

# Reed College Senior Handbook



**2011-2012**  
**Celebrating a Century of Inquiry**

# 2011-2012 Reed College Academic Calendar

## Fall Semester 2011

Spring Semester 2012					
<b>January</b>					
24-28	Wed-Sun	Student orientation	16	Monday	Martin Luther King, Jr. holiday
24	Wednesday	Convocation	20	Friday	Final day of open registration
26	Friday	Placement exams, advising and registration	23	Monday	Classes begin
		Residence halls open to returning students			All work for fall semester 2011 incompletes due to the instructor
29	Monday	Classes begin			Last day of late registration
		All work for spring semester 2011 incompletes due to the instructor	27	Friday	
<b>February</b>					
		Last day of late registration	3	Friday	Deadline to add classes, change sections or reduce unit value in spring classes
2	Friday	Labor Day holiday - no classes scheduled			Four-week comments due
5	Monday	Deadline to add classes, change sections or reduce unit value in fall classes	17	Friday	Deadline to drop semester classes-withdrawal from a spring class recorded after this date
9	Friday		27	Monday	Deadline to withdraw from a year class
<b>March</b>					
3	Monday	Deadline to drop semester classes – withdrawal from a fall class recorded after this date	10-18	Sat-Sun	Spring break
		Fall break – residence halls open, limited food service	19	Monday	Classes resume
23	Friday	Classes resume			EIGHT-WEEK GRADES DUE by 5 p.m.
<b>April</b>					
3	Monday	EIGHT-WEEK GRADES DUE by 5 p.m.	2	Monday	Deadline to withdraw from a spring class or change to CR/NC from the college
					Registration for 2012-13 begins
15-23	Sat-Sun		16	Monday	SENIOR THESES DUE: four copies due in the Registrar's Office by 3 p.m.
24	Monday		27	Friday	LAST DAY OF CLASSES
<b>May</b>					
7	Monday	Deadline to withdraw from a fall semester class or change to CR/NC	30-6	Mon-Sun	Reading period and oral exams
		Deadline to drop a year class – withdrawal recorded after this date	7-10	Mon-Thurs	FINAL EXAMINATIONS
		Deadline to take a leave of absence for fall or to withdraw from the college			No work for spring classes may be submitted after this period
		Thanksgiving vacation			Theses due in library – noon
		Classes resume			SENIOR GRADES DUE (pass/no pass) – 3:00 p.m.
<b>December</b>					Senior grade review
24-27	Thurs-Sun	Fall senior theses due: four copies due in the Registrar's Office by 3 p.m.	11	Friday	Commencement rehearsal – 2:00 p.m.
28	Monday	Thursday classes meet			COMMENCEMENT
2	Friday	Friday classes and Wednesday night classes meet	12	Saturday	ALL GRADES DUE – 9:00 a.m.
		LAST DAY OF CLASSES FOR FALL	14	Monday	Divisional grade reviews – morning
6	Tuesday	Reading period	16	Wednesday	Final faculty meeting – afternoon
7	Wednesday	Senior oral exams	18	Friday	
		FINAL EXAMINATIONS			
8-11	Thurs-Sun	No work for fall classes may be submitted after this period			
12-15	Mon-Thurs	Theses due in library – noon			
16	Friday				
<b>January</b>					
3	Tuesday	FALL SEMESTER GRADES DUE at 9 a.m.			
6	Friday	Divisional grade reviews – 10 a.m.			
		Faculty grade review meeting – 1 p.m.			

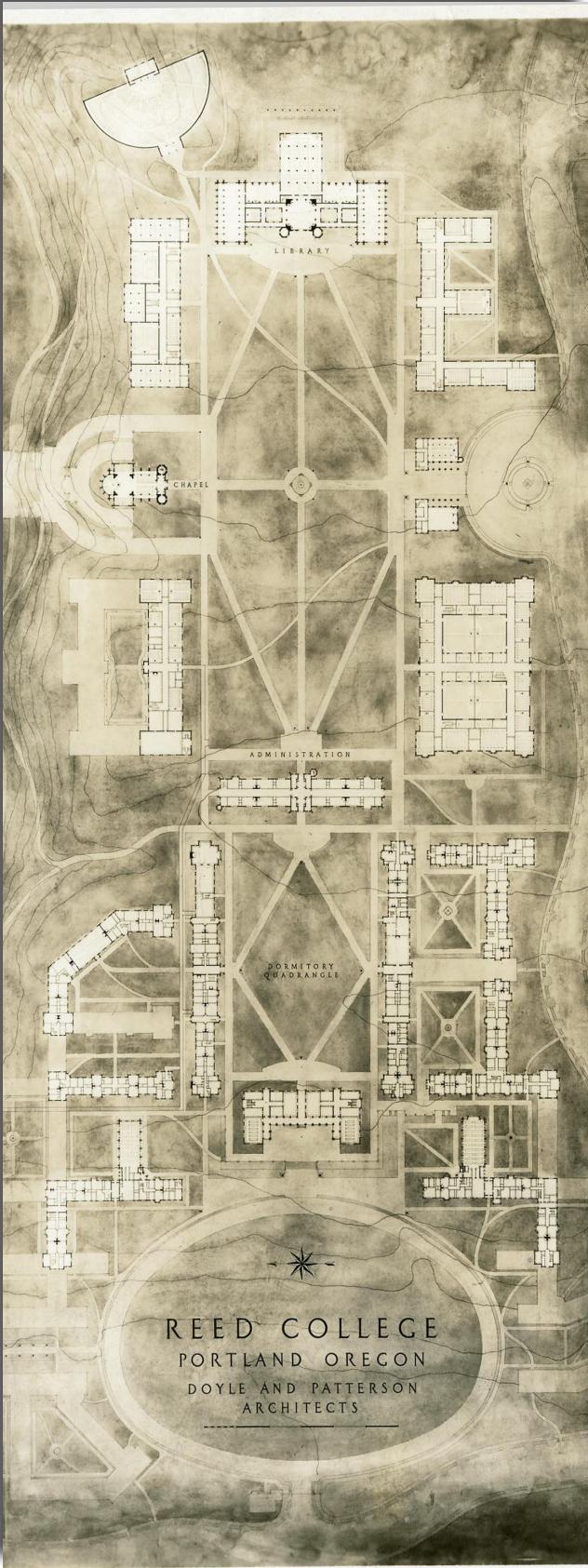
# The Thesis Year



You have now reached the final stage of your undergraduate education at Reed. This little book (assembled by the registrar's office) is intended to help make your senior year go as smoothly as possible. It's grouped into four main parts:

1. Summaries of Thesis Deadlines: Here you will find some of the deadlines that pertain to your division and department.
2. Degree Requirements and Credit Information: This provides you with a summary of the general college requirements you must complete in order to graduate and an explanation of credit-related policies.
3. The Thesis Year Process: Read this section with special care. Here you will find a thorough and chronological explanation of the thesis process, including essential information on formatting your thesis, handing it in, and graduating.
4. Directory of Important Contacts: These are the people to contact whenever you have a question.

If at any time during the year you have a question about the contents of this book or about anything else not covered in it, please feel free to contact the graduation specialist in the registrar's office (Eliot 311) or call x7793. You may also contact your thesis adviser or divisional secretary.



