

INTEGRATED SCIENCE INSTITUTE  
HONOURS PROJECT: INSC 4908 [1.0]

Student Name: \_\_\_\_\_ Signature \_\_\_\_\_

Student I.D.: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Signature \_\_\_\_\_

Supervisor's Email Address: \_\_\_\_\_

Student's Email Address: \_\_\_\_\_

Honours Project Title: \_\_\_\_\_

Project description:

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GUIDELINES AND PROCEDURES

THE STUDENT:

1. Accepts the responsibility of finding a supervisor suitable and willing to undertake a project that is acceptable in the student's ISI program. The director of ISI or the ISI project coordinator must approve the project before the agreement between the student and the supervisor is considered final.
2. Accepts responsibility of working under the supervision of the supervisor, completing the project, and submitting and defending the thesis.
3. Must submit monthly progress reports to the Director of ISI or the ISI project coordinator. Such reports are due on the first of the month (and should be submitted electronically, with the subject heading INSC 4908 progress report). The reports may vary in length from a brief paragraph to a page, depending on the nature of the project, and on whether there have been any difficulties encountered.
4. Is responsible for communicating any difficulties or concerns to the project supervisor as soon as they arise. If the matter is not resolved to the student's satisfaction, the student is responsible for informing the director of ISI or to the ISI project coordinator of these concerns.
5. Checks his or her official Carleton University email account regularly this is how we communicate all important information
6. Submits an electronic copy of the thesis to the ISI project coordinator after the final corrections have been entered.

THE SUPERVISOR:

1. Accepts the responsibility of supervising the student, and maintaining regular personal communication with the student. The supervisor should inform the student in advance of the expected method and frequency of such personal communication, and inform the student, in advance if possible, if and when this changes.
2. Agrees to arrange for a second examiner for the student's oral defense or a second examiner to attend the Faculty of Science poster session.

The INSC 4908 Honours Project is an experimental project, expected to contribute some new information or knowledge to the field of study. Upon completion of the project, the student must submit and defend an honours thesis. This defense can take one of two forms - either is an oral defense in front of a committee or one-on-one examination during the annual Faculty of Science Spring Poster Session.

**Oral Defense:** The committee for the oral defense will consist of the supervisor, a second examiner (chosen and invited by the supervisor), and the Director of ISI or the ISI project coordinator. The student will arrange a date for the defense, and will, with the help of the Director of ISI or the ISI project coordinator, arrange for a room, and all AV equipment necessary. Copies of the thesis are to be submitted to the members of the committee at least 5 days prior to the defense. The student is expected to present a short (20 minute) overview of the study and answer suitable questions on the project

**Poster Defense:** If the student and the supervisor choose to defend the thesis during the annual Faculty of Science Spring Poster Session, the student is responsible for preparing and defending a poster during this session the student will be examined at the poster session by the supervisor and a second examiner (chosen and invited by the supervisor).

The Integrated Science Institute depends on, and is grateful for, the outside supervision of its students. It is of utmost importance that the lines of communication are kept open between the institute and the supervisors. The project undertaken should benefit both the student and the supervisor; it is therefore very important that the supervisor contact the Director of ISI or the ISI project coordinator immediately if any difficulties arise with the project or the student that cannot be resolved between the parties to the satisfaction of both.