

Anthropology Program Anth 400 Thesis Contract

Student's name:	E-mail:	Tel:
Thesis advisor's name:	E-mail:	Tel:
Second reader's name:	E-mail:	Tel:

Projected title of the thesis:

Responsibilities of the thesis advisor:

Normally, the thesis advisor will meet with this student and the other thesis students they are supervising once a week _____ from _____. The thesis advisor will also be available to the student for other consultations on a one-to-one basis when deemed necessary by the thesis advisor. The thesis advisor will, to the best of their ability given other University responsibilities, read and comment on the student's work in a timely fashion (normally, within a week of receiving a document). The thesis advisor will not be responsible for making research contacts for the student, but will advise the student on such aspects of the project as content, theory, relevant academic literature, methodology, analysis and writing style. The thesis advisor will provide the student with editorial feedback, but will not be responsible for closely copy-editing the student's text once suggestions have been made. The thesis advisor is responsible for assigning a grade for Anth 400 based on an evaluation of: (1) the student's overall performance in research throughout the project; (2) the final thesis; and (3) the oral presentation. The grade assigned by the thesis supervisor will be worth 80% of the student's final grade in Anth 400. The other 20% of the grade will be assigned by the second reader.

Responsibilities of the second reader: The second reader will be available for consultation with the student when the student needs guidance with specific parts of the project. Normally, these would relate to substantive content, but could include theory or methodology. The second reader, therefore, acts as a resource person for the student. The number of consultations would not normally exceed once or twice a term. Normally, the second reader will receive a copy of the thesis proposal, the first draft of the thesis and the final draft of the thesis. The second reader is responsible for contacting the student with any comments, suggestions or changes within a reasonable time (usually one week) after the receipt of these documents. They will read the final thesis and suggest a grade to the thesis advisor. This grade will be worth 20% of the student's final grade. The second reader is responsible for sending their grade for the student to the thesis advisor in a timely fashion so that a grade can be assigned for Anth 400. The second reader may choose to attend the student's thesis presentation but is not obliged to do so.

Responsibilities of the student: The student is responsible for researching and writing the thesis. Normally, the student will meet with the thesis advisor once a week on _____ from _____. The student will do their best to electronically send to the thesis advisor, by _____, any written work they would like to discuss at the meeting. The student is responsible for asking for further consultations with the thesis advisor when necessary. The student is also responsible for meeting with the thesis advisor if the thesis advisor requests a meeting. The student is responsible for seriously considering and using recommendations made by the thesis advisor in the writing of the final thesis.

The student is responsible for following the schedule agreed on by the student and the thesis advisor for completion of the thesis project. The student is also responsible for following the Department schedule for thesis completion and attending the monthly meetings of thesis students arranged by the Department.

The student recognized that the thesis advisor and the second reader have multiple obligations that limit their ability to respond immediately to a student's work. It is the student's responsibility, therefore, to discuss work schedules and deadlines with their thesis advisor and second reader. Students must give their advisor/second reader adequate time (usually one week) to evaluate their work to ensure that deadlines are met.

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The student recognizes that, if they do not follow the schedule, meet deadlines set by the thesis supervisor, attend meetings (or inform the thesis advisor of reasons for absences), seriously take into consideration and use the thesis advisor's recommendations for the final thesis or does work that is deemed by the thesis advisor to be worth less than 70%, the thesis advisor will give them a written warning that the thesis project may be terminated. This warning will be cc'd to the second reader, the Department student liaison officer and the Department Chair. If the student's performance continues to be substandard, the thesis advisor will request the Chair to change the student's status. The student may be placed in an advanced major or major program (in this case Anth 400 will be changed to Anth 499). Students who receive 50% or lower in Anth 400 fail the course. For a student planning to graduate at the end of the academic year, a failure in Anth 400 may mean that the student will not graduate.

The student understands that they will follow the ethical procedures for research outlined in the ethics document approved by the Program. They understand that they must read and abide by the University Academic Integrity Policy (<http://www.mystfx.ca/services/registrar/academic-integrity-document.pdf>). The student also understands that, usually, the thesis will be between 40 and 80 pages in length, including bibliography, figures and illustrations and that they will use double-spaced, 12 point, Times New Roman font, left-justified with margins of 1 inch at the top and bottom and 1.5 inches on the left and right margins. They will follow the bibliographic style of the journal *American Anthropologist*, but will use Canadian spelling conventions.

Timetable for thesis work and completion:

- Weekly meetings at _____.
- First written draft of thesis proposal with completed ethics form attached due on _____—this will be sent to the second reader
- Thesis proposal presentation to the Department on _____.
- Completed first written draft of entire thesis handed in to thesis supervisor on _____.
- First revised written draft of entire thesis due on _____— this draft will be sent to the second reader
- Completed thesis submitted to thesis supervisor and second reader on _____.
- Student Research Day poster presentation _____.
- Final presentation of the thesis to the Department on _____.
- On _____ the student will give to the Department through the Department administrative assistant (Ms. Bonnie McIsaac or Ms. Robin Campbell).
 - Three copies of the thesis with any editorial changes suggested by the thesis advisor and second reader incorporated;
 - Three completed signature pages

Signature of student

Date

Signature of thesis advisor

Date

Signature of second reader

Date