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# Thesis Deadlines At-A-Glance

For fall/spring seniors finishing a thesis in spring semester, 2012



## Division of the Arts

Please see your adviser for deadlines!

## Division of History and Social Sciences

*All thesis submissions are to be turned in to Lois Hobbs, HSS administrative assistant to the faculty (Vollum 112).*

**Monday, September 26, 2011:** Four (4) copies of thesis due by noon.

**Friday, March 24, 2012:** Two (2) copies of the thesis first draft due by noon. *No initials required from the thesis adviser or department chair.*

## Division of Literature and Languages

*All thesis submissions are to be turned in to Karen Bondaruk, L&L administrative assistant to the faculty (Vollum 320). For full thesis due date information refer to your division handbook.*

### English Majors

**Thursday, September 1, 2011:** Two copies of thesis topics due before noon.

### All L&L Majors

**Wednesday, September 14, 2011:** Thesis adviser and topic selection form due before noon.

**Wednesday, September 28, 2011:** Two copies of thesis statements due before noon.

**Monday, November 21, 2011:** Three copies of the first section plus prospectus due before noon on.

Thesis Conferences with student, adviser and 1st reader will take place the week of **November 28 - December 2, 2011** scheduled by Karen Bondaruk.

**Monday, March 26, 2012:** One copy of the full thesis draft due before noon.

## Interdisciplinary Majors

If both majors are in the same division, follow the divisional guidelines. Otherwise, consult your adviser for thesis-related deadlines.

**FOUR COPIES OF YOUR THESIS IN FINAL FORM ARE DUE IN THE REGISTRAR'S OFFICE BY 3 P.M. FRIDAY, APRIL 27, 2012.**

## Division of Mathematics and Natural Sciences

### Biology Majors

*Please submit draft introductions to advisers and proposals to Susan Buttrick, administrative assistant to the Biology faculty (Biology 115).*

**Friday, September 9, 2011:** Thesis proposals due by noon.

**Monday, January 23, 2012:** Draft of the thesis introduction due by noon, unless other arrangements have been made with your thesis adviser.

### Math, Chemistry and Physics Majors

Please see your adviser for deadlines!

## Division of Philosophy, Religion, Psychology, and Linguistics

*All thesis submissions are to be turned in to Kathy Kennedy, PRPL administrative assistant to the faculty (Chemistry 303).*

**Wednesday, October 5, 2011:** Copy of thesis proposal, initialed by adviser, due.

**Friday, March 30, 2012:** First draft of thesis, initialed by adviser, due.

**Psychology Majors:** You must submit a draft of the first chapter of your thesis to your adviser **by the last day of classes of fall semester.**

**Linguistics Majors:** The first draft of your thesis is due to your adviser **5 weeks before the end of term, March 23, 2012.**

# Thesis Deadlines At-A-Glance

For spring/fall seniors finishing a thesis in fall semester, 2011



## Division of the Arts

Please see your adviser for deadlines!

## Division of History and Social Sciences

**Friday, October 28, 2011:** Two (2) copies of the thesis first draft, submitted to Lois Hobbs, HSS administrative assistant to the faculty, in Volumn 112 by noon. No initials required from thesis adviser or department chair.

## Division of Literature and Languages

**Monday, October 31, 2011:** One copy of the full thesis draft due before noon to be submitted to Karen Bondaruk, L&L administrative assistant to the faculty (Volumn 320).

## Interdisciplinary Majors

If both majors are in the same division, follow the divisional guidelines. Otherwise, consult your adviser for thesis-related deadlines.

## Division of Mathematics and Natural Sciences

### Biology Majors

*Please submit draft introductions to advisers and proposals to Susan Buttrick, administrative assistant to the Biology faculty (Biology 115).*

**Monday, August 29, 2011:** Draft of thesis introduction due no later than noon on the first day of classes for the fall semester, unless other arrangements have been made with your adviser.

### Math, Chemistry and Physics Majors

Please see your adviser for deadlines!

## Division of Philosophy, Religion, Psychology, and Linguistics

**Wednesday, October 5, 2011:** Copy of thesis proposal, initialed by adviser, to be submitted to Kathy Kennedy, PRPL administrative assistant to the faculty (Chemistry 303).

**Friday, March 30, 2012:** First draft of thesis due, initialed by adviser, to be submitted to Kathy Kennedy (Chemistry 303).

**FOUR COPIES OF YOUR THESIS IN FINAL FORM ARE DUE IN THE REGISTRAR'S OFFICE BY 3 P.M. FRIDAY, DECEMBER 2, 2011.**

# Thesis Deadlines At-A-Glance

For spring/fall seniors starting a thesis in spring semester, 2012



## All L&L Majors

**Wednesday, February 8, 2012:** Thesis adviser and topic selection form due before noon.

**Wednesday, February 22, 2012:** Two copies of thesis statements due before noon.

**Monday, April 16, 2012:** Three copies of the First section plus prospectus due before noon.

Thesis Conferences with student, adviser, and 1st reader will take place the week of **April 23-27, 2012**; scheduled by Karen Bondaruk.

**Monday, October 29, 2012:** One copy of the full thesis draft due before noon.

## Division of Mathematics and Natural Sciences

### Biology Majors

*Please submit draft introductions to advisers and proposals to Susan Buttrick, administrative assistant to the Biology faculty (Biology 115).*

**Friday, February 3, 2012:** Thesis proposals due no later than noon.

### Math, Chemistry and Physics Majors

Please see your adviser for deadlines!

## Division of Philosophy, Religion, Psychology, and Linguistics

**Monday, February 20, 2012:** Copy of thesis proposal, initialed by adviser, to be submitted to Kathy Kennedy, PRPL administrative assistant to the faculty (Chemistry 303).

**4 weeks before the last Friday of term Fall 2012:** First draft of thesis due, initialed by adviser, to be submitted to Kathy Kennedy (Chemistry 303).

## Interdisciplinary Majors

If both majors are in the same division, follow the divisional guidelines. Otherwise, consult your adviser for thesis-related deadlines.

## Division of the Arts

Please see your adviser for deadlines!

## Division of History and Social Sciences

Please see your adviser for deadlines!

## Division of Literature and Languages

*All thesis submissions are to be turned in to Karen Bondaruk, L&L administrative assistant to the faculty (Vollum 320). For full thesis due date information refer to your division handbook.*

### English Majors

**Thursday, January 26, 2012:** Two copies of thesis topics due before noon.

**FOUR COPIES OF YOUR THESIS IN FINAL FORM ARE DUE IN THE REGISTRAR'S OFFICE BY 3 P.M. ON THE LAST FRIDAY OF THE FALL 2012 TERM.**

Although writing your thesis does comprise an important part of your final year at Reed, you must also complete all of the general college requirements and your major requirements in order to graduate.



## Degree Requirements

Reed requires a minimum of 30 units to graduate, 15 of which must be taken in residence at the college. Courses taken while on an exchange through Reed do not count as units earned in residence. You are also required to PASS at least 6 units in the thesis year, no fewer than 2 in one semester. Thesis is typically a 2-unit, year-long course.

In addition, you must complete 6 quarters of P.E. in order to graduate. The college will not waive the remaining P.E. credits if you finish your thesis without completing your P.E. requirements. Remember, you can only take one P.E. course for credit in each quarter, so plan ahead. There are two quarters in each semester, so you can only complete 4 quarters of P.E. in a year.

