MANAGEMENT HONOURS THESIS DESIGNATION FORMS

Updated: November 2017

University of Lethbridge

APPROVAL AND REGISTRATION FOR UNDERGRADUATE THESIS COURSE

University of Lethbridge I.D. Number

All students who wish to enrol in an UNDERGRADUATE THESIS COURSE should present this form with appropriate signatures to the Registrarís Office by the deadline stated in the Calendar.

Undergraduate Thesis courses which involve research with human subjects must be approved in advance, in accordance with GFC policy, by the supervising faculty member or the appropriate human subject research committee.

Please Print

The following names must be your **legal** names for use on all official University of Lethbridge documentation.

Prefix: ☐ Ms. ☐ Mrs. ☐ Miss ☐ Mr. Other _____

Last Name:	Suffix (e.g. Jr., Sr.):
First Name:	Middle Name(s):

Indicate the two consecutive semesters/session you wish to register this course:

	Year
Fall ☐	_____
Spring ☐	_____
Summer ☐	_____

*This must be approved by the Thesis Supervisor.

Thesis Supervisor's Initials: _____

Course Subject and Number	Section (assigned by Registrarís Office)	Instructor (please print)
MGT 4995		

Proposed course title (limited to 40 spaces PROVIDED), not including course subject and number*

Brief description of proposed study:* _____

This course is designated as follows: Science ☐ Social Science ☐ Humanities ☐

* This title and description is part of the studentís and the Universityís permanent records, and should be completed with the same care as a Calendar course description.

Signatures:

Student _____ Date _____

Thesis Supervisor _____ Date _____

FOM Honours Thesis Committee Chair

~~Department Chair or Program Coordinator~~ _____ Date _____

~~Dean~~ _____ ~~Date~~ _____

Advising Office _____ Date _____

Registrar _____ Date _____

Distribution: White - Registrar
Yellow - Student
Pink - Dean
Goldenrod - Instructor

NOTE: In some Faculties, the Advising Office may sign for the Dean.

06/10

HONOURS INFORMATION RELEASE

PROCEDURES

1. Ensure your calendar year is 14/15 or later, your GPA is 3.30 or higher on the last 10 U of L courses, and you have completed 90 or more credit hours.
2. Find a faculty supervisor to oversee your research in the Undergraduate Thesis course. In conjunction with the faculty supervisor, prepare a thesis proposal and complete the *Approval and Registration for the Undergraduate Thesis Course* form.
3. Bring your resume, your thesis proposal, this completed form, the completed *Undergraduate Thesis Registration* form and the completed *Approval and Registration for the Undergraduate Thesis Course* form to **meet with an advisor well before Oct 31 for Spring, Feb 28 for Summer, or Jun 30 for Fall.**

STUDENT INFORMATION (student completes)

Name (please print):		ID #:	
Program:	Major(s):		
Email:		Phone:	

I authorize the members of the University of Lethbridge Faculty of Management Honours Committee to:

- Make required forms, resumes, GPA, and transcripts available to U of L employees involved in the administration of the honours thesis designation.
- Consult with my faculty supervisor regarding my honours components.
- Consult with the supervisor(s) of the required enrichment experience.
- View my transcripts and student file, including any record of either academic or non-academic misconduct, and use this information to make decisions related to admittance and continuation in the Honours Thesis Designation.

I certify that I have accurately represented my experiences, qualifications, and intentions, and I recognize that successful completion of the honours program will require substantial effort and time beyond that normally required of students.

Student Signature:		Date:	

University of Lethbridge
FIAT LUX
Faculty of Management

UNDERGRADUATE THESIS REGISTRATION

PROCEDURES

University of Lethbridge
Faculty of Management

1. Ensure your calendar year is 14/15 or later, your GPA is 3.30 or higher on the last 10 U of L courses, and you have completed 90 or more credit hours.
2. Find a faculty supervisor to oversee your research in the Undergraduate Thesis course. In conjunction with the faculty supervisor, prepare a thesis proposal and complete the *Approval and Registration for the Undergraduate Thesis Course* form.
3. Bring your resume, your thesis proposal, this completed form, the completed *Information Release Form* and the completed *Approval and Registration for the Undergraduate Thesis Course* form to **meet with an advisor well before Oct 31 for Spring, Feb 28 for Summer, or Jun 30 for Fall.**

1. STUDENT INFORMATION (student completes)

Name (please print):		ID #:	
Program:		Calendar Year: (must be >=14/15)	
Major(s):		Minor(s):	
Email:		Phone:	

2. ACTIVITY SIGNATURES (supervisors complete)

Enrichment Experience:	Supervisor Name: (please print)	Supervisor Signature: By signing below I acknowledge successful completion of this course and support of this student's application for the Undergraduate Thesis.
MGT __ __ __ __		
Honours component with Honours approved course: (circle the honours approved course within the major)	Faculty Supervisor Name: (please print)	Faculty Supervisor Signature: By signing below I acknowledge successful completion of this course and support of this student's application for the Undergraduate Thesis.
MGT 4895 with MGT __ __ __ __		
MGT 4896 with MGT __ __ __ __		

3. ELIGIBILITY (advisor completes)

GPA on last 10 courses: (must be > = 3.30)		Credit Hrs: (must be >= 90)	
Advisor Signature:		Date:	

4. MGT 4995 – UNDERGRADUATE THESIS REGISTRATION (AAG advisor completes)

FoM Honours Committee Approval Date:		Approval and Registration form sent to ROSS Date:	
AAG Advisor Signature:			

HONOURS COMPONENT II REGISTRATION

PROCEDURES

1. Ensure your calendar year is 14/15 or later and you have completed 60 or more credit hours.
2. Complete part 1 of this form.
3. Find a faculty supervisor to oversee your research in the second honours-approved course. In conjunction with the faculty supervisor, complete part 2 this form.
4. Bring your completed form to **meet with an advisor well before the add/drop deadline**.

