

# DEPARTMENTAL HONORS IN HISTORY

*Everything you need to know to complete an undergraduate thesis*

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# HONORS AT UCLA

- **Latin Honors**

CUM LAUDE: 3.923 min. overall GPA

MAGNA CUM LAUDE: 3.968 min. overall GPA

SUMMA CUM LAUDE: 3.988 min. overall GPA

<https://registrar.ucla.edu/registration-classes/graduation/final-degree-audit/honors>

- **College Honors**

<https://honors.ucla.edu/academics-programs/college-honors/>

- **Departmental Honors – Senior Honors Thesis**

<https://history.ucla.edu/academics/undergraduate/honors/>

- **Phi Alpha Theta Honors**

<https://pathonors.wordpress.com/>

# DEPARTMENTAL HONORS

The honors program in History is designed for History majors who are interested in carrying out a year-long independent research project that will culminate in an honors thesis. The project gives qualified students the opportunity of working closely with an individual professor on a supervised research and writing project. Students interested in particular historical documents and in work more demanding and requiring more time than regular courses should find the program rewarding.

# WAIT... WHAT?

## IT'S A THESIS!

*You will produce a 40-60\* page thesis based on primary source materials on a topic of your choosing.*

- It's an opportunity to study what YOU are most interested in!
- It's an opportunity to work with a professor independently!
- It's an opportunity to earn credit towards College Honors and fulfill 3 upper division courses out of the 10 for the major!
- It's an opportunity to make your graduate school application, law school application, or medical school application stand out!
- It's an opportunity to develop or continue expanding on transferable skills such as critical thinking & analysis, communication (verbal & written), and organizational skills.
- It's an opportunity to impress the heck out of your family, friends, and other history nerds!

# JUST THE FACTS

## ELIGIBILITY

- Students must have a DEPARTMENTAL GPA of 3.5 or higher
- Students must find a full-time faculty member willing to act as their advisor. (Temporary Lecturers are not eligible\*)

## COMMITMENT

- Three quarters—beginning with the spring quarter of your Junior year:
  - Spring Junior Year
  - Fall Senior Year
  - Winter Senior Year
- You must apply to the program before enrolling in the Spring quarter (during Winter quarter of Junior year).

# JUST THE FACTS

## DARS

- Register for 198A via Contract Courses on MyUCLA (Classes -> Classes and Exams -> Contract Courses). You will follow the same procedure each quarter.
- You must apply to the program before enrolling in the spring quarter. Submit the completed & signed application & 198A contract course electronically to [Undergrad@history.ucla.edu](mailto:Undergrad@history.ucla.edu) by **Week 1 of spring quarter.**

## GPA

- You will receive a grade for 198A. An IP will appear on your DARS for 198B and once the thesis is completed, a grade will be issued for 198B and 198C.
- These courses will count towards College Honors as well as towards the upper division requirements for the major.

*Please note, you have the option to use the 198A to fulfill the History 191 Capstone Seminar. You must make this request by emailing the History Counselors at [Undergrad@history.ucla.edu](mailto:Undergrad@history.ucla.edu) .*

# HOW TO CHOOSE A TOPIC?

- Ask a question that's interesting...to YOU!
- This project is entirely dependent on your commitment!
- Start with a broad topic
- The beginning is a time to explore ideas...not finalize your thesis statement
- Talk to everyone! Utilize your classmates, family, friends, and professors to find out what types of questions you should try to answer.
- Think BIG! Unless you are committed to a very specific subject, dream big! Your advisor will reign you in, if necessary.

# HOW TO CHOOSE A FACULTY ADVISOR?

- Do some preliminary research

Ideally, you will have established a relationship with a professor in a field that you are interested in. If you have not, start by searching in the History department website (<http://www.history.ucla.edu/faculty>) and ask friends and history department staff about professors who study your area of interest.