You must meet all of your group requirements. The registrar's office will provide you with evaluations that show what general college requirements you have met. The registrar's office does not track completion of divisional or departmental requirements.

Divisions have requirements that you must fulfill (except the Mathematics and Natural Sciences division and the Philosophy, Religion, Psychology, and Linguistics division), as does each department. Consult with your academic adviser if you have questions about meeting divisional or departmental requirements.

**Only students who have completed all degree requirements can participate in commencement.**

# General College Requirements

## Credit Requirements

- |                        |                             |
|------------------------|-----------------------------|
| *30 units of quantity  | *6 units in the thesis year |
| *15 units in residence | *6 quarters of P.E.         |

## Humanities

Humanities 110 is required of all first-year students and students who transfer with first-year standing but without transferable credit equivalent to 110. Sophomore or junior transfers may substitute Hum 210, Hum 220, or Hum 230 and one additional unit from Group A or Group B for the Humanities 110 requirement. If so used, Hum 210, Hum 220, or Hum 230 may not also be used toward any other distribution requirement.

## Distribution (Group) Requirements

- Each group calls for two units in the same discipline.
- No course may satisfy more than one distribution requirement.
- No student may fulfill more than one distribution requirement through work in his or her major department. In exception to this, students pursuing interdisciplinary majors may at the discretion of the major committee fulfill two distribution requirements through their major department(s).
- No group requirement may be satisfied by a waiver, by independent study courses, by Advanced Placement or International Baccalaureate credit or by courses taken for credit/no credit.
- Only one of Humanities 210, 220, or 230 may be used to satisfy Group requirements

## Group A: Literature, Philosophy, Religion, and the Arts

Two units in the same discipline, which may be selected from the following: art history; classics (excluding 371, 373, and 375); dance (excluding applied); English; literature (both foreign and in translation); music (excluding applied); philosophy; religion; theatre (excluding acting and design); or one of Humanities 210, 220, or 230. Notes: History majors may not meet this requirement with a 200-level Hum course. Creative writing may not be used to meet this requirement.

## Group B: History, Social Sciences, and Psychology

Two units in the same department from one of the following: Anthropology 211 and one additional upper-division anthropology course; one 200-level political science course and any other political science course, but no more than one course from Political Science 230 (formerly 200) and 386–415; Economics 201 and one other economics course (except 401); Sociology 211 and one other sociology course; any two units in history or psychology; two units from Linguistics 212, 221, 232, 296, 313, 330, 334, 335, 345, 348, 393, 411, 439, and 440; two of Classics 371, 373, and 375; or one of Humanities 210, 220, or 230.

## Group C: The Natural Sciences

Minimum of two units from the physical sciences (chemistry, physics) or two units from the biological sciences in courses that contain both lecture and laboratory components.

## Group D: Mathematics, Logic, Foreign Language, Linguistics

Minimum of two units in the same discipline from either: (1) mathematics and formal or symbolic logic, or (2) foreign language (two units in one language -- literature courses cannot be used to satisfy Group D) or linguistics (211, 296, 312, 320, 321, 323, 324, 326, 328, 329, 334, 336, 341, 344, 348, 352, and 393).

## Group X: Additional Breadth

Two additional units in any single department outside the student's major department. Applied courses such as studio art, acting, creative writing, and dance may be used to fulfill this requirement, even if they are not applicable to Groups A-D.

# Transfer Credit

Do you need to transfer credit for classes taken at another institution in order to make up quantity (units applied towards your total of 30) or satisfy a group or other requirement? In either case **you will have to complete a “Request for Transfer Credit” form**, which you may obtain from the registrar’s office or at <http://www.reed.edu/registrar/forms.html>.

To complete the form you must obtain signatures from:

- the chair of the department under whose jurisdiction the course would fall if taken at Reed
- your adviser
- the chair of your major division



## Transfer Credit Equivalencies

1 Reed unit = 4 semester-hours

1 Reed unit = 6 quarter-hours

*PSU uses quarter hours*

*UC Berkeley uses semester hours*

Return the completed form to the registrar’s office (E311). If you do not obtain all the necessary signatures, the form will be returned to you, resulting in delay. Arrange for an official transcript to be sent directly to the Reed registrar’s office.

A course cannot be transferred unless you earn a grade of C- or better. In the case of a grade of “P” or “Cr”, the college must specify that the grade meets the C- or better requirement

**One Reed unit is equivalent to 4 semester-hours or 6 quarter-hours.** No transfer work will be accepted if it duplicates courses taken at Reed, or if it is taken during a semester when the student is enrolled at Reed and a similar course is offered concurrently at Reed.

**If you have already taken a course elsewhere** but have not transferred the credit, complete the form and order an official transcript to be sent to the registrar’s office at Reed.

Only when this transcript has been received can the course be evaluated for transfer credit. You will receive notification regarding the amount of credit from the recorder, Ben Bradley. He can be reached at extension x7295, or you may stop by Eliot 311 and speak with him.

**If you have not yet taken a course**, but find that you must complete additional credit from another college in order to graduate, it is important that you complete the request for transfer credit form prior to taking the coursework. This will ensure acceptance by your adviser, major division, and relevant department, when an official transcript showing acceptable work is received by the Registrar. Upon completion of the work, make sure that an official transcript is sent directly to us, since credit will not be recorded without it.

**If you are a transfer student**, please check that you have received credit for the number of units that you expected. This information is available in the registrar’s office, Eliot 311.

**Completed transfer credit forms and official transcripts must be received in the registrar’s office by:**

- **Friday, September 9, 2011 to guarantee credit for graduation in January**
- **Friday, February 3, 2012 to guarantee credit for graduation in May**



## Credit/No Credit Grades

Juniors and seniors may take a maximum of two units of work on a credit/no credit basis. **Your work will be reported as Cr (credit) if you obtain a grade of C or better; below that level it will be reported as NC (no credit).** These marks will not be used in the computation of your grade point average.

You may register for Cr/NC with the permission of the instructor and your adviser, in accordance with regular add/drop procedures. You may change to or from the Cr/NC option in accordance with the deadline set for dropping courses, which is **November 7, 2011 for the fall semester and April 2, 2012 for the spring semester.** Use the **“Changing Grading Option to Credit/No Credit”** form, available from the registrar’s office or at <http://www.reed.edu/registrar/forms.html>.

You may **not** take a course for Cr/NC:

- to satisfy college distribution requirements
- to satisfy requirements for your major or your division
- in your major department

*Note: Some courses are offered only as Cr/NC. These are not included in the maximum of two units of taken as Cr/NC.*



# The Thesis Year Process



## Calendar Awareness

One way to make this valuable learning experience as painless as possible is to **be aware of deadlines**, both from your division and the college. At the beginning of the year, make sure that you note those dates that are applicable to you. In this handbook, you will find a comprehensive calendar for this academic year on the inside cover and a brief listing of thesis-related deadlines on pages 1 through 3. If you do not find what you need listed here, please check with your division secretary (see the list of names and extensions on pages 27 and 28) or with the registrar's office.

