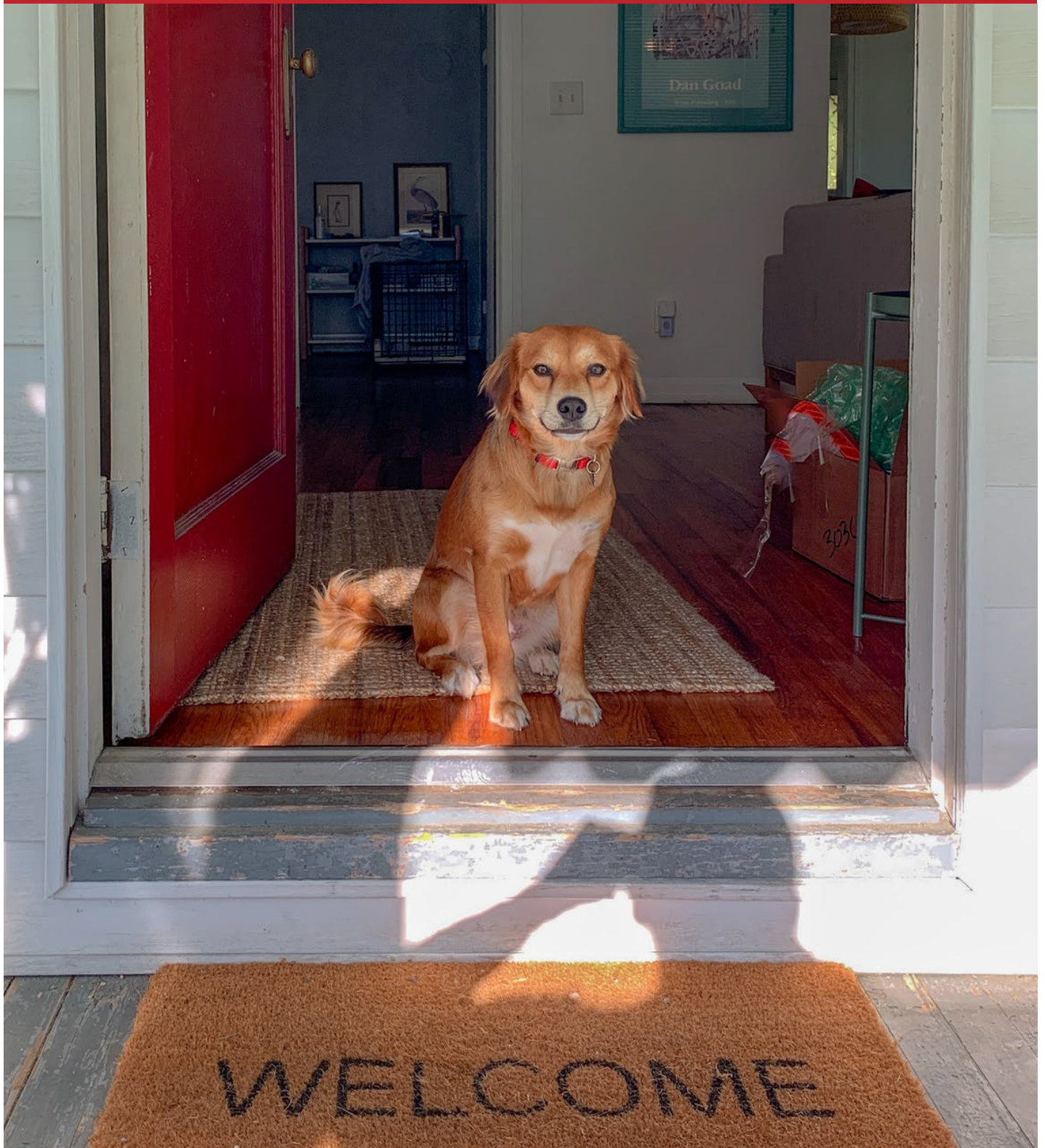


REED COLLEGE

Senior Handbook 2022-23



Fall Semester 2022

August	22-28	Mon-Sun	Student Orientation
	22	Mon	Residence halls open for new students
	23	Tue	Convocation First faculty meeting
	25	Thu	New student advising & registration
	26	Fri	Residence halls open for returning students
	29	Mon	Classes begin
September	5	Mon	Labor Day holiday - no classes scheduled
	9	Fri	ADD Deadline (Last day to add classes, change sections, or reduce unit value)
	23	Fri	Four-week comments due
October	3	Mon	DROP Deadline (Last day to drop classes- "Withdrawal" recorded after this date)
	15-23	Sat-Sun	Fall break
	24	Mon	Classes resume EIGHT-WEEK GRADES DUE by 5pm
November	7	Mon	WITHDRAWAL Deadline (Last day to withdraw from classes, change to credit/no-credit) Last day to take a leave of absence or withdraw from the college
	21	Mon	Registration for Spring semester resumes
	24-27	Thu-Sun	Thanksgiving holiday
	28	Mon	Classes resume
December	2	Fri	Senior theses due (Registrar) by 3pm
	6	Tue	Thursday classes meet
	7	Wed	Friday & Wednesday evening classes meet
			Last day of classes
	8-11	Thu-Sun	Reading period & oral exams
	12-15	Mon-Thu	FINAL EXAMINATIONS- No work for fall classes may be submitted after this period
	15	Thu	Last day of semester
	16	Fri	Residence halls close Final senior theses due (Library)-12pm
			FINAL GRADES DUE- 9am
	27	Tue	
January	4	Wed	Divisional grade reviews- 10am Final faculty meeting- pm Grade Review Committee
	13	Fri	Fall 2022 incomplete work due to instructor

Reed College 2022-23 Academic Calendar

Spring Semester 2023

January	13	Fri	Student residences open
	14-22	Sat-Sun	Paideia
	16	Mon	Martin Luther King, Jr. holiday
	23	Mon	Classes begin
February	3	Fri	ADD Deadline (Last day to add classes, change sections, or reduce unit value)
	17	Fri	Four-week comments due
	27	Mon	DROP Deadline (Last day to drop classes- "Withdrawal" recorded after this date)
March	11-19	Sat-Sun	Spring break
	20	Mon	Classes resume EIGHT-WEEK GRADES DUE by 5pm
April	3	Mon	WITHDRAWAL Deadline (Last day to withdraw from a classes, change to credit/no-credit) Deadline to take a leave of absence or withdraw from the college
	17	Mon	Registration for 2023-24 opens
	28	Fri	SENIOR THESES DUE: approved copy due in the registrar's office by 3pm Last day of classes
May	1-7	Mon-Sun	Reading period and senior oral exams
	8-11	Mon-Thu	FINAL EXAMINATIONS- No work may be submitted after this period
	11	Thu	Last day of semester
