

QUALIFYING PAPER AGREEMENT FORM

Undergraduate International Studies Major

The Henry M. Jackson School of International Studies
Student Services Office, Thomson 111, Box 353650
Seattle, WA 98195-3650
(206) 543-6001/FAX: (206) 616-3170

STUDENT: This form should remain in your file in Student Services until you turn in your final paper.

Student Name _____ EMAIL: _____

Student # _____ Phone # _____

Year you intend to take Task Force _____ Winter/ _____ Track: _____

Faculty Member _____ Course # _____ Qtr. _____

Brief description of paper topic:

Faculty Signature _____ Date: _____
(sign here **before** paper is written)

FACULTY MEMBER: Please complete this section *after* grading final draft.

1. The paper is to be written in conjunction with an SIS "core" or "track" course, **and 2 credits of SIS 494 Research Paper. The paper may not be done with SIS 200, 201, 202, 401, 495, or 498.**

2. It is to be a **second** and **expanded** draft of the course (or independent study) paper and should be of major research paper length (about 25 pages). This final paper, *including a bibliography*, should be completed in the same quarter in which the course is taken, and must be on file with departmental signature for student eligibility to take Task Force. It is advisable that papers be turned in no less than 2 weeks before deadlines to give professors an opportunity to grade the paper and return for final revisions if necessary. In the event a student is unable to complete the paper before grades are due, we recommend an "x" grade rather than an incomplete, at the discretion of instructor. The core or track course grade may differ from the grade for SIS 494 research paper.

3. Upon completion of the paper, this portion of the form must be filled out and returned to Jackson School Student Services, Thomson 111, Box 353650, along with the paper. (Students may then pick up their papers from Thomson 111.)

Paper Title _____ Grade _____

Faculty Signature _____ Date _____
(Please sign here **after** final draft of paper is graded by you - return with paper to Thom 111)

Departmental Signature

_____ Date _____

Qualifying Paper Requirement

The intent of the Qualifying Paper requirement is to give students an experience in writing a longer more polished research paper. All international studies majors are required to complete this project. Students will write the qualifying paper in conjunction with a core or track course of their choosing. It is important that students approach the professor early in the quarter and receive his/her approval to write the Qualifying Paper in conjunction with a particular course. A qualifying paper agreement form (p. 4) must be signed by the instructor and student at the beginning of the quarter.

The writing process will involve supervision of the student by the faculty member in choosing a paper topic, selecting resources, conducting research, and writing and redrafting the paper. Qualifying Papers vary in length, but should be modeled after professional journal articles and should average about 25 pages. Source materials, which must be listed in the paper's bibliography, should include both books and periodical literature; students are encouraged to use primary materials and foreign language sources whenever possible and appropriate. Upon completion, the agreement form should also be completed (and signed a second time with a grade) by the instructor. Both the paper and form should be forwarded by instructor to Jackson School Student Services, BOX 353650.

Because this research paper is longer than average, students will, with the same instructor, concurrently enroll in 2 cr. of research paper, SIS 494, in the same quarter the track or core course is taken.* The grade assigned to the SIS 494 is not automatically the same as that of the core or track course, and is an evaluation of only the qualifying paper. (*Research Paper registration forms are available in THOM 111, and should be completed and turned in no later than Friday of the 1st week of the quarter with the signed qualifying paper agreement form to receive a registration entry code.*)

Students may obtain a "Qualifying Paper Agreement" form from the Office of Student Services in Thomson 111 (see sample form page 4). The student should fill out the top of the form, indicating the course number and the name of the professor supervising the project, and obtain the professor's signature when they first enroll in the course. This form should be returned to the student's file in Thomson 111 until the final paper draft is ready, at which time it should be picked up and submitted to the professor along with the final draft of the paper for a grade and final faculty signature. It is the student's responsibility to see that the form has been completed and returned to his/her file.

If completion of the paper is delayed beyond the end of the registered quarter with an "x" or "I" grade, a grade change form for the SIS 494 will need to be submitted by the instructor at the time of completion.

❁ IMPORTANT NOTE ❁ The Program expects all students to complete the qualifying paper requirement prior to SIS 495 Task Force, which is offered Winter Quarter only. The research on the Qualifying Paper is excellent preparation for research required by Task Force. Most students write the Qualifying Paper during their late sophomore or junior year. Honors students will write an honors thesis in lieu of this requirement. Task Force assignments will not be fixed, nor will entry codes be given, until both drafts of the paper are completed and the signed "Qualifying Paper Agreement" form is in the student's file with departmental approval. November 1 is the cut off date for a student to be considered for his or her *first choice* of Task Force. Therefore, students completing their qualifying paper at the end of Autumn Quarter before Task Force will not be assured of their first choice. Since it takes time to evaluate papers, and a final revision may be necessary, it is expected that students will remain in touch with their professors and will take responsibility for meeting deadlines. We strongly urge all students to do the qualifying paper no later than the winter or spring quarter of the year prior to taking task force.

* *Students who are already enrolled for 18 cr. of coursework will be allowed to not register for the 2 cr. of SIS 494, to avoid excess tuition fees.*