## Before You Begin

### Your Thesis Adviser

Choose a thesis adviser (in some departments your thesis adviser will be chosen for you). Once you know who your thesis adviser is, please let the graduation specialist know. This will ensure that the correct faculty member records the grade for your thesis. If you change thesis advisers, let the registrar's office know.

### Deadlines

Know your first draft deadline. Some divisions have serious penalties for thesis drafts that are not turned in on time. Check the divisional/departmental deadline for your thesis proposal. Consult with your thesis adviser as to the necessary content. If you need to turn in a thesis proposal before you are required to have a thesis adviser, consult with the division/department secretary about deadlines and content. If you are an English major writing a creative thesis, a proposal must be received by the division of Literature and Languages office (Volumn 320) by noon on the first day of classes.

### Oral Examination

Depending on your department, you may be responsible for the selection of all or part of your oral examination board. Ask your adviser about orals schedules and the regulations of your department. The registrar's office has no role in scheduling orals, but schedules are posted on a bulletin board outside Eliot 311 once they are set.

# Help Along the Way: Academic Support Services

While your thesis adviser will be your primary source of support and direction, Academic Support Services also has resources to help you with your thesis.

## Writing Center Tutors

Seniors can get writing assistance from trained tutors on either a short-term or ongoing basis. For brainstorming or feedback on short sections, visit drop-in hours any Sunday through Thursday from 6-10 p.m. in the Dorothy Johansen House. To be matched with a writing tutor who can read your whole thesis, chapter by chapter, contact Julie Maxfield. Our tutors represent a variety of majors and are excited to work with seniors!

## One-on-one Coaching

Academic Support staff works individually with seniors struggling with procrastination, dividing work into manageable pieces, overcoming writer's block, stress, and time management. We won't offer advice on content (see your professors for those kinds of questions!), but we can help keep you on track.

## Workshops

Past topics have included "Preventing Procrastination," "Time Management," and "Reading Effectively." Topics for workshops are student-driven; let us know if there's a subject you'd like to see us cover. The full schedule of workshops is available online at: <http://dojo.reed.edu/workshops>.

## Space

When you need a break from the library, check out the study space up at the Dorothy Johansen House. We have new computers, a printer, a library of commonly used textbooks, and space for individual or group study. Academic Support Services is happy to provide snacks and coffee/tea every night. The DoJo is open to students from 9 a.m.-11 p.m. every day that school is in session.



## For more information about any of these services, contact:

**Lily Copenagl**, Associate Dean of Student Services  
copenagl@reed.edu  
503/788-6640  
Office in Eliot 218

**Julie Maxfield**, Director of Academic Support  
julie.maxfield@reed.edu  
503/517-7722  
Office in DoJo

**Ryland Bell**, Quantitative Skills Center Coordinator  
bellr@reed.edu  
503/517-7690  
Office in DoJo

# The Library

## Assignment of Thesis Desks

Seniors are assigned desks in the library early in the fall semester by means of a lottery. All seniors enrolled in thesis are eligible, with the exception of those in Biology, Physics, Chemistry, Psychology, and Studio Art, who are assigned space in their respective departments. Results from the lottery will be posted in the library lobby on Tuesday, September 13, 2011. The choosing of desks will take place on Wednesday, September 14, 2011, at noon in the library lobby. You or your proxy must be present for desk selection.



A thesis registration list is used for the lottery. If there is a delay with registering for thesis, please notify the library no later than Monday, September 12, 2011 at 5 p.m. Those who have not received notification of the results of their junior qualifying exam should check with their department by this time. Remember you will not be registered for thesis unless you have filed with the registrar's office a declaration of major form, a formal notification of your qual pass from your department, and registration or an add form registering for thesis.

Spring/fall seniors are assigned desks by a mini-lottery at mid-year. This assignment is for the spring semester only. Everyone will choose new desks in the fall. For further information on desks contact a circulation staff member.

## Book Loans

Thesis students receive special loan privileges for regular books from the stacks. Instead of the usual 28-day period, the deadline for thesis books coincides with your thesis deadline. Please remember that all books are subject to recall.

If you are given an incomplete or a summer extension for your thesis, you must renew your books at the library. If you do not, you will be billed for overdue books.



Spring/fall seniors wishing to renew or borrow new materials over the summer should speak to a circulation staff member. Otherwise their materials will be due Thursday, May 10, 2012.

Seniors may order materials not available at Reed from other libraries in the region through Summit and nationwide via the Interlibrary Loan Service. If the book is available locally, you may check it out directly from that library. See a librarian for details.



## Library Fines

All books must be returned to the library and all fines must be paid prior to graduation. If your fines have not been paid, you will be permitted to take part in the commencement ceremony, but your diploma will be withheld until payment is made.

# Formatting Your Thesis: A Word from CUS

In addition to the brilliant, scholarly content that you'll spend most of your time on, your thesis has to meet Reed's formatting requirements. The mechanics of producing a long, carefully formatted document can take a surprising amount of time—so you shouldn't ignore it until the last minute.

Check out <http://web.reed.edu/cis/help/thesis.html> for our online resources. We also offer drop-in help at the Help Desk any time and weekly classes dedicated to teaching and troubleshooting thesis formatting. Call or see the website for an up-to-date schedule.

We support two technologies for writing your thesis: Microsoft Word (Mac or Windows) and LaTeX. You can find lots of help for each, including richly annotated style templates, at the URL above.



## The most important things to know are:

- 1. Start early!** You can save a lot of time by learning the technology early on, so you don't have to undo and redo work at the end.
- 2. Check with your advisor early.** Make sure your advisor knows and supports your choice of technology (Word or LaTeX) and that you know of any special formatting requirements for your discipline.
- 3. Use power tools!** Reed has a site-wide license for the bibliography management program EndNote. You can install it on your own computer for free, and of course it's in the campus labs. You may never need to type a citation again! See: <http://web.reed.edu/cis/help/software/endnote/>
- 4. Master the tools.** Both Word and LaTeX have tools that make formatting easy and keep your document looking consistent. Using the CUS resources to master these tools early on will save you time and heartache in the last few weeks, and let you concentrate on content and writing.
- 5. Allow extra time and planning for non-text elements.** Inserting and formatting tables, images, charts, or other non-text items can require considerable effort. You'll save time in the long run if you master the process early.
- 6. Backup. Backup. Backup! Did we mention backup?** We can help with almost any problem but if you lose your work, there's not much we can do. See our help pages at <http://www.reed.edu/cis/help/backup.html> or drop by and chat with us.

We are here to help! Contact us at x7525, [cus@reed.edu](mailto:cus@reed.edu), or drop by the Help Desk in the ETC.

# Using Images in Your Thesis

## Finding and Using Images

### Finding Images Online

Visual Resources Collection “Online Resources” Guide: <http://academic.reed.edu/art/vrc/resources.html>

### Library Research Guide to Images

<http://guides.library.reed.edu/subject-guide/54>

### Scanning Images

Scanning workstations are available in the IRCs and in the library (reference room and IMC). The VRC (L42) also has scanners – though they don’t offer student workstations, they can help with some special requests, such as large format scanning.

### Citing Images

Citation Style Guide for Images: <http://academic.reed.edu/image-workstation/citing.html>

### Understanding Copyright

Library “Copyright Help for Theses” Guide: <http://guides.library.reed.edu/subject-guide/47>

## Formatting Images in Your Thesis

These instructions cover how to insert images into the Reed thesis template in Word. Instructions for inserting graphics in LaTeX are available on the CUS LaTeX help page. Another option is to insert your images manually into your printed thesis; instructions for that method are available in the Word thesis template.

