Senior Thesis/Senior Honors Thesis Proposal Form for Molecular Biology

The research project for the Senior Thesis or Senior Honors Thesis in Molecular Biology requires approval of the supervising thesis advisor and your Molecular Biology undergraduate student services coordinator in advance of beginning the project. To request approval, please submit one (1) copy of your research proposal, along with this completed form (pages 1-2), to the Molecular Biology undergraduate student services coordinator as soon as possible after selecting a laboratory and identifying a project. **The final deadline to submit the proposal and this form is the end of the second week of classes for the semester in which the thesis work is to be initiated.**

Be sure to read through the attached thesis guidelines and note that your **final thesis is due to the Molecular Biology student services coordinator no later than three weeks before the last day of classes of the semester in which you are to complete your thesis**.

STUDENT INFORMATION:

Name:_____ **Student ID:**_____

Email (@wisc):_____**Phone:**_____

THESIS ADVISOR INFORMATION:

Name:_____ **Email (@wisc):**_____

Lab/Department:_____

Phone:_____

THESIS PROJECT INFORMATION:

Proposed Title of Thesis Project:

_____

Semesters & Year in which thesis work will be conducted:_____

Circle one that applies: Senior Thesis (691/692) or Senior Honors Thesis (681/682)

I have received a grant from the Letters & Science Honors Program: Yes [ ] No [ ]

PROPOSAL APPROVAL

The attached thesis proposal has been read and approved by me, the **supervising thesis advisor.**

Signature:_____ Date: _____

The attached thesis proposal has been read and approved by me, the Molecular Biology **undergraduate student services coordinator**.

Signature:_____ Date: _____

Attach thesis proposal (1 copy): Proposal should describe proposed research, including (a) experimental plan, (b) methods and procedures to be used, (c) expected results, and (d) significance of the work. Be sure to include relevant literature citations as appropriate. Proposal should not exceed 2 or 3 pages to which you may append graphs or tables if desired.

THESIS GUIDELINES

1. **Cover Sheet.** The cover sheet should include, (a) the thesis title, (b) your name, (c) your thesis advisor's name, (d) your thesis advisor's department, (e) the date, and (f) your thesis advisor's signature with the statement, "I have supervised this work, read this thesis, and certify that it has my approval"

2. **Introduction and Literature Review.** This section is intended to provide a short introduction to the questions addressed in your thesis, including a review of the relevant literature. The literature review need not be extensive, but it should summarize the status of the field at the same time the project was undertaken. This section should conclude with a clear, concise statement of the hypothesis to be tested or the questions to be answered.

3. **Materials and Methods.** In this section, the materials (usually biological and/or chemical) used in your experiments should be reported and all techniques should be described. If a technique has been used essentially as reported in the literature, you can reference it without further description, but you should note any significant modifications of the original report. Methods should be reported in sufficient detail to allow an interested colleague to reproduce the experiments, if desired.

4. **Results.** The purpose of this section is to describe your major experimental findings, which are usually summarized in the form of tables or figures. Tables and figures should be numbered consecutively, with each on a separate page. They may be inserted into the text as needed (usually as the page immediately following the text page on which a given table or figure is first mentioned) or collected together at the end of the thesis.

5. **Discussions and Conclusions.** This section is intended to provide a discussion, interpretation, and summary of your findings. The conclusions that can be drawn from the data should be stated clearly and defended concisely. It is often appropriate to discuss your results in light of the findings of other investigators, particularly if your conclusions appear to be in conflict with those of others.

6. **References.** All references cited in the text should be collected together in a bibliographic listing at the end of the thesis. You should use a consistent format for all references. References may be cited in the text by number (in parenthesis or as superscripts) and listed in order of citation on the references page. Alternatively, you can cite in references by name and list them alphabetically on the references page. In the latter case, papers with one or two authors are usually cited in the text by name(s) and year (i.e. Smith and Kuba, 1999) whereas papers with three or more authors are usually cited as "first author, et al., year" (i.e. Smith, et al., 1999).

7. **Other Sections.** It is helpful to include a short (one-page) abstract or summary and a table of contents at the beginning of your thesis. You may also wish to include a page of acknowledgements to express your appreciation to those who were especially helpful to you in your work.

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8. **Appendices.** Experimental details or findings that are only tangentially relevant to the thesis may be included in appendices, if it seems desirable to preserve a record of the information.

Final Thesis Submission

Upon receiving your thesis advisor's approval for the finished thesis, submit the thesis as an email attachment to **molecularbiomajor@ls.wisc.edu.** The final deadline to submit the thesis is THREE WEEKS BEFORE THE LAST DAY OF CLASSES OF THAT SEMESTER.

The Molecular Biology major chairperson, as well as a Molecular Biology major faculty advisor chosen based on area of expertise will review the thesis. Upon approval, your thesis advisor will be contacted to provide a final grade for both semesters of the thesis course (i.e. 691/692 or 681/682).

If you anticipate needing additional time to complete the work, you must discuss this with your thesis advisor and have him/her inform the Molecular Biology undergraduate student services coordinator (See Molecular Biology major website for contact information). You will receive a grade of 'incomplete' if thesis is not submitted and graded by grade submission deadline. If you are graduating and need the 6 credits for graduation, you will not officially graduate until the thesis is reviewed and the 'incomplete' is removed.

If you do choose to take an 'incomplete', your final thesis must be submitted to the Molecular Biology undergraduate student services coordinator no later than the end of the first week of the next semester for which you register. If you need an extension past this deadline, you must request an extended incomplete from your thesis advisor AND have your thesis advisor contact the Molecular Biology undergraduate student services coordinator. Failing to do this will result in the 'incomplete' lapsing into an F.