	12	Fri	Final senior theses due (Library)- 12pm
			Senior grades due (pass/no pass)- 3pm
			Senior grade review- afternoon
	13	Sat	Commencement rehearsal- 2pm
	15	Mon	COMMENCEMENT
	16	Tues	Residence halls close
	17	Wed	ALL GRADES DUE - 9am
	19	Fri	Divisional & faculty grade reviews- morning meeting Final spring faculty meeting- afternoon Grade Review Committee meeting
August	18	Fri	Spring 2023 incomplete work due to instructor

Cover image source: <https://www.pexels.com/photo/brown-short-coated-dog-sitting-on-brown-wooden-floor-3987557/>

The Thesis Year

Congratulations! You have now reached the final stage of your undergraduate education at Reed! This handbook, provided to you by the registrar's office in collaboration with many campus offices, is intended to help make your senior year go as smoothly as possible. It is grouped into four main categories:



Summaries of Thesis Deadlines

Here you will find some of the deadlines that pertain to your division and department. Please note that the deadlines listed here are not all-inclusive. See your thesis adviser for more detailed instructions.



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.



The Thesis Year Process

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.



Directory of Important Contacts

These are the people to contact whenever you have questions and need answers.

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 Mark Fowler, the Assistant Registrar, in the registrar's office (Eliot 311) or call 503-777-7793. You may also contact your thesis adviser or faculty administrative coordinator.

The 2022-23 Senior Handbook was assembled by Lillie Spencer in the registrar's office.

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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 from 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 (page 1) and a brief listing of thesis-related deadlines on pages 5-7. If you do not find what you need listed here, please check with your divisional faculty administrative coordinator (see the list of names and extensions on pages 35 and 36) or with the registrar's office.

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, your department's faculty administrative coordinator should contact the registrar's office. This will ensure that the correct faculty member records the grade for your thesis. If you change your thesis adviser, let the registrar's office know.

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.