- Send an email

Write an email to your chosen faculty member to ask if they'd be willing to meet briefly to discuss the possibility of advising your honors thesis. In three sentences max, tell them the research question you're interested in exploring, the experience you already have with the subject, and any specific primary sources or archives you already have in mind.

- Meet in person

Take the opportunity to get your potential advisor's opinion about how your research question could be expanded, narrowed, or modified to make it more interesting, productive, or manageable; and ask them, if they're willing to serve as your advisor, how they would like to approach the advising process over the next three quarters.

# TIMELINE

Fall & Winter of Junior Year	Winter Junior Year	Spring Junior Year	Summer	Fall Senior Year	Winter Senior Year
<p>Begin searching for a Faculty Advisor <b>ASAP!</b> Transfer students – this can be especially daunting but rewarding!</p>	<p>Email Application + 198A Course Contract printout from MyUCLA to <a href="mailto:undergrad@history.ucla.edu">undergrad@history.ucla.edu</a> to finalize enrollment <small>(Final deadline is Friday of Week 1 of Spring quarter)</small></p>	<p>Prospectus or Formal Proposal Research</p>	<p>Research Free Write</p>	<p>Write</p>	<p>Turn in completed thesis! (Usually by Week 10 or Finals Week, double check specific due date with your Faculty Advisor)</p>

# CHECKLIST

- Find a History Faculty Advisor. Any full-time, permanent, faculty member is eligible, including Assistant and Associate Professors. Please note, Temporary Lecturers are not eligible.
- Apply to the program. The application is available at [www.history.ucla.edu](http://www.history.ucla.edu) under Academics -> Undergraduate -> Honors
- Create a contract course for History 198A on MyUCLA, print it out, and have your Faculty Advisor sign in. Make sure to email the signed application and the 198A contract course to the History counseling office at [undergrad@history.ucla.edu](mailto:undergrad@history.ucla.edu) to finalize enrollment. This must be done no later than Friday of the first week of the quarter. You will follow the same enrollment process for History 198B and 198C.

# HISTORY HONORS PROGRAM OVERVIEW AND APPLICATION



## HISTORY HONORS PROGRAM OVERVIEW

### Purpose

The honors program in History is designed for History majors who are interested in carrying out a year-long independent research project that will culminate in an honors thesis. The project gives qualified students the opportunity of working closely with an individual professor on a supervised research and writing project. Students interested in particular historical documents and in work more demanding and requiring more time than regular courses should find the program rewarding. To be eligible, students must have a 3.5 departmental grade-point average.

### Thesis

The honors thesis should be based primarily on primary source materials, and be of a substantial length (40 to 60 pages), however because technical matters such as length and format will differ with the subject matter and field, students should discuss these details with their individual sponsoring Faculty Advisor. As a general guideline, however, it may be stated that the program is intended to stress quality rather than quantity. A final copy of the thesis will be kept on file in the department, and it should be turned in at the office of the Undergraduate Counselor at the end of the term it is completed.

### The Honors Program Format

The student registers their intention to undertake an honors thesis by submitting an application with a two-paragraph description of their thesis project. This description must be approved in writing by the faculty member who has agreed to act as the student's advisor. The Undergraduate Affairs Vice-Chair then must also approve the proposed project in writing. Applications may be obtained in the department's Undergraduate Counseling Office. The student must also create a course contract for History 198A on MyUCLA. The signed application and the 198A contract course is returned to the Counseling Office to finalize enrollment. This must be done no later than Friday of the second week of the quarter. The faculty advisor will be responsible for guiding the student's thesis work through to its completion. Only regular UCLA faculty may sponsor a student for an honors thesis. The thesis will be completed in three quarters, on the basis of work carried out in the History 198A, 198B, and 198C series. The student enrolls in the first course the Spring Quarter of their junior year and completes the project the Winter Quarter of their senior year. Students must complete the thesis in this format; those unable to do so are ineligible to participate in the honors thesis program. A student writing the honors thesis must enroll in each part of the three-part series no later than Friday of the second week of each quarter.

