

Communication between Student, Faculty Advisor, and Site Sponsor during Applied Thesis Project

Three-Way Communication between Student, Site Sponsor, and Faculty Advisor

- All three people have a face-to-face meeting before the **Applied Thesis Agreement** is finalized, to discuss the project and work out issues (in cases of geographic distance, a teleconference is acceptable)
- The student prepares a proposal and gives it to the faculty advisor and the site sponsor. They offer feedback to the student in a timely manner. If necessary, the student revises the proposal until both the faculty advisor and site sponsor are satisfied with it. The proposal should follow the **Applied Thesis Proposal Format**.
- All three people sign an **Applied Thesis Agreement** that states their acceptance of the proposal. The Agreement and proposal are placed in the student's file in the department.
- Site sponsor completes a written in-progress evaluation of student halfway through the applied thesis project and gives it to faculty advisor and student. The evaluation form is available from <http://anthropology.unt.edu/graduate/forms-current-students>.
- Site sponsor completes a written final evaluation of student after completion of the client deliverables and gives it to faculty advisor and student. The evaluation form is available from <http://anthropology.unt.edu/graduate/forms-current-students>.

Communication between Student and Faculty Advisor

- Student regularly communicates with faculty advisor, providing information about the progress of the project and talking over issues as they arise
- Faculty advisor provides guidance for student in areas such as
 - How to design a project that is feasible and attentive to the client's needs
 - How to manage the client relationship
 - How to prepare the deliverables for the site sponsor

Communication between Student and Site Sponsor

- Student regularly communicates with site sponsor, providing information about the progress of the project and talking over issues as they arise
- Site sponsor helps student in areas such as
 - Arranging access to relevant parts of the organization, personnel, or records
 - Advice on how to operate effectively within the culture of the organization
 - Feedback on student's progress in project

Communication between Faculty Advisor and Site Sponsor

- Faculty advisor and site sponsor communicate on an as-needed basis during the applied thesis project.