**GENERAL INFORMATION**

**CÉSAR E. CHÁVEZ DEPARTMENT OF CHICANA/O STUDIES**

The honors program in Chicana/o Studies is designed for Chicana/o Studies 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 in producing an independent research or creative project, and would also give students the opportunity to engage in original research or artistic production under the supervision and guidance of a faculty member.

**REQUIREMENTS FOR ELIGIBILITY**

1. Junior class standing (90 or more completed units of university level course work)
2. Cumulative GPA of 3.5 in course work required in the major (excluding courses required as preparation for the major)
3. Cumulative GPA of 3.0 in all university level course work (including courses required as preparation for the major)
4. Prior completion of Chicana/o Studies 10A, 10B, and 101; also, either CS 89/CS 89HC or CS 189/CS 189HC.

**REQUIREMENTS FOR ADMISSION.**

1. Selection and agreement of a Faculty Sponsor (selected from among the core or affiliated faculty of the Department of Chicana/o Studies who should also be a member of the Academic Senate).
2. Faculty Sponsor’s approval of student’s research topic
3. Completion and submission to the Honors Committee of an Honors Thesis application in the Spring quarter of the year prior to admission to the program.

#### Requirements for Continuation (“Minimum Progress”)

1. A grade of “B” or better in 198A, 198B, and 198C constitutes acceptable minimum progress towards completion of the Honors research project.
2. Selection of second faculty reader before completing 198A.

#### Required Course Work

1. CS198A in the **Spring quarter** (conceptualization and formulation of thesis proposal through preliminary research) with Faculty sponsor
2. CS 198B in the **Fall quarter** (continued research, data collection, and production of 3 annotated bibliography/Literature Review) with Faculty sponsor
3. CS 198C in the **Winter quarter** (writing, revision and completion of thesis) with Faculty sponsor.

#### Thesis and Research Requirements

The Honors Thesis can be either a piece of original research of at least 30 pages in length, or a creative project (in writing and/or the visual arts) of relevance to Chicana/os and Latino/as. The format of either the paper or the creative project should be determined by the student in consultation with his/her Faculty Sponsor. Typeset theses should be submitted as a loose leaf papers (not bound booklets). Visual art projects that are not typeset papers (namely portfolios or artistic media), must conform to the thesis format guidelines of his/her faculty sponsor. These visual arts projects, as well as typeset papers, must be submitted in finished form to the Student Advisor in 7351 Bunche Hall, on the first Monday of May, for approval by the faculty sponsor. With faculty sponsor final approval, these projects (paper and portfolio) must be bound in conformance with the Department of Chicana/o Studies guidelines.

#### Honors Committee

A student’s Honors Committee consists of two members. The Chair of the committee will be the primary Faculty Sponsor, selected from the core or affiliated faculty of the Department of Chicana/o Studies (who should also be a member of the Academic Senate). The student must secure a Faculty Sponsor for his/her research project prior to admission to the program. Feedback from the second faculty reader on completed drafts of the Honors Thesis will be required.

#### Honors Evaluation

The student’s Committee will evaluate the student’s performance and the quality of the honors thesis. If the student meets the requirements satisfactorily, the Committee will recommend the awarding of the student’s degree with either Honors or Highest Honors. The Committee’s recommendation will then be reported to the Registrar’s Office. The *Honors* or *Highest Honors* designation will appear on the student’s diploma and transcript.

#### Requirements for Graduation with “Honors” or “Highest Honors”

1. Completion of all requirements for the major
2. Cumulative GPA of 3.0 in all university-level course work
3. Cumulative GPA of 3.5 in course work in the Major
4. Completion (and acceptance by the student’s Honors Committee) of an Honors Thesis; OR successful completion of some significant creative project carried out across the three quarters.
5. Granting of Honors or Highest Honors is at the discretion and recommendation of the student’s Honors Committee, who also establish the criteria for the distinctions.

## APPLICATION FOR THE HONORS PROGRAMS IN CHICANA/O STUDIES

Eligibility Requirements: 1) Junior class standing (≥ 90 completed course units)

* 1. Cumulative GPA in Major ≥ 3.5
	2. Overall cumulative GPA ≥ 3.0
	3. Prior completion of Chicana/o Studies 10A, 10B, and 101.≥

Complete this Application and submit it to 7351 Bunche Hall.

NAME OF STUDENT: SID# DATE

PROGRAM:

As of (date), I have completed (number of units) of university level course work. My cumulative GPA in this course work is (GPA). I have completed the following courses required as preparation for the Major:

Consult the University Catalog for Courses listed as preparation for the

Major; list here, by department and Course number, the applicable courses

that you have completed.

I have completed the following courses required for the Major:

Consult the University Catalog for Courses listed as required for the

Major; list here, by department and Course number, the applicable courses

that you have completed.

My cumulative GPA in courses required for the Major (but excluding those courses listed as preparation for the Major is:

 (GPA)

## TITLE OF RESEARCH PROJECT IN CHICANA/O STUDIES

ABSTRACT OF PROPOSED RESEARCH PROJECT: in the space provided, briefly summarize the nature of the project or topic to be investigated, the techniques, materials, to be used in this investigation, and the results anticipated; attach reference citations or relevant bibliographies as appropriate:

NAME OF FACULTY SPONSOR (Academic Senate Member):

SIGNATURE OF FACULTY SPONSOR:

FACULTY READER:

SIGNATURE OF FACULTY READER:

## APPLICATION TO CHANGE TOPIC OF RESEARCH PROJECT

Complete this application and submit it to 7351 Bunche Hall.

