Welcome Seniors!

5 important things to know

1. Final Thesis should be **35-50 pages** in length of text, double spaced (in addition to title page, bibliography, appendices, etc.)
2. Two quarters of independent research
3. Thesis must have a **globalization related topic** as the focal point
4. Advisor may come from **ANY department**. Seniors must secure an advisor by **Week 2 of Fall Quarter**.
5. Visit our website under: **“Senior Thesis” tab** for the most complete and updated information.

Sample Theses
Available under “Senior Thesis” tab on our website. Click on “Outstanding Global Studies Theses.”

<table>
<thead>
<tr>
<th>Answers</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) Tel: 310-825-5187 <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 See “Interacting with Advisor”</td>
</tr>
<tr>
<td>Research Assistance</td>
<td>Subject Librarian, Joseph Yue Tel: 310-825-6151 <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
238 Powell Library
[https://www.library.ucla.edu/support/research-help](https://www.library.ucla.edu/support/research-help)

CPO Writing Success Program
Student Activities Center Suite 105G

Undergraduate Writing Center
Multiple locations
[https://wp.ucla.edu/wc/hours-location/](https://wp.ucla.edu/wc/hours-location/)

Undergraduate Research Center
A334 Murphy Hall
[http://www.ugeducation.ucla.edu/urhass/](http://www.ugeducation.ucla.edu/urhass/)
**Thesis Timeline**

**SPRING/SUMMER (Jr Year)**

**TOPIC:** Narrow down your topic before you approach faculty. For help, talk to the Global Studies Subject Librarian, or visit the Undergraduate Research Center.

**ADVISOR:** Identify and meet with potential faculty advisors. It is crucial that you identify at least one potential advisor who is able to work with you by the end of summer.

**FALL**

**WEEK 1** Finalize research topic and develop preliminary proposal.

**WEEK 2** Secure a faculty advisor (must be in residence at UCLA for Winter and Spring). Have them sign the Faculty Advisor Responsibilities Form and Glbl St 199A Course Contract.

**Finals Week** Submit signed Glbl St 199A Course Contract AND signed Faculty Advisor Responsibilities Form to the Global Studies Advising Office by Friday of Finals Week of Fall. Submit Annotated Bibliography to the Glbl St 194 instructor by the same deadline.

**WINTER**

**WEEKLY** Meet with faculty advisor weekly to refine research and review progress.

**Finals Week** Submit draft of thesis (20-30 pages including brief introduction)

Submit signed Glbl St 199B Course Contract to the Global Studies Advising Office by Friday of Finals Week of Winter.

**SPRING**

**WEEKLY** Meet with faculty advisor weekly to refine research and review progress.

**Confirm** preferred formatting style (MLA, APA, Chicago) of final version.

**WEEK 8** Apply for Senior Thesis Award (optional).

**WEEK 10** Submit a final hard copy of your thesis to your 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).

**Finals Week** Create a UCLA ONE profile, and include your thesis topic.

**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 professional, and express why you wish to work with them.

- **For the meeting, come prepared with at least 5 readings and a research plan.** If they agree to work with you, ask for additional readings they recommend you do.

- **If a faculty member cannot work with you, 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,** prompt, and professional. Be punctual, well-organized, ready to give a brief update on recent progress, and to propose an agenda for the conversation. Schedule weekly meetings and expectations for the quarter on the first meeting.

- **Don’t be afraid to ask** Your mentor wants to help you, but they don’t always know what you want if you are not clear!

- **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 keep their commitments by sending a brief thank you note after a session that also lists 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 they are making a difference for you.
Creating the Contract

Access contract
- Log in 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 their records.

Enrollment
- 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 Friday of Finals Week of Fall Quarter.
- GS 199B: Submit signed Course Contract AND 25-30 page draft of thesis to Advising Office by Friday of Finals Week of Winter Quarter

Remember to check your study list to verify enrollment and avoid late adds and fees!

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.

<table>
<thead>
<tr>
<th>Major Requirements</th>
<th>Honors</th>
<th>Highest Honors</th>
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<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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FAQs

**ENROLLING:**

**How do I enroll in 199A and 199B?**

You need to create a contract via MyUCLA 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, however, students must email our office to receive approval.

**Can my mentor be from any department?**

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 them. *Note 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.