submit this supplement with your Dietrich College Senior Honors Program application and thesis proposal. Please also include:

- **A current resume:** If you do not have an updated resume, please visit the Career and Professional Development Center for advice on resume-writing.

- **A one-page biography:** Tell us about yourself. Feel free to be creative – introduce us to your background & your interests – even those that may take you beyond your formal education & research interests. These can include hobbies, travels, family background, what it was like to grow up in your hometown, athletics &/or service interests. Or, if there is a compelling story that helps explain why you chose a particular direction, this can also be the basis of the biography. It should not be used to tell us what courses you have taken, re – state the contents of your resume, say why you deserve this opportunity, or why you chose Carnegie Mellon. This is a chance to reveal other sides of yourself and help the committee to get to know you better.

- **College transcript:** Please include a copy of your college transcript (this can be an unofficial copy).

- **A history of research support:** Please list and describe instances of financial support for research that you have received since enrolling at Carnegie Mellon. These should include, for example, participation in SURG[5] projects, SURF[6] funding, support from a faculty member's research grant, etc. Include:
  - Date(s)
  - Name(s) of projects
  - Source(s) of funding
  - Level(s) / amount(s) of funding;

- **Letter of collaboration from your faculty mentor/thesis advisor**: A Dietrich College Honors Research Fellowship requires full---time research for 8 to 10 weeks of the summer under the direct and regular supervision of the faculty thesis advisor and mentor. The letter of collaboration comments not only on the student's abilities but also on how the mentoring relationship will work. The letter tells the selection committee about the research expectations for the student and how the relationship between mentor & student will be structured and defined (e.g., **how often mentor & student will meet**; if there are to be others [faculty, grad students, etc.] involved; who will take over if the advisor/mentor is away from Pittsburgh for a short time; the project's summer timetable; etc.). If there is a significant second mentor, please explain the respective roles of each advisor in mentoring you in this project.

Application Deadline

For students applying for this fellowship, the deadline for submitting the Honors Program application and thesis proposal, plus this supplement and related materials, **is March 25, 2024.**

Submit as one package:
- Dietrich College Senior Honors Program application and thesis proposal
- Fellowship application supplement
- Current resume
- 1 – page biography
- College transcript
- History of research support
- Letter of collaboration from your faculty thesis advisor/mentor or summer fellowship mentor (if this will not be your thesis advisor)
- Submit application and project proposal by the relevant deadline to the Honors

TO: Program Director c/o:
Joanne Ursenbach
joanneu@andrew.cmu.edu
Dietrich College Dean's Office, Baker Hall 154

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[5] Small Undergraduate Research Grant program, sponsored by the university's Undergraduate Research Office .
[6] Summer Undergraduate Research Fellowship program, also sponsored by the university's Undergraduate Research Office