Dietrich College Senior Honors Program Application

Program website: http://hss.cmu.edu/seniorhonorsprogram.html

(Please print or type)

Name: ___________________________________________ Andrew ID: ___________________________

Student ID#: ______________________________ Email address: ______________________________________

Home College: DC ___ SHS ___ BHA ___ Other (please specify) ____________________________

Primary Major(s): _______________________________________________________

Additional Major(s) if applicable: ___________________________________________

Minor(s) if applicable: ______________________________________________________

SMC address: ___________________________ Cell Phone: __________________________

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. Please check the timeline that your project will follow and fill in the relevant calendar year. Make sure to submit your application by the deadline that applies to your proposed timeline. NOTE: Deadline dates are updated and posted regularly on the Dietrich College Senior Honors Program website: http://hss.cmu.edu/seniorhonorsprogram.html.

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

_____ Begin in Fall 2015 / complete in Spring 2016, application deadline: March 25, 2015

Exception: Fall-Spring Honors Program applicants also applying for a Dietrich College Honors Fellowship → Application deadline: March 2, 2015. Applicants on a Fall 2014-Spring 2015 honors thesis sequence are eligible to apply for a Dietrich College Honors Fellowship for the summer of 2014. A supplement to the Senior Honors Program application is required for students who also apply for this Fellowship (see page 5-6). For more details visit: http://www.cmu.edu/dietrich/undergraduate/dhfp/index.html

_____ Begin in Spring 20___ / complete in the following Fall semester; application deadline: late October

_____ Begin in Spring 20___ / complete during Summer Session2; application deadline: late October

_____ Begin in Summer 20___ (see footnote 2 below re. summer session registration & tuition) / complete in the following Fall semester; application deadlines: late March

1 rev 12/9/2013
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 (DC); or be in the BHA program
- Be officially classified as a “senior” by having completed a minimum of 238 units before beginning your year-long 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? __________________________

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.*

QPA in your DC major (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). Instructions:

- 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 Column 4 by Column 3 to obtain your QPA in major

A question that frequently arises about “QPA in major” or “concentration” is whether certain courses should be included in this calculation. Examples of this include prerequisites (like Mathematics), or courses required but housed outside of the major department (like an additional Statistics course required for Psychology majors). In general, the college recommends that all courses stated in the catalog as required for the major or concentration be included in this calculation.

The worksheet for calculating your major QPA is on the next page:
<table>
<thead>
<tr>
<th>Column 1 (course # and title)</th>
<th>Column 2 (final grade)</th>
<th>Column 3 (factorable units)</th>
<th>Column 4 (quality points)</th>
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Column 4 total / Column 3 total = QPA in major/concentration
Section II: Eligibility (continued)

4. 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; Advisor and Department Head 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:
   http://hss.cmu.edu/DC_HonorsProposalReqs.pdf

3. Secure approval of your application and thesis proposal first from your thesis advisor, and second from the department head. NOTE: Department heads receive several applications and proposals for review. Hence, we suggest that you submit your application and proposal, signed by your thesis advisor, to the department head 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 thesis advisor, who can then confirm his or her approval via e-mail 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 (please print) ____________________________ Your signature and 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.

Faculty thesis advisor name (please print) ________________ faculty thesis advisor signature and date ________________

Dept. Head: I approve this thesis proposal.

Department head name (please print) ______________________ department head signature and date ______________________

Submit application and project proposal by the relevant deadline to the Honors Program Director:

Dr. Joseph E. Devine
Carnegie Mellon University
Dietrich College Dean’s Office – Baker Hall 154
Pittsburgh, PA 15213
E-mail: jd0x@andrew.cmu.edu; Fax: 412-268-5288

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. See the Honors Program director with additional questions about this.
Dietrich College Senior Honors Program Application

Supplement: Dietrich College Summer Research Fellowship

http://www.cmu.edu/dietrich/undergraduate/dhfp/index.html

This supplement to the Dietrich College Senior Honors Program application is required for students who want to apply simultaneously for a Dietrich College Summer Research Fellowship.

(Please print or type)

Name: ________________________________  Andrew ID: __________________________

Student ID#: ____________________  Email address: _______________________________

Home College: DC ___ SHS ___ BHA ___ Other (please specify) ______________________________

Primary Major(s): _______________________________

Additional Major(s) if applicable: _______________________________

Minor(s) if applicable: _______________________________

SMC address: __________________________  Cell Phone: __________________________

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 (March & April 2015)
- Be employed full-time through the university for 8-10 weeks of the fellowship summer. Think of this as a commitment to a full-time summer job.
- Be in residence, 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 various professional development and social activities
- Plan 1-2 meetings with the fellowship committee and your advisor/mentor during the summer to talk about your project
- Submit a written reflection in August 2014 on the summer’s research work and fellowship support
- Maintain blog updates of the thesis project, both during the fellowship summer and through the senior thesis academic year
- As a compliment to the finished senior honors thesis, submit an end-of-year reflection paper on the thesis experience, and the impact on this experience of the summer research opportunity with fellowship support
- 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.
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Instructions

Complete this two-page supplement, and submit it with your Dietrich College Senior Honors Program application and thesis proposal along with:

- 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 1-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 home town, 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 an official or unofficial college transcript.
- A history of research support: Please list 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 Summer Research Fellowship requires full-time research for 8-10 weeks of the summer under the direct and regular supervision of a 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 for a short time; the project’s summer timetable; etc.

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 2, 2015.

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

TO:

Dr. Joseph E. Devine
Dietrich College Dean’s Office – Baker Hall 154
E-mail: jd0x@andrew.cmu.edu; Fax: 412-268-5288

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\(^5\) Small Undergraduate Research Grant program, sponsored by the university’s Undergraduate Research Office (http://www.cmu.edu/uro/About/).

\(^6\) Summer Undergraduate Research Fellowship program, also sponsored by the university’s Undergraduate Research Office (http://www.cmu.edu/uro/About/).