Welcome Seniors

Writing a Senior Thesis

- Research paper should be between 35-50 pages in length of text, double spaced (in addition to title page, bibliography, appendices, etc.)
- Two quarters of independent research, culminating in the production of the senior thesis.
- This brochure contains: timeline, resources, and tips.
- Consult the department’s website under the “Senior Thesis” tab for the most complete and updated information.

Resources

<table>
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<tr>
<th>Questions about:</th>
<th>Resource</th>
<th>Contact Info</th>
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<tbody>
<tr>
<td>Enrollment</td>
<td>Global Studies Advising Office, 10274 and 10270 Bunche Hall (10th floor)</td>
<td>Tel: 310-825-5187 Email: <a href="mailto:idps@international.ucla.edu">idps@international.ucla.edu</a></td>
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<td>Honors Credit</td>
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<td>Senior Thesis Award</td>
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<td>Paper Content</td>
<td>Faculty Advisor</td>
<td>See “Interacting with Advisor”</td>
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<td>Research Assistance</td>
<td>Subject Librarian, Joseph Yue</td>
<td>Tel: 310-825-6151 Email: <a href="mailto:joseph.yue@library.ucla.edu">joseph.yue@library.ucla.edu</a></td>
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Research & Writing Assistance

- Powell Library Inquiry Labs
  (220 Powell Library)
- CPO Writing Success Program
  (105 Student Activities Center)
- Undergraduate Writing Center
  (Multiple locations)
  http://www.wp.ucla.edu/index.php/home
- Undergraduate Research Center (A334 Murphy Hall)
  http://www.ugeducation.ucla.edu/urhass/

To Access Sample Papers:

You can also access outstanding theses projects submitted by past students by visiting the 'Senior Thesis' tab on the department website, clicking on “Senior Thesis Award,” and then “Outstanding Global Studies Theses.”
## Thesis Timeline

### FALL

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<th>TOPIC:</th>
<th>Select research topic and develop preliminary proposal</th>
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<tr>
<td>ADVISOR:</td>
<td>Discuss proposal with Glbl St 194 Instructor</td>
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<td>ADVISOR:</td>
<td>Identify and meet with potential faculty advisors whose research interests match your own</td>
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<tr>
<td>ADVISOR:</td>
<td>Secure a Faculty Advisor (must be in residence at UCLA for Winter and Spring) and have him/her sign Faculty Advisor Responsibilities sheet</td>
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| ENROLL: | Submit signed Glbl St 199A Course Contract AND signed Faculty Advisor Responsibilities sheet to the Glbl Studies Advising Office by Wed Finals Week of Fall Quarter. Submit proposal and outline to Glbl St 194 Instr by the same deadline |

### WINTER

| ADVISOR: | Meet with faculty advisor weekly to refine research and review progress. |
| DRAFT: | Develop draft of thesis (25-30 pages including brief introduction, |
| ENROLL: | Submit signed Glbl St 199B Course Contract AND draft of thesis by Week 1 of Spring. |

### SPRING

| ADVISOR: | Continue working with the Faculty Advisor to write thesis |
| ADVISOR: | Confirm preferred formatting style (MLA, APA, Chicago) of final version |
| THESIS: | Submit first draft no later than week 9 and final hard copy of senior thesis to Faculty Advisor for grading (35-50 pages of text excluding title page, bibliography, appendices etc.) by or before Friday of Week 10 (confirm deadline with Faculty Advisor) |
| PROFILE: | Create a UCLA ONE profile, and include your thesis topic. |
| OPTIONAL: | Apply for Senior Thesis Award. |
| | Seek out opportunities to Present and Publish your thesis. |

### NOTE: Final thesis must be submitted to instructor only. The advising office does not collect final theses.
Finding an Advisor

Narrow down your topic to issue and place. Think about world issues you are interested in, places you have visited, family background.

Use the UCLA department homepages to find faculty that specializes on relevant subjects either thematically or regionally (or both). For example, if interested in Public Health issues in West Africa, visit the Public Health and African Studies websites to find potential mentors.

Email the faculty you are interested in and request a meeting. Be clear and respectful.

For the meeting, be prepared to discuss what you want to research and why you want to work with them. If they agree to work with you, fantastic. If not, be respectful of their decision but consider asking if they know anyone who would be a good fit for you and your project.

Did you know?

- Your advisor doesn’t need to teach Global Studies! They can come from any department.
- It is best to approach a professor you have worked with before, but not necessary.

Interacting with Your Advisor

Be prepared, be prompt, and maintain a professional attitude. Be punctual, well-organized, ready to give a brief update on recent progress, and to propose an agenda for the conversation today. Schedule weekly meetings and expectations for the quarter on the first meeting.