### Inserting Images and Captions

- Choose whether to insert your images within your chapters, at the end of chapters, or in a separate appendix at the end of your thesis. (Consult your thesis adviser.)
- When you are ready to insert an image, place your cursor where you want the image to appear and select the Style “Figure” (before inserting the image).
- Click Insert > Picture, then browse to find the image to insert.
- Figure captions and citations go below the image. Choose the Style “Figure caption” or “Figure title.”
- “Figure caption” will not display in your List of Figures. Use this for any annotative descriptions of the image.
- “Figure title” will display in your List of Figures. Use this for the full image citation.
- For “Figure title,” choose whether to place the full image citation in the “Figure title” below the image, or enter an abbreviated title below the image and place the full citation in your Bibliography. (Consult your thesis adviser.)

### Creating Your List of Figures

- If you have more than one image, it is recommended that you include a List of Figures. A sample List of Figures is included in the thesis template. Select the style “Figure title” for citation information to be included in your List of Figures.
- To update fields: Right click, choose “Update fields,” and then select the option to update the whole table. Your fields should update your Figure titles automatically, just like in your Table of Contents. The entries listed in your List of Figures (and List of Tables) must match the caption titles of the actual figure (or table).

## In-person Help

Staff in the VRC and library are available to meet with you one-on-one to assist with finding, scanning, citing, and formatting images. We will typically also offer drop-in workshops in the spring. CUS also hosts regular drop-in sessions for formatting help – see their website for times.

### Reed Visual Resources Collection (VRC) L42

- Karin Whalen, Visual Resources Librarian, x7409, [whalen@reed.edu](mailto:whalen@reed.edu)

### Digital Assets Staff (Library)

- Joanna Burgess, Digital Assets Librarian, x7629, [burgessj@reed.edu](mailto:burgessj@reed.edu)
- Angie Beiriger, Digital Assets Specialist, x4622, [beiriger@reed.edu](mailto:beiriger@reed.edu)

*These are general guidelines. Consult your adviser to see if your department has a particular preference regarding citation or formatting styles for images.*

# The Thesis Format

In the interests of conserving both paper and library space, **you have the option of having your thesis copied double-sided.** If you choose this option, please be aware of the additional formatting required and verify with your adviser that this format is acceptable to your major department.

## General Format

Items that are marked in bold face type are required and will be checked for format accuracy in the registrar's office. Items marked with an asterisk (\*) are optional.

**You must follow this order for the contents of your thesis:**

- **title page**
- **approval page**
- acknowledgments and/or preface\*
- **table of contents**
- list of tables\*
- list of figures\*
- **thesis abstract** (not required for creative theses)
- dedication\*
- **major body of text**
- appendix\*
- endnotes\*
- **bibliography or list of references**
- index\*

If you have any questions about the order of contents for your thesis, consult with both your thesis adviser and either the graduation specialist in the registrar's office or a circulation staff member at the library.



If there is no publication manual for your major field, consult any standard style manual, such as *A Manual For Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian (Ref. LB2369 .T8) which can be found in the library reference room. **Whichever style manual you use, be consistent.** Please note that bibliographic format (footnote style and placement, bibliography, etc.) is up to your division and **not** dependent on library approval.

## Front Matter

Front matter consists of all sections up to and including the dedication—that is, everything that comes before the major body of the text. Page numbering in the front matter must be consistent. There are two choices in numbering the front matter.

1. You may leave all numbering off of the front matter. In this case, **sections in the front matter may not appear in the table of contents.**
2. Alternatively, the front matter may be numbered with lower-case roman numerals in a location consistent with the numbering in the rest of the thesis, starting with -i- on the page following the approval page. Each page of front matter that comes after the table of contents **must be listed in the table of contents itself.** Sections that come before it (title page, approval page, acknowledgments, and preface) never appear in the table of contents.

## **Table of Contents**

If any of the following items appear in the thesis, they must appear in the table of contents:

- introduction
- chapters
- appendix
- endnotes
- bibliography
- index

If any of the following items display Roman numbering, they must appear in the table of contents:

- list of figures
- list of tables
- abstract
- dedication

The following items never appear in the table of contents:

- title page
- approval page
- acknowledgments
- preface
- table of contents

Please be sure that the title of each item matches its listing in the table of contents. Also, be sure to check and re-check that all of the items listed in the table of contents accurately match the pagination of the thesis. This is especially important if you revise the text of the thesis and do not automatically adjust the table of contents to match it. If you are using LaTex, you should hit “Typeset” twice to update the table of contents, especially before you print your final copies.

## **Margins**

Leave a margin of 1.5 inches on the left side of each page (or in the case of double-sided copy, on the edge of the page that will be bound), and a margin of at least one inch on the other three edges.

## **Page Numbering**

Arabic page numbering begins with the first page of the introduction and continues through the entire thesis. Arabic page numbers may appear in various locations, most commonly on the top corner within the text area and in line with the outside margin. They may also be centered at the top or bottom of each page. Positioning is particularly important when formatting a double-sided thesis, since numbers placed on the outside corners must be on the top right on odd-numbered pages, and top left on even-numbered pages. See the thesis help folder if you choose this option. In any case, page numbers should never be placed on the inside margin where pages are bound together. Do not type page numbers on the first pages of chapters, but be sure to allow for them. The abstract is not included in page numbering. Each chapter should begin on a new page. No page number or header should appear on a blank page. However, all blank pages within the paginated parts of the thesis must be counted in the pagination.

## **Spacing**

Double-spacing and space and a half are the most common for a thesis because they improve legibility. However, if your thesis is particularly long, you might choose to single-space it. Consult with your thesis adviser for text spacing standards in your discipline.

## **New Sections**

When printing your thesis double-sided, be sure that each new section (both in the front matter and in the main body of the text) begins on the reader’s right side (printed on the front side of the leaf). This includes the first pages of appendices and the bibliography. Achieving this may require that your document have a blank left-hand page at the end of the previous section. When this is necessary, the page should be completely blank, but should be counted in the pagination.

## **Footnotes**

These must be single-spaced and numbered continuously for each chapter or for the entire work. Do not restart the numbering of footnotes on each page.

## Title Page

For the title page format follow the sample shown in this handbook or use the template which can be downloaded from <http://downloads.reed.edu>.

Under the title, state as follows:

A Thesis Presented to the Division of (...)

---

If you have an established interdisciplinary major, then you should state:

A Thesis Presented to the Established Interdisciplinary Committee for (...)

---

If you have an ad hoc interdisciplinary major that is not within one division, you should state:

A Thesis Presented to the Interdivisional Committee for (...)  
*Major (A) and Major (B)*

---

If your ad hoc interdisciplinary major is within one division but is not an established committee, you should state:

A Thesis Presented to the Interdisciplinary Committee for (...)

