

SCHC Thesis Director Contract

This form must be completed by the Thesis Director and NOT by the student. Upon completion, this form should be uploaded by the student to the SCHC website using the [Thesis Director Contract Submission](#) page.

By committing to serve as a Thesis Director, you agree to:

- Refer to the [SCHC Thesis Guide](#) to assist the student in researching and writing senior thesis and meeting SCHC deadlines.
- Communicate and meet with the student on a regular basis.
- Work with the student to establish shared expectations and an appropriate timeline for completion of thesis research and writing.
- Serve as instructor of record for SCHC 499 (or approved major equivalent thesis course) with responsibility for issuing a letter grade in both the fall and spring semesters (typically 1 credit hour in the fall and 2 credit hours in the spring), based on thesis research, writing, and defense.
- Ensure the thesis complies with all University of South Carolina and Office of Research Compliance policies and regulations (see below).

IRB Policy for Undergraduate Research:

IRB review is no longer required under [UofSC's policy for undergraduate research](#). Faculty who advise undergraduates involved in a research experience are responsible for ensuring that students understand and abide by ethical obligations in carrying out their projects. The IRB recommends that, at a minimum, students complete the training modules available through [CITI](#). Additionally, instructors are responsible for reviewing student projects to ensure that the methods and procedures are ethical and appropriate. This includes monitoring student activities during the conduct of the project to ensure that the rights and welfare of participants are adequately protected.

SCHC Student First and Last Name (print)

Thesis Director First and Last Name (print)

Thesis Director Signature

Date

Thesis Director UofSC email

Campus Position Professor Associate Professor Assistant Professor
 Clinical Associate Professor Clinical Assistant Professor Other : _____

Please note, approval to serve as a Thesis Director is granted for faculty members in Instructor or Adjunct roles on a case by case basis by the SCHC Deans, contingent upon a review of the faculty member's CV and current research. If "Other" is selected, you may be contacted by SCHC for additional information. Questions should be directed to Dr. Kay Banks at bankshk@mailbox.sc.edu.