Writing the International Development Studies Honors Thesis
Welcome Seniors!

5 important things to know

1. Final paper should be **40-60 pages** in length of text, double spaced (in addition to title page, bibliography, appendices, etc.)
2. Three quarters of independent research
3. Thesis must have a **development related topic** as the focal point
4. Advisor may come from **ANY department**. Seniors must secure an advisor by **Week 1 of Fall Quarter**.
5. Visit our website under the “**Research & Awards**” tab for the most complete and updated information.

**Sample Theses**
Available under the “Departmental Honors” tab on our website. Click on "Past IDS Honors Theses."

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## Resources

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<th>Enrollment</th>
<th>Answers</th>
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<td>Honors Credit</td>
<td>IDS Advising Office, 10274 and 10270 Bunche Hall (10th floor)</td>
<td>Tel: 310-825-5187 <a href="mailto:idps@international.ucla.edu">idps@international.ucla.edu</a></td>
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<tr>
<td>Paper Content</td>
<td>Faculty Advisor</td>
<td>See “Interacting with Advisor”</td>
</tr>
<tr>
<td>Research Assistance</td>
<td>Subject Librarian, Ruby Bell-Gam</td>
<td>Tel: 310-825-1518 <a href="mailto:rbellgam@library.ucla.edu">rbellgam@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/)

**Info on accessing Library resources during COVID-19:**
[https://www.library.ucla.edu/covid-19-response-library-information-resources](https://www.library.ucla.edu/covid-19-response-library-information-resources)
# Thesis Timeline

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<th>JUNIOR SPRING/SUMMER</th>
<th>WINTER</th>
<th>SPRING</th>
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<tr>
<td><strong>TOPIC:</strong> Narrow down your topic and develop a preliminary proposal and 2-page outline before you approach faculty.</td>
<td><strong>WEEKLY</strong> Meet with faculty advisor weekly to refine research and review progress.</td>
<td>Continue working with faculty advisor to complete thesis.</td>
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<td><strong>ADVISOR:</strong> Identify and meet with potential faculty advisors. Discuss your proposal and outline. Secure a faculty advisor by <strong>Week 1 of Fall</strong> (must be in residence at UCLA for Winter and Spring), and have them sign the IDS Honors application and INTL DV 198A Course Contract.</td>
<td><strong>Develop</strong> a 15-20 page outline (including brief introduction, major arguments, and discussion of evidence/data) or a 20-25 page draft. <strong>Finals Week</strong> Submit outline/draft of thesis and <strong>signed</strong> INTL DV 198C course contract to the IDS Advising Office by <strong>Friday of Finals Week of Winter</strong>.</td>
<td><strong>Confirm</strong> preferred formatting style (MLA, APA, Chicago) of final version.</td>
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<tr>
<td><strong>SUBMIT:</strong> Submit IDS Honors application, INTL DV 198A Course Contract, and 2 page outline of your thesis to the IDS Advising Office.</td>
<td><strong>Finals Week</strong> Submit a final hard copy of your thesis to your Faculty advisor for grading (**40-60 pages of text excluding title page, bibliography, appendices, etc.) by or before Friday of Week 10 (confirm deadline with Faculty Advisor).</td>
<td><strong>WEEK 10</strong> Submit a final hard copy of your thesis to your Faculty advisor for grading (**40-60 pages of text excluding title page, bibliography, appendices, etc.) by or before Friday of Week 10 (confirm deadline with Faculty Advisor).</td>
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<td><strong>FALL</strong></td>
<td><strong>Finals Week</strong> Create a UCLA ONE profile, and include your thesis topic. Seek out opportunities to present and publish your thesis.</td>
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<tr>
<td><strong>WEEKLY:</strong> Meet with faculty advisor weekly to refine research and review progress. <strong>Develop</strong> Literature Review of Thesis (10-15 pages with brief introduction, major arguments, discussion of evidence/data).</td>
<td><strong>Finals Week</strong> Submit Literature Review and signed INTL DV 198B Course Contract to IDS Advising Office no later than Friday of Finals Week of Fall.</td>
<td><strong>Finals Week</strong> Submit Literature Review and signed INTL DV 198B Course Contract to IDS Advising Office no later than Friday of Finals Week of Fall.</td>
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<td><strong>Finals Week</strong></td>
<td></td>
<td><strong>Finals Week</strong> <em>NOTE:</em> Final thesis must be submitted to instructor only. The advising office does not collect final theses.</td>
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*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, or your own 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 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 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 with IDS! 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**

You must create contracts through MyUCLA by following the instructions below:

1. Log on to MyUCLA
2. Select the Contract Course 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 Development Studies”
7. From there, you’ll be directed to fill out an online form for INTL DV 198A (Fall), INTL DV 198B (Winter), and INTL DV 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 (INTL DV 198A in Fall)
   - 15-20 page outline or draft of thesis (INTL DV 198B in Winter)
   - 40-60 page final thesis (INTL DV 198C in Spring)
11. Print out contract and have your faculty mentor sign it

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

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**Awards & Honors**

**IDS Academic and Activist Awards**

**Eligibility:**

- Both awards are $250 - $500 each, and will be given to an IDS major who shows exceptional scholarship and/or activism and community service pertaining to International Development themes during their time at UCLA.

*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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<tr>
<th>Major Requirements</th>
<th>Honors</th>
<th>Highest Honors</th>
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<tr>
<td>Overall GPA</td>
<td>3.0</td>
<td>3.0</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>
</tr>
</tbody>
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FAQs

**ENROLLING:**

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

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

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

198A must be completed 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 IDS 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 lecturers or visitor instructors as long as they are teaching at UCLA the entire year and they are approved by the Chair of the IDS program.

Does my mentor have to be on campus during the quarters they 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 them.

Where do I submit my final thesis?

Your faculty advisor will be responsible for assigning you a grade for INTL DV 198C, 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.