---

## Correct Undergraduate Majors

### Division of History and Social Sciences

- Anthropology
- Economics
- History
- Political Science
- Sociology

### Division of Literature and Languages

- Chinese
- Classics
- English
- French
- German
- Russian
- Spanish

### Division of Mathematics and Natural Sciences

- Biology
- Chemistry
- Mathematics
- Physics



## **Division of Philosophy, Religion, Psychology, and Linguistics**

- Linguistics
- Philosophy
- Psychology
- Religion

## **Division of The Arts**

- Art
- Music
- Theatre

## **Established Interdisciplinary Committee for**

- American Studies
- Biochemistry and Molecular Biology
- Chemistry and Physics
- Classics and Religion
- Dance and Theatre
- Environmental Studies
- General Literature
- History and Literature
- International and Comparative Policy Studies
  - Economics
  - Political Science
  - Sociology
  - History
- Literature and Theatre
- Mathematics and Economics
- Mathematics and Physics



## **Interdivisional Committee for (examples)**

- Art and Chinese
- Classics and Political Science
- Mathematics and Philosophy



## **Ad Hoc Interdisciplinary Committee for (examples)**

- Art and Theatre
- Philosophy and Psychology

## **Correct Graduate Degree**

Committee on Graduate Studies

Please **check with the library before binding** if you question the accuracy or layout of your title page.

**NO VARIATIONS IN TITLE PAGE FORMATTING WILL BE ACCEPTED.**

It is best to type the title in capital and lower case letters. Do not use decorative graphic devices to adorn titles. They tend to be confusing. Because the only subject retrieval for theses in the library catalog is by key words in the title, please use a title that accurately reflects the content of your thesis. The title, as well as all other parts of the thesis, must be in a consistent font and font size.



## Approval Page

On a separate page, following the title page, just below the center, type:

Approved for the Division\*  
(type your **department or interdisciplinary major** here)

---

the name of your Thesis Adviser(s) typed here

\*Replace “Division” with “Committee” if appropriate.

In the case of an **ICPS Committee major** specify the major department of your focus, not the name of the committee. If you are writing a degree paper the “department” should be listed as Graduate Studies. The line is for the signature of your thesis adviser only **AFTER** your oral examination and corrections (if any) have been made. When turning in your four copies to the registrar’s office, you must have your adviser’s signature on a separate sheet of paper. Be sure an **original** signature is on the archival copy that goes to the library.

## Abstract

A statement summarizing the important points of the thesis. An abstract is not required for a creative thesis.



An Example of a Title Page for a  
Reed College Senior Thesis

---

A Thesis

Presented to

The Division of the Arts

Reed College

---

In Partial Fulfillment

of the Requirements for the Degree

Bachelor of Arts

---

Your Name Here

Month and Year Here

Approved for the Division

(Major)

Your thesis adviser will sign their name here after orals

---

Your Adviser's Name Typed Here

# **Thesis Reproduction**

To obtain the best quality of reproduction of your thesis, follow these guidelines:

1. If you are using a Macintosh for production of your thesis, any font and font size that will produce a clear readable copy are permissible. Do not use Ornaments, Dingbats, or other graphic devices on your title page. Consult your adviser about your choice and the acceptability of drawing programs if charts or graphs are required. If you have any questions, see a library staff member. Also, be sure to speak with Craig Lauder in Printing Services if using grayscale graphs or photos in your thesis
2. Photocopy is the most acceptable form of reproduction on campus, but alternative methods can be used with Craig's approval. Permanence is the chief consideration in approving any method of reproduction.

Photocopy service is available at Reed Printing Services, located in Eliot 132, for 5¢ per page on archival paper. Avoid the thesis deadline rush. Printing Services welcomes pages and chapters of an incomplete thesis. At off-peak times, a complete thesis can be copied in fewer than thirty minutes. Don't forget to specify single or double-sided copy.

Each time you want a part of your thesis copied, you will fill out an order form which is filed under your name; this will facilitate final billing and allow you to accumulate all copying and binding on one bill.

## **Thesis Binding**

After the thesis has been completed and has the final approval of your adviser, binding can be done by Reed Printing Services (see them for prices) or at an off-campus bindery.

Two copies of the thesis (either 1 original and 1 reproduced or 2 original copies) are to be bound, preferably in hard binding and deposited with the library (see deadlines on page 10). One of these copies, whether original or reproduced, must be on archival paper (at least 25% rag), 8 1/2 x 11, 20# weight, and have an original signature of your adviser. The other library copy can be on sulphite paper, (20# is used in most copiers). Printing Services will use archival paper for all thesis copying. It is required that you bring your thesis to the library before you have the two copies bound for a final check. Once approved by the library, you will be given a form to present, with your approved thesis, to the print shop. If you are aware that your thesis adviser will be gone before your thesis is bound, be sure to get the approval page printed on archival paper and have it signed beforehand.

Your final bill must be paid before you can pick up your bound copies. For further information about billing and costs, see Printing Services personnel. Again, try to avoid the last minute rush prior to the deadline.

## **Special Materials**

If you plan to include audio and/or visual tapes, cassettes, etc. in your thesis, please consult with a librarian. Special boxes to contain those materials are available. All accompanying pieces, such as CDs and DVDs, must be labeled.

## **Copyright Permission**

The use of illustrations, the complete texts of poems or substantial portions of essays, screenplays, and other similar works, published or unpublished, may require permission from the copyright holder before they can be reproduced in your thesis. It is your responsibility to personally contact the rights holder if necessary. Acknowledgement of formal permission should be clearly stated in the thesis but may be done in a variety of ways (see Chicago Manual of Style, chapter 4). For more information consult the library's Copyright Help for Theses guide (<http://guides.library.reed.edu/subject-guide/47>) or contact a reference librarian for help.

# Turning In Your Thesis

Four (4) copies of your thesis in **final form** must be presented to the graduation specialist in the registrar's office by 3 p.m. on **Friday, December 2, 2011** for seniors finishing theses in the fall, and by 3 p.m. on **Friday, April 27, 2012** for seniors finishing theses in the spring. "Final form" means that **no changes** are to be made to the thesis after this time, other than those that may be required by your oral examination board, and that the thesis follows the required format guidelines (see the "Thesis Format" section in this handbook for details). **Thesis copies should not be bound or signed by your thesis adviser until after your oral examination.**

## Your thesis will be checked in the registrar's office for:

- your adviser's signature on a separate piece of paper, indicating approval of your thesis
- correct format, all required sections, and page numbering
- presence of all four copies that will be distributed by you to the members of your orals board

If you are a **studio art major**, you must follow general thesis format requirements and submit four copies of your thesis together with four copies of slides or photographs of your work. In the case that slides are not available at this time, a written waiver from the department chair must be submitted. Studio art theses must have an abstract.

If you are writing a **creative thesis**, you are not required to include a thesis abstract. The rest of your thesis must follow the thesis format outlined in this book. You must have a bibliography.