### Grading

Grades are issued for History 198A by the sponsoring Professor. For History 198B an "IP" (in-progress) grade will be assigned to all students. The grade for History 198C will be assigned by the honors thesis sponsoring Professor. **Please note that students receive credit for 198B only upon completion of 198C.** If a student decides not to continue with the honors thesis program after having taken 198B the student is permitted to do so; however, he/she will not receive unit or grade credit for that History 198B. Upon completing History 198C the student will receive credit for both classes and their units and GPA will reflect the grades for 198B and 198C. Also note that even though the student transcripts will reflect the appropriate unit and grade credit, the "IP" will always remain by the 198B on the transcripts.

### Honor Status

Three types of Honors notations are granted for the honors thesis: Highest Departmental Honors, Departmental Honors, and No Honors. Determination of the level of honors status granted will be made by the Undergraduate Affairs Vice-Chair, acting in conjunction with the sponsoring professor. After students have completed their honors thesis and receive a grade, they must submit a copy of the thesis to the History Counselor. The type of honors status to be awarded will be noted on the student's official transcript and diploma. If a "No Honors" status is given, there will not be any such designation on the transcript or diploma. It will be blank, like the regular non-honors graduates.

### Honors Prize

At the end of the academic year, the department awards a cash-prize to the outstanding honors thesis – the Carey McWilliams Award. The Counseling office will send out a call for papers to the Honors listserve at the beginning of the Spring Quarter. The Award winner(s) will be announced at the departmental reception on Commencement Day.



## APPLICATION FOR HISTORY HONORS THESIS PROGRAM

Student's Name: \_\_\_\_\_

Student's University ID: \_\_\_\_\_

Student's Departmental GPA: \_\_\_\_\_

Name of Sponsoring Faculty Advisor: \_\_\_\_\_

Description of Proposed Honors Thesis (Please write or attach a typed two-paragraph description of the thesis.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Honors Thesis Timeline: Enroll in History 198A-198B-198C during the consecutive Spring-Fall-Winter quarters of their Junior-Senior year.

Fall & Winter of Junior Year	Winter Junior Year	Spring Junior Year	Summer	Fall Senior Year	Winter Senior Year
Begin searching for a Faculty Advisor ASAP! Transfer students – this can be especially daunting, but rewarding!	Submit Application + 198A Course Contract printout from MyUCLA to the Counseling Unit to finalize enrollment (Enroll during your second pass)	Prospectus or Formal Proposal Research	Research Free Write	Write	Turn in completed thesis! (Usually by Week 10 or Finals Week, double check specific due date with your Faculty Advisor)

I fully understand my obligations as the Sponsoring Professor of this student's honors thesis, and having familiarized myself with the instructions in the "History Honors Program," I accept this student to do an honors thesis under my supervision.

Sponsoring Professor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Undergraduate Affairs Vice-Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Submit this application to the History counseling office with your History 198A contract course to finalize enrollment.

# IMPORTANT WEBSITES

- <https://history.ucla.edu/academics/undergraduate/honors/>

All the basic information regarding the Senior Honors Thesis Program. Application and PowerPoint are available here

- <https://history.ucla.edu/faculty>

List of history faculty and their contact information

- <https://hass.ugresearch.ucla.edu/>

Undergraduate Research Center for Arts, Humanities, and Social Sciences. Scholarships are available for undergraduate research

# Questions?

- Undergraduate Counselors, Janette J. Gonzalez and Brittany (Friedman) Waltman:  
[undergrad@history.ucla.edu](mailto:undergrad@history.ucla.edu)
- Vice Chair for Undergraduate Affairs, Professor Jamie Kreiner:  
[jkreiner@history.ucla.edu](mailto:jkreiner@history.ucla.edu)

## Academic Counseling

Visit our [Academic Advising webpage](#) for updated hours