

Fill out and file with Student Services (see instructions)

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Research Paper Agreement

Asian Studies Major (all Options)
 Henry M. Jackson School of International Studies
 Student Services Office, Thomson 111, Box 353650
 Seattle, WA 98195-3650

STUDENT: Once during your career as an Asian Studies major—normally in your senior year—you must arrange with the instructor of an Asian Studies course to write a research or analytical paper that will meet the research paper requirement. You are responsible for the following:

1. Consult your adviser in Thomson 111 about appropriate courses for the research paper.
2. The paper should be a minimum of fifteen pages in length (double-spaced, 12 pt. type, margins no greater than 1"), using citations and submitted with a bibliography (which does not count toward the 15-page total). See reverse for procedures and requirements.
3. After your instructor has signed Part One, return the form to the Office of Student Services (111 Thomson Hall). *This form must remain in your file in Student Services.*

PART ONE: To be completed and submitted to the Office of Student Services by the beginning of the third week of the quarter in which the paper is to be submitted.

Student Name: _____ Quarter _____

Student #: _____ Phone: _____ E-mail: _____

Current Address: _____

Faculty Member: _____

Course Name and Number _____

Instructor Signature: _____ Date: _____

(sign here **before** paper is written to signify agreement that student will write a major paper in your course)

PART TWO: To be completed by faculty member after grading the paper (or if revisions were required, the final version of the paper).

I certify that this paper fulfills the guidelines for the research paper required for the Asian Studies major as described on the reverse of this form under "Requirements." In form it is a research paper (rather than a review, translation, or summary) of 15 pages or longer, contains citations and notes, and has a bibliography appended.

Paper Title: _____ Grade: _____

Instructor Signature: _____ Date: _____

Upon satisfactory completion of the paper, this form must be filled out and returned, along with a copy of the paper, to the Jackson School Office of Student Services, Thomson 111, Box 353650.

Faculty Instructions for the Research Paper for Asian Studies

Henry M. Jackson School of International Studies
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Seattle, WA 98195-3650

If you are teaching an upper-division course that is appropriate for the Asian Studies paper requirement, you may be asked to sponsor a student's research paper. This sheet provides information about procedures for sponsorship and requirements for the paper. If you have further questions you may contact the Undergraduate Advisers in the Jackson School Office of Student Services (543-6001).

Procedures for Sponsoring a Paper

1. The student is responsible for arranging with you to submit a paper in your course. The paper may be used for the requirements of your course, but it must also satisfy the minimum requirements for an Asian Studies research paper. You should discuss the project and expectations.
2. The student is responsible for completing and obtaining your signature on Part One of the Agreement. S/he must submit this form to the JSIS Office of Student Services by the beginning of the third week of the quarter in which the paper will be completed.
3. This form will be kept on file in JSIS Student Services. At the end of the quarter, the student will pick it up and return it to you so that you can complete Part Two.
4. When you have determined that the paper meets the Asian Studies Program requirements, sign the form and return it, along with a copy of the paper, to: Jackson School Office of Student Services, Thomson 111, Box 353650. The requirements are summarized on Part Two of the Paper Agreement, and outlined below.

Requirements for the Research Paper for Asian Studies

1. The research or analytical paper must be written in an upper-division course approved for the Asian Studies major. In some cases, the course syllabus requires a suitable paper. (In such cases this form must still be filed.) In other cases, however, prior consultation with the instructor about the feasibility of a paper in the proposed course will be essential.
2. The paper is to be the student's own work, at least 15 pages in length (4500-5500 words), printed double-spaced in 12-point type, margins no greater than 1", and submitted with a bibliography (which does not count toward the 15-page total).
3. The student should read widely and in depth on a topic. The paper is to analyze or evaluate a problem, issue, or question, set it into a context of existing literature on the subject, and provide evidence to support the points made. (It is not to be a descriptive summary of a subject or a book, a book review or critique, or a translation without analysis.) It may be based either on primary or secondary sources. Quotations, evidence, and other people's ideas are to be acknowledged in footnotes or endnotes. Excessive reliance on encyclopedias, popular accounts, textbooks or web sites—except for specific purposes approved by the instructor supervising the paper—should be avoided.
4. A grade of at least 2.0 on the paper is required for graduation.
5. Upon satisfactory completion of the paper, the Research Paper Agreement must be filled out and returned, along with a copy of the paper, to the Jackson School Office of Student Services, Thomson 111, Box 353650.

Student Name _____ Quarter/Year _____ Course No. _____

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