QUALIFYING PAPER (QP) AGREEMENT FORM

Henry M. Jackson School of International Studies
Student Services Office  |  Thomson Hall 111  |  Box 353650
(206) 543-6001  |  jsisadv@uw.edu

DEADLINES
1. If you want to be considered for a Task Force Abroad: Graded QP is due at the end of the last week of Spring quarter of your junior year
2. Otherwise: Graded QP is due at the end of the first week of Autumn quarter of your senior year

STUDENT: This form should remain in your file in Student Services until you turn in your QP

Student Name ___________________________ EMAIL: ___________________________
Student # ___________________ Phone # ___________________
Year you intend to take Task Force Winter/Track: ___________________________
Faculty Member ___________________ Course # _______ Qtr. _______
Paper topic __________________________________________________________________________________________________
Pre-Approval Faculty Signature __________________ Date: ____________
(sign here before paper is written)

FACULTY MEMBER: Please complete this section after grading final draft and return with graded paper to Thomson 111

The QP is an individual project and should be a research paper of approximately 25 pages length
1. The QP is to be written with a Jackson School instructor either…
   a) …in conjunction SIS “core” or “track” course, or
   b) …as an independent project with a JSIS instructor
2. Students should register for 2 credits of SIS 494 Research Paper
3. Completed QPs including a title page, footnotes, and bibliography should be turned in to your QP adviser no less than 2 weeks before the relevant deadline, to give professors an opportunity to grade the paper and return it for final revision 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 form must be filled out, signed below, and returned to Jackson School Student Services, Thomson 111, Box 353650, along with the paper. (Students will be contacted to 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 (QP) Requirement

The intent of the QP requirement is to give students an experience in writing a longer more polished individual research paper. All international studies majors are required to complete this project. Students may write the QP in conjunction with a core or track course of their choosing, or as an independent research project with a JSIS instructor. It is important that students approach the instructor early in the quarter and receive his/her approval to write the QP in conjunction with a particular course. The Qualifying Paper (QP) Agreement Form (p. 3) 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. QPs 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 QP 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 or subsequent 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 (QP) Agreement Form from the Office of Student Services in Thomson 111 (see sample form page 3). The student should fill out the top of the form, indicating the course number (if applicable) and the name of the instructor supervising the project, and obtain the instructor’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 instructor 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 QP is delayed beyond the end of the registered quarter with an “x” or “I” grade, an online grade change for 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 in Winter Quarter only. The research for a Qualifying Paper is excellent preparation for research required by Task Force. 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 (QP) Agreement Form is in the student's file with departmental approval.

SUBMISSION DEADLINES FOR FINAL AND GRADED QP

1. If you want to be considered for a Task Force Abroad: Graded QP is due at the end of the last week of Spring quarter of your junior year

2. Otherwise: Graded QP is due at the end of the first week of Autumn quarter of your senior year

* Students who are already enrolled for 18 cr. of coursework will be exempt from registering for the 2 cr. of SIS 494, to avoid excess tuition fees.