NAME OF STUDENT: SID#: DATE

PROGRAM:

Title of previously proposed Honors Research Project:

Title of currently proposed project:

Reason for proposed change of project:

Abstract of currently proposed project summarizing the nature of the topic to be investigated, the techniques/materials to be used in this investigation, and the anticipated results; attach reference citations or bibliographies as relevant.

NAME OF FACULTY SPONSOR (Academic Senate Member):

SIGNATURE OF FACULTY SPONSOR:

FACULTY READER:

SIGNATURE OF FACULTY READER:

## CÉSAR E. CHÁVEZ DEPARTMENT OF CHICANA & CHICANO STUDIES DEPARTMENTAL HONORS THESIS

**COMPLETION FORM**

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| --- |
| NAME OF STUDENT: |
| UCLA SID#: |
| GRADUATION DATE: |
| EXPECTED COMPLETION TERM (if different than graduation date): |
| TITLE OF RESEARCH PROJECT: |
| DATE SUBMITTED FOR FILING: |
| NAME OF FACULTY ADVISOR/SPONSOR: |
| SIGNATURE OF FACULTY ADVISOR/SPONSOR: | DATE: |
| NAME OF FACULTY READER: |
| SIGNATURE OF FACULTY READER: | DATE: |
| LEVEL OF HONORS: | ADVISOR-INITIALS | READER-INITIALS |
| HIGH HONORS: |  |  |
| HONORS: |  |  |

### Formatting Guidelines for the Departmental Honors Thesis

Make sure your citation style is consistently in Chicago or MLA format. For more information, see The Chicago Manual of Style or the MLA Handbook for Writers of Research Papers. You may use footnotes (bottom of each page) or endnotes (end of the thesis).

**SUBMISSION OF YOUR THESIS**

Drafts of your thesis should be reviewed by the chair of your committee throughout the Spring quarter. The examination copy by which honors is assigned is due on Friday of Week 8 to the chair of your thesis committee and the outside reader. After you have made revisions required by the committee members, secure their signatures on your title page (see sample below). Your final bound copy of your thesis will include your title page with the committee signatures, which is due the last day of instruction in the Spring Quarter.

**PRINTING AND BINDING:**

Use 8-1/2 x 11 white paper. A laser quality printer should be used for the final copy. Your thesis must be bound. Use tape binding with a hard front and back cover. Two copies of your thesis are required. One copy is for the Chicana and Chicano Studies Department and must be can be turned in to Ellie Hernandez. The other copy goes to the chair of your honors thesis committee.

**SPACING:**

Double space the text. Only footnotes, long quotations, bibliography entries (double space between entries), table captions, and similar special material may be single spaced.

**MARGINS:**

Left, 1-1/2 inches; top, bottom, and right, I inch. These are necessary to allow for binding and trimming. Do not punch holes in the margin. Page numbers do not need to meet the l" margin requirement. PLEASE NOTE: If you do not follow the appropriate margin guidelines that are included here, you might lose content when your thesis is bound).

**TITLE PAGE:**

Follow in detail the sample below in preparing the title page. Note which items are in all upper case and which are not. Note the approximate size of print.

**ABSTRACT:**

An abstract is to be included with each copy of the thesis. The abstract may not exceed 200 words. It should be a summary of the results, conclusions or main arguments presented in the thesis.

**ASSEMBLING THE THESIS:**

Assemble the thesis in this order.

1. Title page
2. Abstract
3. Acknowledgments
4. Table of Contents
5. List of Tables, Photos, etc., if any
6. Text (the first page of the text is the first Arabic-numbered page)
7. Notes (unless they appear on pages of text or at end of chapters)
8. Bibliography or list of references
9. Appendices, it any

**PAGE NUMBERING:**

Preliminary pages of the thesis, that is, those preceding the text are to be numbered in Roman numerals. Pages of the text itself and of all items following the text should be numbered consecutively throughout in Arabic numbers, beginning with number 1 on the first page of the first chapter or introduction. In this section, number every page to be bound, including pages on which only illustrations, drawings, tables, or captions appear. The page numbers do not need to meet the 1" margin requirements.

Only the number should appear, not page 9 or. the abbreviation p. 9 for example. On the first page of each chapter, the number may be placed at the center bottom, one double space below the last line of type (the conventional placement), or at the top right comer.

**FOOTNOTES:**

In presenting footnotes and bibliography, use a consistent form acceptable in your discipline, such as Kate L. Turabian, A Manual for Writers (University of Chicago Press), the MLA Style Sheet, or Campbell's Form and Style (Houghton Mifflin). Electronic Styles: A Handbook for Citing Electronic Information (Information Today, Inc.) is helpful for noting electronic information. There are style guides for almost every discipline. Consult with your advisor and check with the library for further information.

\*\*\* SAMPLE TITLE PAGE BELOW\*\*\*

[Title of Thesis]

# A Departmental Honors Thesis

Submitted to the Faculty of Chicana and Chicano Studies At the University of California, Los Angeles

By

[Name of Author]

In Partial Fulfillment of the Requirements For the Degree of

Bachelor of Arts [Month and year of graduation]

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Name of Faculty Advisor

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Name of Faculty Reader