Writing the Departmental Honors Thesis
Welcome Seniors

Writing an Honor’s Thesis

- Research paper should be between 35-50 pages in length of text, double spaced (in addition to title page, bibliography, appendices, etc.)
- 3 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 “Requirements & Courses” → “Departmental Honors” tab for the most complete and updated information.

Resources

<table>
<thead>
<tr>
<th>Questions about:</th>
<th>Resource</th>
<th>Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Enrollment</td>
<td>Advising Office, 10254 or 10256 Bunche Hall (10th floor)</td>
<td>Tel: 310-206-6571 Email: <a href="mailto:undergrads@international.ucla.edu">undergrads@international.ucla.edu</a></td>
</tr>
<tr>
<td>• Honors Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Senior Thesis Award</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Paper Content</td>
<td>Faculty Advisor</td>
<td>See “Interacting with Advisor”</td>
</tr>
<tr>
<td>• Research Assistance</td>
<td>Subject Librarian, Check website for your subject topic</td>
<td>Website: <a href="http://www.library.ucla.edu/support/research-help/contact-subject-librarian">http://www.library.ucla.edu/support/research-help/contact-subject-librarian</a></td>
</tr>
</tbody>
</table>

Research & Writing Assistance

Powell Library Inquiry Labs
(220 Powell Library)
CPO Writing Success Program
(105 Student Activities Center)

Undergraduate Writing Center (Multiple locations)
Undergraduate Research Center (A334 Murphy Hall)
# Thesis Timeline

## Junior Spring/Summer

**TOPIC:** Select research topic and **Develop** preliminary proposal

**ADVISOR:** Discuss proposal with Advising Office

**DELIVERABLE:** Draft a 2-page preliminary outline of the topic that is expected to be covered.

**ENROLL:** Submit *Course Contract* to enroll in I A STD 198A in Fall AND Signed Faculty Advisor Responsibilities sheet to your counselor no later than end of Week 1 of Fall Quarter.

## Senior Fall

**ADVISOR:** Meet with faculty advisor weekly to refine research and review progress

**DELIVERABLE:** Develop Literature Review of thesis (10-15 pages with brief introduction, major arguments, discussion of evidence/data)

**ENROLL:** Submit Literature Review AND signed Course Contract to enroll in I A STD 198B to our Advising Office no later than Week 1 of Winter.

## Senior Winter

**ADVISOR:** Meet with faculty advisor weekly to refine research, review progress and complete outline.

**DELIVERABLE:** Develop a **12-15 page outline** (including brief introduction, major arguments and discussion of evidence/data) or a **15-20 page draft**

**ENROLL:** Submit outline/draft of thesis AND signed Course Contract to enroll in I A STD 198C to our Advising Office no later than Week 1 of Spring.

## Senior Spring

**ADVISOR:** Continue working with the Faculty Advisor to complete thesis

**DELIVERABLE:** Submit senior thesis (35 - 50 pages, excluding title page, bibliography, appendices etc.) to Faculty Advisor for grading by Friday of Week 10 (confirm deadline with Faculty Advisor).

**PRESENT:** Present on your thesis at the *Going Global* conference (by application)

**NOTE:** *Final thesis must be submitted to instructor only. The advising office doesn’t 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, your family background.

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

- **Email the faculty you are interested in to 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, then 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 Intl & Area 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, but they don’t always know what you want if you don’t come right out and say it!

- **Take notes** Keep a notebook and jot down ideas and insights 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 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 she is making a difference for you.
Creating 198A, B & C Contracts

Presenting & Honors

How to Enroll:
You must create contracts through MyUCLA by following instructions below:

1. Log into MyUCLA
2. Select the Contract Courses link located under the “Classes” tab
3. Select “Submit a new contract”
4. Select term (e.g. 19F for 2019 Fall)
5. Select “Honors Research 198”
6. Select “International & Area Studies”
7. From there, you’ll be directed to fill out an online form for I A STD 198A (Fall), I A STD 198B (Winter), and I A STD 198C (Spring)
8. Search for your Faculty Mentor by last name (their home department will show up next to their name)
9. For the course description field, briefly and clearly describe the international development topic you will focus on for your thesis.
10. For the tangible evidence, state that you will submit a:
   • 10-15 page literature review (I A STD 198A in Fall)
   • 12-15 page outline of the thesis (I A STD 198B in Winter)
   • 35-50 page thesis (I A STD 198C in Spring)
11. Print out contract and have your faculty mentor sign it

UCLA Going Global Conference & UCLA Research Week

During Spring Quarter, you can sign-up to present your research at one of several opportunities for undergraduate students.

Graduate students of the International Institute host the Annual Going Global Conference each April. Undergraduate students are welcome to present during the Undergraduate Panel.

UCLA Undergraduate Research Week is an annual event each May. You can sign-up to give an oral presentation or to present a poster.

Please contact our Advising Office for more information and deadlines.

Departmental Honors

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

<table>
<thead>
<tr>
<th></th>
<th>Honors</th>
<th>Highest Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Requirements</td>
<td>Complete all</td>
<td>Complete all</td>
</tr>
<tr>
<td>Major GPA</td>
<td>3.5</td>
<td>3.75</td>
</tr>
<tr>
<td>Thesis Approval</td>
<td>Determined to be of Honors content by the Chair and Faculty Advisor</td>
<td>Determined to be of Highest Honors content by the Chair and Faculty Advisor</td>
</tr>
</tbody>
</table>
FAQs

**ENROLLING:**

**How do I enroll in 198A, 198B and 198C?**

You need to create a contract via MyUCLA, have it signed by your advisor, and submit it to the I A STD Advising Office no later than Week 1 of the quarter you are enrolling in. *Additional documents are also required, please see “Creating the Contract” section of this booklet and your application form.

**Can I enroll in 198A, B, or C via UCLA extension?**

198 A must be taken in residence. 198B and C can be taken through Extension, unless you are an International Student. For more detailed instructions on how to do so please email the 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 visiting instructor?**

Yes, potential advisors can be selected from your major’s Faculty page (on our website) but other UCLA faculty members may be suitable, as long as they are willing to support your 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 academic year.

**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.

**Where do I submit my final thesis?**

Your faculty advisor will be responsible for assigning you a grade for I A STD 198C, which will signify the completion of your thesis.

The advising office does not collect theses from students.