**Spring/fall theses are due no later than 3 p.m. on Friday, December 2, 2011.**  
**Fall/spring theses are due no later than 3 p.m. on Friday, April 27, 2012.**

Should you fail to turn your thesis in to the registrar's office on time, or if you will not be able to complete your thesis on time, you have three options:

1. You may take a **weekend extension**, for a fee of \$50. Spring/fall thesis students selecting this option will have their theses due on **Monday, December 5, 2011** by 3 p.m. Fall/spring thesis students selecting this option will have their theses due on **Monday, April 30, 2012** by 3 p.m. If you intend to take a weekend extension, you should consult with your thesis adviser, and you must inform the graduation specialist by 3 p.m. on the original thesis due date. The Faculty Code requires that readers have no less than 48 hours to read the thesis, so some rescheduling of orals may be necessary.
2. With approval of your thesis adviser, you may take a **summer or winter extension**, for a fee of \$200. To do this, consult with your thesis adviser to make sure that s/he records the correct grade allowing you to take the extension, and inform the graduation specialist by 3 p.m. on the original thesis due date. **All summer/winter extension theses are due on the first day of classes of the next semester by 3 p.m.**
3. If, for reasons of health or extreme emergency, you cannot complete your thesis by the end-of-semester deadline, **you may ask for an incomplete (INC) on your thesis**. To receive an incomplete in your thesis, you will need to fill out a petition for waiver of policy form, obtain your thesis adviser's signature, your division chair's signature, and have the petition approved by the administration committee. You should be aware that the administration committee only meets on Tuesday afternoons each week, and **petitions should be turned in to the registrar's office by no later than 3 p.m. of the Monday before an administration committee meeting.**

**Two final, bound copies of your thesis are due in the library no later than two weeks after the deadline to turn in your thesis to the registrar's office.**

# Contributing to the Electronic Theses (eTheses) Archive

## What

- The eTheses archive was started in 2009, as the result of a proposal brought to the Library Board by the Reed Students for Free Culture. Visitors to the site can browse, search, and download theses. The archive is accessible through Reed Digital Collections at: <http://cdm.reed.edu/cdm4/etheses/>
- You are not required to contribute your thesis to the archive; electronic submission is completely voluntary. However, the library strongly encourages your participation.
- At present, access to the theses is limited to current Reed students, faculty, and staff. However, the archive may eventually become a public collection accessible to anyone on the web. This will allow you to easily access your thesis after you have graduated and will allow researchers from beyond the Reed community to benefit from the excellent research being done here at Reed. Students will always be given the option to keep their theses restricted to Reed only; if the collection is ever made available on the open web, we will not include your thesis unless you have given us permission to do so.

## When

- Submit your thesis after you've completed your orals, made last corrections, and sent your thesis for printing. The version that you submit should be identical to the final printed version of your thesis.

## How

- Visit the archive (<http://cdm.reed.edu/cdm4/etheses/>) and click on the "Submit your thesis to the archive" button. Submit your thesis as a PDF.
- You may submit accompanying materials, such as digital images, audio, or video files. They should be compressed into a single zip file.
- You'll need to provide basic information about your thesis (title, abstract, keywords).
- Terms of access: If the eTheses archive becomes an open collection on the public web, do you wish to participate, or would you prefer that your thesis remain available to Reed students, faculty, and staff only? You'll be asked to indicate yes or no to this question when you submit your thesis.
- If your thesis incorporates copyrighted material not created by you, such as figures or illustrations, you'll need to confirm that you have sought permission or are claiming fair use. For more information consult the Copyright Help for Theses guide (<http://guides.library.reed.edu/subject-guide/47>) or contact a reference librarian for help.
- You may resubmit your thesis, or make changes to the data you entered about your thesis, for 14 days after the date on which you uploaded your thesis to the archive. If you have any problems doing so, please contact us at [etheses@lists.reed.edu](mailto:etheses@lists.reed.edu) and we'll help you with your revised submission.

## Questions?

Contact [etheses@lists.reed.edu](mailto:etheses@lists.reed.edu)



## Final Grades

Senior grades are available on the Friday prior to commencement from instructors. If you have any concerns about passing a course you need for graduation, please check with your instructor.

For **fall** seniors, grades will be available by the second week of January. If you are taking just the fall semester of a year-long course, remember to complete a **Credit for One Semester of a Year Course** form in order to receive credit. It is available from the registrar's office or online here: <http://www.reed.edu/registrar/forms.html>.

## Transcripts

Transcripts can be requested in the registrar's office by filling out a transcript request form. There is a charge of \$3.00 for each transcript, or \$5.00 for a rush order. Your first transcript ever requested is free of charge. Regular transcripts take three working days to process, and rush order transcripts take one working day, so be sure to order your transcripts well before the deadline for graduate schools. The office is not open on weekends.



Please be sure to have with you the **exact** address of the school or place of employment to which you wish the transcript sent. If you want to have the transcript held until your final grades and degree are posted, check the appropriate box on the form. Be aware that there is a delay after graduation while this information is verified so that an accurate copy of your transcript is issued. Fall grades will be available by mid-January and spring grades by early June.

Should you require transcripts at a later time, the college cannot release your transcript without your **signed** request. Please allow 3–5 days from our receipt of your order for the transcript to be sent. We attempt to send out a rush

order within 24 hours whenever possible. **Call us for details at 503/777-7793. A fax machine is available at 503/777-7795.** Please direct any correspondence to the registrar's office.

It is important for you to know that no transcript may be released if you have a financial obligation to Reed, or if you have been found to be delinquent on a loan. If you are unsure as to your financial status, check with **Sara Rosenberger in the business office at 503/777-7504.** You should also make sure that you have paid for any transcripts you may have ordered before you graduate.

## Senior Survey

The senior survey is very important to the college in evaluating existing programs, designing and developing new ones, and advising new and prospective students. The Office of Institutional Research will send you a survey near the end of spring semester. Past responses have influenced such things as food service vendor selection, student orientation, and advising programs. So let Reed know what you really think about your overall experience by completing and returning your survey promptly. We appreciate your feedback.



# Commencement

**ALL requirements (college, departmental, divisional, and P.E.) MUST be met in order for a student to participate in the commencement ceremony. Do not leave anything to chance—exceptions are not made!**

All students who are expected to graduate, and their parents, will be sent information from the Office of Conference and Events Planning during the spring about the various commencement events. You will be asked to return forms and pick up tickets for those events. If you choose to wear a cap and gown for commencement, you must stop by conference and events planning in Kaul to order regalia and be measured to ensure a good fit.

## Your Diploma

You will receive a form from the registrar's office requesting your preference for the way your name will be recorded on your diploma. Please complete this form and return it to Eliot 311 as soon as possible. You will receive your diploma at the commencement ceremony, unless you have failed to meet your financial obligation to the college. If you cannot attend the ceremony, you may pick up your diploma after graduation or leave an address with the graduation specialist before leaving campus, and your diploma will be sent to you via certified mail.

## The Commencement Program

The commencement program includes the list of thesis titles recorded at the registrar's office when you submit your thesis for approval. If your thesis title changes, please inform the registrar's office as soon as possible.

## Commencement Rehearsal

**You must attend the commencement rehearsal if you intend to participate in the ceremony.** Rehearsal is scheduled for **Saturday, May 12, 2012 at 2 p.m.** If it is impossible for you to attend rehearsal, it is your responsibility to inform both the registrar's office and conference and events planning in advance.

# Planning for Life Beyond

Staff members in career services are glad to meet with you to help plan for your senior year and beyond. Call x7550 or email [career.services@reed.edu](mailto:career.services@reed.edu) to schedule an appointment for career counseling, resume reviews, job search strategies, graduate and professional school preparation, or just to learn more about our services.

