

Appendix A: Application Form

HONORS THESIS APPLICATION FOR ENROLLMENT INTO 691H

Instructions: Please submit this form and the required attachments (your transcript and research plan) to the Public Policy Students Services Officer by **April 1 (rising seniors only)**. We prefer that you submit your documents electronically, but hard copies are also acceptable.

Name (First, Middle, Last): _____

Email: _____ Phone: _____

PID: _____ Expected date of graduation: _____

Primary Major: _____

Additional Major(s) or Minor(s): _____

Field Concentration in Public Policy: _____

1.0 Completion of Core Public Policy Courses: Enrollment in PLCY 691H requires completion of PLCY 460, PLCY 581 and at least 2 additional core public policy course. Please check each of the courses you have completed and attach an unofficial copy of your transcript that shows the grades you've received in each course.

Both Core Required:

1 PLCY 460 Research Design Grade: _____ Semester taken: _____

1 PLCY 581 Quantitative Analysis Grade: _____ Semester taken: _____

At least 2 of the Following Core Required:

1 PLCY 210 Policy Innovation and Analysis Grade: _____ Semester taken: _____

1 PLCY 220 Politics Grade: _____ Semester taken: _____

1 PLCY 340 Justice Grade: _____ Semester taken: _____

1 PLCY 310/ECON 410 Microeconomics Grade: _____ Semester taken: _____

Current Core Public Policy GPA¹: _____ (3.5 GPA minimum required)

Current Overall GPA: _____ (3.3 GPA minimum required)

¹ To convert letter grades to GPA, use the following: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0 (see <https://registrar.unc.edu/academic-services/grades/how-to-calculate-your-grade-point-average/>).

2.0 Research Plan: Please attach a brief research plan with answers to the questions below. Your answers should be well written, clear, and include specific responses to the following questions:

- 2.1 **Personal Statement:** How will completing the honors thesis process help you achieve academic, personal, or professional goals? (150 words or less)
- 2.2 **Policy Topic:** Describe the policy and research context surrounding the general policy topic in which you are interested. (150 words or less)
- 2.3 **Specific Aims:** What is your research question? (150 words or less)
- 2.4 **Significance:** What makes your research question important? How will your research contribute new information with policy implications? (150 words or less)
- 2.5 **Data:** What data will you use to answer your research question? If primary data, describe a clear plan for data collection. If secondary data, describe in detail the source(s) and variables you will. (200 words or less)

3.0 Human Research Ethics Training

Nearly all thesis research (even research using secondary data) requires that students complete human subjects training. To complete human subjects training, please go to <https://research.unc.edu/human-research-ethics/getting-started/training/#CITICOURSE>.

Have you completed UNC's Human Research Ethics Training?

- 1 YES. Please attach a copy of your certification. To print out a copy, go to https://acap.research.unc.edu/research_training/?event=administration.certificates.ppt&CertSelectTraining.
- 1 NO. Please complete your training and provide a copy of your certification to the Student Services Officer by **September 1**.

4.0 IRB Approval

Some research involving secondary data analysis and most research involving primary data collection requires IRB approval. Read the Review Process Overview (<https://research.unc.edu/human-research-ethics/getting-started/submission-instructions/>) as well as the information on student research (<https://ohresop.web.unc.edu/files/2018/04/APPENDIX-C-Guidance-for-Student-Research-and-Class-Projects.pdf>). You **must** receive IRB approval or exemption before beginning data collection.

Have you already received IRB approval or exemption?

- 1 YES. Please attach a copy of your IRB approval or exemption letter.
- 1 NO. NO. I understand that I must receive IRB approval or exemption before beginning data collection, and I have spoken to my advisor about the IRB process. If you have not yet received IRB approval, please provide the Student Services Officer with a copy of your IRB approval or exemption by **October 15. Students without IRB approval of their projects may not continue into PLCY 692H.**

5.0 Student Acknowledgements

- Completing an honors thesis requires significant dedication over at least a 12-month period. Students preparing a senior thesis should expect to spend 15-20 hours per week developing their thesis. Therefore, some students may choose to reduce their course load and engagement in other extracurricular activities, especially in the Spring of their senior year.
- The completion of a senior thesis is necessary but not sufficient for graduation with honors. Students must maintain at least a 3.3 overall GPA and a 3.5 GPA in their core public policy courses; the student’s advisor must recommend the senior thesis for honors; and, based on the students’ overall record, the faculty of UNC Public Policy must vote to confer honors or highest honors.
- Students graduating in May must defend their thesis by the end of March. To allow time for review, a final draft should be submitted to your thesis advisor and second reader two weeks prior to your defense. Students will submit the final version of their thesis electronically via the Carolina Digital Repository by the last day of class.

I, _____, have read and understand these acknowledgements.

Student’s Signature

Date

6.0 Faculty Advisor Recommendation

Proposed Thesis Advisor: _____

Please provide your proposed advisor with a copy of this application and your research plan. In addition, please ask him/her to complete the recommendation form below. If you need assistance identifying an advisor please speak with the Director of Undergraduate Studies.

7.0 Director of Honors Program/DUS Approval: _____
Signature and Date

**UNC PUBLIC POLICY
HONORS THESIS ADVISOR RECOMMENDATION FORM**

Student's Name: _____

Advisor's Name: _____

Instructions: The student named above has requested your supervision of their honors thesis. The honors thesis requires a 9-12 month commitment to work with the student and meet on a regular basis during the Fall and Spring semesters of their Senior year. During the Fall and Spring semesters, the student will enroll in an independent honors research study with you (PLCY 691H and 692H). Prior to enrolling in 692H, students are expected to have completed a research proposal, obtained Institutional Review Board (IRB) approval or exemption for their research proposals, and drafted the first three chapters of their proposed thesis. These chapters describe the aims of the research, summarize its significance to the field, and critique the relevant literature. To complete a thesis, students must be highly motivated with a strong capacity to work independently and meet deadlines. In addition, completion of a thesis requires excellent analytic and writing skills. Students who are not fully prepared to complete a thesis should be directed to enroll in PLCY 698.

How strongly do you recommend this student for participation in the honors thesis sequence (circle one)?

Strongly
Recommend

Recommend

Weakly
Recommend

Do Not
Recommend

Please review a copy of the student's research plan and provide a brief assessment of the student relative to others in Public Policy. In your review, consider the student's:
(1) Intellectual ability, (2) Motivation, (3) Imagination and creativity, (4) Ability in oral expression, (5) Writing ability, (6) Research aptitude, and (7) Attention to detail.