Don’t be afraid to ask Your mentor wants to help you and yes, but they don’t always know what you want if you don’t come right out and say it!

Take notes Keep a notebook to jot down ideas during the session and in between sessions. Capture the commitments that you made to your mentor so that you will be able to follow-up appropriately.

Follow-up on agreements If you’ve committed to take action, make sure that you do so. It is discouraging for the advisor if you have made commitments that you do not act upon. You can also help the mentor to keep his commitments by sending a brief thank you note after a session that also list any agreed upon actions from either of you.

Say “Thank you”! Remember to say thank you and give appreciation for specific insights that have helped you. This information will let your mentor know more about what you value and how she is making a difference for you.
Creating The Contract

Access contract
- Login to MyUCLA
- Select "Contract Course" Link
- Select Winter /SpringTerm
- Select Directed Research (199)
- Select Global Studies and then Global Studies (199A/B)

Complete contract
- Provide a short description of research project
  - Add: "The Faculty Advisor will be in residence at UCLA and will be available to meet in person regularly to discuss progress on the thesis"  
  - For GS199A, add: "At the completion of the term, I will produce a 25-30 page draft of the thesis"  
  - For GS199B, add: "At the completion of the term, I will produce a 35-50 page thesis"

Print and obtain signatures
- Ask Faculty Sponsor AND GS 194 Instructor to sign contract For Department Chair's signature, leave blank.  
- Ask Faculty Sponsor to sign Faculty Advisor Responsibilities Sheet and give them an unsigned copy for his/her records

Enrollment
- For GS 199A: Submit signed Course Contract (GS 194 Instructor and Faculty Advisor) AND Faculty Advisor Responsibilities document AND 15 page outline to Global Studies Office for enrollment processing by Week 1 of Winter Quarter  
- For GS 199B: Submit signed Course Contract AND 25-30 page draft of thesis to office by Week 1 of Spring Quarter  
- Check studylist to verify enrollment to avoid late adds

Awards & Honors

Global Studies Senior Thesis Award
Eligibility:
- Global Studies Majors who have completed their senior thesis (Glbl St 199B) during this academic year.
- The award is for $500.00 and will be given to a Global Studies major who shows exceptional scholarship in the production of their senior thesis (Glbl St 199B).
- For more information, visit the department website.

Departmental Honors
Automatically awarded upon graduation if criteria is met. No application is necessary.

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<th></th>
<th>Honors</th>
<th>Highest Honors</th>
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<tr>
<td>Major Requirements</td>
<td>Complete all</td>
<td>Complete all</td>
</tr>
<tr>
<td>Overall GPA</td>
<td>3.25</td>
<td>3.5</td>
</tr>
<tr>
<td>Major GPA</td>
<td>3.5</td>
<td>3.75</td>
</tr>
<tr>
<td>Thesis Grade</td>
<td>At least A-</td>
<td>At least A</td>
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ENROLLING:

How do I enroll in 199A and 199B?

You need to create a contract via My.UCLA to have signed by your advisor and submit it to the Glbl St Advising Office no later than Wednesday of Finals Week (of Fall Quarter and Winter Quarter). *Additional documents are also required, please see “Creating the Contract” section on this booklet for more.

Can I enroll in 199A or 199B via UCLA extension?

Yes, unless you are an International Student. For more detailed instructions on how to do so please email the Global Studies Advising Office. Note that there are college restrictions on Dual Enrollment and no more than 10 of the last units taken before graduating can be taken through extension.

FACULTY ADVISOR

Can my mentor be a lecturer or visitor instructor?

Yes, potential advisors can be selected from the Global Studies Faculty Roster (select the “Faculty” link from the Global Studies homepage) but other UCLA faculty members may be suitable, as long as they are willing to support the student’s research interests.

Does my mentor have to be on campus during the quarters he/she will be guiding me?

Yes, faculty advisors must be in residence at UCLA, during the two-quarter Glbl St 199A/199B sequence (Winter and Spring Quarters).

THESIS SUBMISSION

What is the deadline to submit my final thesis?

Unless otherwise specified by your faculty advisor, the last day to submit a final copy of the thesis to your advisor is Friday of the 10th week of Spring Quarter. Your faculty advisor may be willing to accept a final copy during Finals Week, instead, so please do confirm the deadline with him/her. *Note that that the deadline for submitting the senior thesis for consideration for the Global Studies Senior Thesis Award is earlier than the above date. Refer to the Global Studies website for the deadline.

Where do I submit my final thesis?

Your faculty advisor will be responsible for assigning you a grade for Glbl St 199B, which will signify the completion of your thesis. If you have an online portfolio, you are highly encouraged to post your senior thesis there, and include the link on your UCLA ONE profile.

The advising office does not collect theses from students.