Pay attention not only to thesis deadlines but also to other important deadlines (e.g., fellowships and grants—see <http://www.reed.edu/academic/studentgrants/>, GRE and GRE Subject Tests—see <http://www.ets.org>, career services calendar—see <http://www.reed.edu/career/calendar/index.html>).

Visit CAREER SERVICES early and often, online (<http://www.reed.edu/career/>) and in person at Greywood. To access protected resources such as the alumni career network (i.e., “alumni directory”), the Career Insider career library, powered by Vault, and job and internship postings, log in to IRIS: <https://iris.reed.edu/index.taf> and select “Career Services” under “Resources.”

Subscribe to “Beyond Campus Opportunities,” a weekly newsletter of hot jobs and internships: <https://www.lists.reed.edu/mailman/listinfo/bcop>.

Other lists:

Pre-law: <https://www.lists.reed.edu/mailman/listinfo/pre-law>

Pre-med: <https://www.lists.reed.edu/mailman/listinfo/pre-med>

Please keep us up to date on your post-Reed plans. We’ll begin surveying you around March (parallel with the senior survey). Career services wants to know where Reed graduates go in order to build relationships with the employers that hire them and the graduate and professional schools that admit them. We also want to know about you as your Reed affiliation moves from student to alumnus/a. Once you have settled into a firm “first destination,” we hope you will join the alumni career network to serve as a resource to other Reed students and graduates seeking career and graduate school information.

Best wishes,

Ron Albertson, Director  
[albertsr@reed.edu](mailto:albertsr@reed.edu)

## Whom to contact:

Career Services  
[career.services@reed.edu](mailto:career.services@reed.edu)  
Greywood  
503/777-7550



# Reference Protocol and Courtesy

Since many of you are seeking references as you make plans to move beyond Reed, please make note of these etiquette tips:

- Never list or mention anyone who hasn't been asked and who has not agreed to serve as a reference.
- Always give references a heads up if you anticipate or are aware that an employer or school might be at a stage of contacting them.
- Always request letters of recommendation at least four or five weeks in advance.
- Provide your letter writers with information that might help them in writing a letter. Include your own (draft or final) personal statement or letter of interest. Include information about what you have been doing that uniquely qualifies you for the position or the program to which you are applying.
- When you make the request, ask if the recommender is willing to write a strong letter or give a strong verbal (e.g., telephone) recommendation.
- Consider how to best approach the person you are asking: e.g., email? A written note that indicates you will follow up to see if the person has a chance to meet to discuss your aspirations? A phone request? Consider also other strategies that respect the person's time and style, and make sure to give him or her the chance to reflect on your request.
- Consider your references as you would a relationship: Stay in touch with them to keep them up-to-date on your activities and progress. Don't wait until a year or two passes to ask them if they'd be willing to serve as a reference. Begin to cultivate that relationship when you are most present in their minds (e.g., when you're still in school, not years later).
- Do not include references on your resume. Provide them in a separate document when requested by a potential employer unless specifically requested to accompany an initial application.
- Think strategically. If mentioning a likely reference in a cover letter will carry weight with the recipient of the cover letter, ONLY if you have permission beforehand, include the name of that reference in your cover letter.
- Respect your references' time commitment. Write them a hard copy thank you note, verbally express your gratitude, AND keep them informed of your achievements. Someday you will be in the position to provide references. Treat others as you want to be treated.



# Contacts

## Division of the Arts

Division Chair  
Department Chairs

Administrative Assistant to the Faculty

Virginia Hancock  
Art - Geraldine Ondrizek  
Dance - Carla Mann  
Music - David Schiff  
Theatre - Kathleen Worley  
Cathy D'Ambrosia

x7380, Eliot 415  
x7201, Studio Art 205  
x7631, SC Dance Studio  
x7354, Prexy 303  
x7356, Theatre 109  
x7710, Lib 317

## Division of History and Social Sciences

Division Chair  
Department Chairs

Administrative Assistant to the Faculty

David Garrett  
Anthropology - Paul Silverstein  
Economics - Denise Hare  
History - Michael Breen (Fall)  
Jackie Dirks (Spring)  
Political Science - Darius Rejali  
Sociology - Alex Hrycak  
Lois Hobbs

x7454, Vollum 139  
x7606, Eliot 412  
x7463, Eliot 427  
x7322, Vollum 235  
x7675, Eliot 214  
x7346, Eliot 404  
x7483, Vollum 223  
x7771, Vollum 112

## Division of Literature and Languages

Division Chair  
Department Chairs

Administrative Assistant to the Faculty

Katja Garloff  
Chinese - Hyong Rhew  
Classics - Ellen Millender  
English - Peter Rock  
French - Catherine Witt  
German - Katja Garloff  
Russian - Evgenii Bershtein  
Spanish - Ariadna Garcia-Bryce  
Karen Bondaruk

x7330, Eliot 425  
x7392, Eliot 122  
x7667, ETC 216  
x7659, Vollum 127  
x7311, Vollum 308  
x7330, Eliot 425  
x7953, Vollum 128  
x7637, Vollum 232  
x7753, Vollum 320

## Division of Mathematics and Natural Sciences

Division Chair  
Department Chairs

Administrative Assistants to the Faculty

TBA  
Biology - David Dalton  
Chemistry - Maggie Geselbracht  
Mathematics - Jim Fix  
Physics - Darrell Schroeter  
Biology - Susan Buttrick  
Chemistry - Kathy Kennedy  
Mathematics - Cathy D'Ambrosia  
Physics - Mary Sullivan

x7473, Bio 242  
x7865, Chem 309  
x7478, Lib 314  
x7740, Phys 126  
x7239, Bio 115  
x7229, Chem 303  
x7710, Lib 317  
x7221, Eliot 305

## Division of Philosophy, Religion, Psychology, and Linguistics

Division Chair  
Department Chairs

Administrative Assistants to the Faculty

Matt Pearson  
Philosophy - Steve Arkonovich  
Religion - Michael Foat  
Psychology - Jennifer Corpus  
Linguistics - Matt Pearson  
Philosophy - Lois Hobbs  
Religion - Kathy Kennedy  
Psychology - Joan Meyer  
Linguistics - Lois Hobbs

x7618, Vollum 313  
x7323, Vollum 129  
x7316, ETC 206  
x7475, Psych 121A  
x7618, Vollum 313  
x7771, Vollum 112  
x7229, Chem 303  
x7794, Psych 116  
x7771, Vollum 112

## **Interdisciplinary Committees**

Please consult the registrar's office web page at <http://www.reed.edu/registrar/chairs.html> for the committee chairs and their extensions.

### **Academic Resource Center**

Lily Copenagle, x6640  
Julie Maxfield, x7722  
Heather Stout, x7921  
Ryland Bell, x7690

### **Business Office**

Sara Rosenberger, x7504

### **Computer User Services**

Front Desk, x7525  
Taylor Smith, x7571  
Ben Salzberg, x7546  
Stephen Wissow, x5403  
Tony G. Palomino, x6622

### **Printing Services**

Craig Lauder, x6621

### **Registrar's Office**

Graduation Specialist - Mark Fowler, x7793  
Recorder - Ben Bradley, x7295  
Registrar - Nora McLaughlin, x7774  
Associate Registrar - Emilie Smith, x7296  
Assistant Registrar - John Colgrove, x7292  
Technical & Administrative Support - Sarah Sharp, x7294



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