University of Lethbridge
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1. STUDENT INFORMATION (student completes)

Name (please print):		ID #:	
Program:		Calendar Year: (must be >=14/15)	
Major(s):		Minor(s):	
Email:		Phone:	

2. COURSE INFORMATION (student and honours-approved course instructor/faculty supervisor complete)

Honours-Approved Course:	MGT __ __ __ __	Section:		Instructor/Supervisor Name (please print):	
Semester:	Fall 2 0 __ __ ○ Spring 2 0 __ __ ○ Summer 2 0 __ __				
Research Topic:					
Student Signature:				Date:	
Instructor/Supervisor Signature:				Date:	

3. ELIGIBILITY (advisor completes)

Which component (see also *Honours Component I* form) is within the student's major?	○ MGT 4895 ○ MGT 4896	Credit Hrs: (must be >= 60)	
Advisor Signature:		Date:	

4. MGT 4896 REGISTRATION (AAG advisor completes)

MGT 4896 Section: (NOTE: each student + supervisor section must be unique)		CRN:	
AAG Advisor Signature:		Add/drop to ROSS Date:	

HONOURS COMPONENT I REGISTRATION

University of Lethbridge
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PROCEDURES

1. Ensure your calendar year is 14/15 or later and you have completed 60 or more credit hours.
2. Complete part 1 of this form.
3. Find a faculty supervisor to oversee your research in an honours-approved course. In conjunction with the faculty supervisor, complete part 2 of this form.
4. Bring your completed forms to **meet with an advisor well before the add/drop deadline.**

1. STUDENT INFORMATION (student completes)

Name (please print):		ID #:	
Program:		Calendar Year: (must be >=14/15)	
Major(s):		Minor(s):	
Email:		Phone:	

2. COURSE INFORMATION (student and honours-approved course instructor/faculty supervisor complete)

Honours-Approved Course:	MGT __ __ __ __	Section:		Instructor/Supervisor Name (please print):	
Semester:	Fall 2 0__ __ ○ Spring 2 0__ __ ○ Summer 2 0 __ __				
Research Topic:					
Student Signature:				Date:	
Instructor/Supervisor Signature:				Date:	

3. ELIGIBILITY (advisor completes)

Is this the major-related course?	○ Yes ○ No	Credit Hrs: (must be >= 60)	
Advisor Signature:		Date:	

4. MGT 4895 REGISTRATION (AAG advisor completes)

MGT 4895 Section: (NOTE: each student + supervisor section must be unique)		CRN:	
AAG Advisor Signature:		Add/drop to ROSS Date:	

HONOURS INTENT FOR COMPLETION

This document should be completed in pencil as a planning tool by both the student and advisor.
It is a work-in-progress and can be updated and revised as the degree progresses toward completion.

STUDENT INFORMATION

Name (please print):		ID #:	
Program:		Calendar Year: (must be >=14/15)	
Major(s):		Minor(s):	

ENRICHMENT EXPERIENCE

Enrichment Experience (Only 1 option required below, but several can be filled in for consideration)	Expected semester(s) of completion
MGT 3002 (Co-op)	Fall 2 0 __ __ Spring 2 0 __ __ Summer 2 0 __ __
MGT 3091/3092 (IME)	Fall 2 0__ __ Spring 2 0 __ __ Summer 2 0 __ __
Full Semester Exchange	Fall 2 0 __ __ Spring 2 0 __ __ Summer 2 0 __ __
Two of: MGT 3980, 3990, 4640, 4980, 4990 MGT __ __ __ __	Fall 2 0 __ __ Spring 2 0 __ __ Summer 2 0 __ __
MGT __ __ __ __	Fall 2 0 __ __ Spring 2 0 __ __ Summer 2 0 __ __

HONOURS COMPONENTS

Honours-approved course (only 1 course is required for each component, but several can be filled in for consideration) + Honours Component (One honours-approved course must be within student's major)	Expected semester of completion
MGT_____+ MGT 4895	Fall 2 0 __ __ Spring 2 0 __ __ Summer 2 0 __ __
MGT_____+ MGT 4896	Fall 2 0 __ __ Spring 2 0 __ __ Summer 2 0 __ __

UNDERGRADUATE THESIS

Undergrad Thesis Course	Expected semester(s) of completion (Recommended over two semesters)
MGT 4995	Fall 2 0 __ __ Spring 2 0 __ __ Summer 2 0 __ __

REVISIONS

Advisor Initials:		Date:		Advisor Initials:		Date:	
Advisor Initials:		Date:		Advisor Initials:		Date:	
Advisor Initials:		Date:		Advisor Initials:		Date:	