

History Senior Thesis Guidelines and Proposal

Preparation and Proposal

Students who want to write a thesis need to begin planning at least one year in advance. Students are independently responsible for identifying and securing two History faculty, a primary thesis advisor and a second reader, to sponsor the thesis project. Thesis faculty advisors must possess some knowledge or expertise on the proposed thesis topic so as to appropriately provide guidance and feedback. Students are advised to begin meeting with History faculty to discuss potential topics and the feasibility of their proposed thesis as soon as possible. Only Assistant, Associate, or full Professors may sponsor undergraduate thesis projects.

Once a thesis advisor and second reader have been secured and a topic defined, submit a completed History Senior Thesis Proposal for departmental approval. Your proposal should demonstrate a) the feasibility of the proposed project, and b) that it can be completed within the span of two quarters. Discussing the availability of sources and supplying a tentative bibliography are usually helpful additions to a project description. Proposals are due roughly in the sixth week of the quarter before the research quarter begins (see [precise deadlines on the History Department website](#)).

Thesis Quarters: HIS 195A, *Thesis Research* and HIS 195B, *Thesis Writing*

After your thesis proposal is approved, you will enroll in HIS 195A, *Thesis Research*, for the first quarter. The History Department Undergraduate Program Coordinator will issue you your enrollment code/class number.

If you are unable to sufficiently research your topic, if you have not made significant progress, or if you are not well positioned to begin writing your thesis by the end of your research quarter, you will not be permitted to advance to HIS 195B, *Thesis Writing*. The History Department Undergraduate Program Coordinator will consult with your thesis advisors toward the end of your research quarter to determine if they support the continuation of your thesis project.

You are expected to meet regularly with your thesis advisors, during both the “research quarter” and the “writing quarter”; normally students are engaged in both research and writing in each quarter to varying degrees. It is essential to reach an understanding with your thesis advisors regarding the content and frequency of thesis advising sessions.

A penultimate draft must be submitted to the thesis advisor and second reader no later than the beginning of the eighth week of classes during the thesis writing quarter (see [precise deadlines on the History Department website](#)).

Thesis Submission Guidelines

Your completed thesis must be at least 40 pages in length. The final version of your thesis must be submitted in PDF format to the History Undergraduate Program Coordinator by the last day

of the thesis writing quarter (see [precise deadlines on the History Department website](#)). **Incomplete submissions (e.g., missing signatures, incomplete title page, etc.) will not be accepted.** The department will forward your completed thesis to your thesis advisor and second reader.

Your thesis must include a title page (see [sample title page](#)) which follows departmental formatting guidelines:

1. thesis title;
2. author name;
3. University of California, Santa Cruz;
4. Department of History
5. date;
6. faculty sponsor names and signatures (electronic signatures are permitted)
7. The following statement: "This thesis has been completed to departmental standards and is submitted in partial fulfillment of the degree of Bachelor of Arts in History."

The second page of your thesis must include a brief (one paragraph) abstract or description of the work.

History Senior Thesis Proposal

Your proposal, approved by both faculty mentors, must be submitted to the History Department Undergraduate Program Coordinator at least one quarter before your thesis research quarter (see [precise deadlines on the History Department website](#)).

Name _____ UCSC Email _____

Thesis Topic _____

Quarters: Winter/Spring 20____ Spring/Fall 20____ Fall 20____ Winter 20____

Why do you want to write a thesis?

Evidence of preparation for this project (e.g., prior courses, papers, readings completed):

Proposal Instructions

On a separate page, provide a 1-2 page summary of your proposed topic, research methods, sources, and objectives. Information on the availability of sources and a tentative bibliography are useful additions. The History Department needs enough information to establish whether your project is feasible and can be completed in two quarters.

Faculty Mentor Approval

Thesis Advisor _____

Print Name

Signature

Second Reader _____

Print Name

Signature

(Thesis Title)

(Your Name)

University of California, Santa Cruz
Department of History

(Date)

(Thesis Advisor's signature)

Professor **(name of Thesis Advisor)**

(Second Reader's signature)

Professor **(name of Second Reader)**

This thesis has been completed to departmental standards and is submitted in partial fulfillment of the degree of Bachelor of Arts in History.