Initiative Grants

The [Undergraduate Research Committee](#) encourages seniors to apply for an Initiative grant if financial help is needed for your thesis project. Eligible students must be enrolled in Thesis 470 and grants are capped at \$2,500. Deadline for Fall semester: Wednesday, November 9, 2022 at noon. Deadlines for Spring semester: Wednesday, March 8, 2023 at noon, and Wednesday, March 29, 2023 at noon. Visit the [Initiative grant webpage](#) for full details.

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 faculty administrative coordinator about deadlines and content.



Source: Pexels



Thesis Deadlines: Spring/Fall 2022

Division of The Arts

Mon., October 31, 2022, noon	One (1) copy of first draft of thesis due to adviser.
Fri., December 2, 2022, 3pm	One (1) final electronic thesis copy, approved by the adviser, due to the registrar.
Mon., December 5, 2022	One (1) complete first chapter of thesis due to adviser.

Division of History and Social Sciences (H&SS)

Fri., February 14, 2022, noon	One (1) electronic copy of thesis proposal submitted to HSS Thesis Moodle page.
Fri., October 28, 2022, 3pm	One (1) electronic copy of first draft of thesis submitted to HSS Thesis Moodle page

Division of Literature and Languages (L&L)

For full thesis due date information refer to your division handbook.

All thesis submissions are to be delivered to Joan Meyer (jmeyer@reed.edu), LL faculty administrative coordinator, via Moodle (<https://moodle.reed.edu/course/view.php?id=3216>) unless noted otherwise.

Mon., October 31, 2022, noon	One (1) copy of the full thesis draft due.
Fri., December 2, 2022, 3pm	One (1) final electronic thesis copy, approved by the adviser, due to the registrar.

Division of Mathematical and Natural Sciences (M&NS)

All MNS Majors:	See your adviser for specific deadlines.
Fri., December 2, 2022, 3pm	One (1) final electronic thesis copy, approved by the adviser, due to the registrar.

Division of Philosophy, Religion, Psychology, and Linguistics (PRPL)

Fri., November 4, 2022	One (1) copy of full thesis draft, initialed by the adviser, to be submitted to Cory Chambers, PRPL faculty administrative coordinator (Physics 128).
Fri., December 2, 2022, 3pm	One (1) final electronic thesis copy, approved by the adviser, due to the registrar.

All Divisions:

Fri., December 2, 2022, 3pm	One (1) final electronic thesis copy, approved by the adviser, due to the registrar.
Wed., December 16, 2022, noon	One (1) final electronic thesis copy, approved by the adviser, due in library.

The deadline to withdraw from a spring/fall 2022 thesis is Mon., October 3, 2022.



Source: <https://www.pexels.com/photo/dog-resting-on-pet-bed-2248516/>



Thesis Deadlines: Fall/Spring 2022/23

Division of The Arts

Fri., October 1, 2021, noon	One (1) electronic copy of thesis proposal to Charlie Wilcox, Arts faculty division administrative coordinator (cwilcox@reed.edu).
Fri., April 1, 2022, noon	One (1) copy of complete first thesis chapter due to adviser.
Fri., April 29, 2022, 3pm	One (1) final electronic thesis copy, approved by the adviser, due to the registrar.

Division of History and Social Sciences (H&SS)

Mon., September 19, 2022, noon	One (1) electronic copy of thesis proposal submitted to HSS Thesis Moodle page.
Fri., March 24, 2023, noon	One (1) electronic copy of thesis first draft submitted to HSS Thesis Moodle page.
Fri., April 28, 2023, 3pm	One (1) final electronic thesis copy, approved by the adviser, due to the registrar.

Division of Literature and Languages (L&L)

For full thesis due date information refer to your division handbook.

All thesis submissions are to be delivered to Joan Meyer (jmeyer@reed.edu), LL faculty administrative coordinator, via Moodle (<https://moodle.reed.edu/course/view.php?id=3216>), unless noted otherwise.

English Majors:

Mon., August 15, 2022, noon	Submit electronically at least three (3) potential topics and three (3) potential advisers to Jolie Griffin (griffinjo@reed.edu), English faculty administrative coordinator.
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All L&L Majors:

Wed., September 14, 2022, noon	Thesis adviser and topic selection form due.
Wed., September 28, 2022, noon	One (1) copy of thesis statements due.
Mon., November 18, 2022, noon	Two (2) copies of the first section plus prospectus due.
November 28- December 1, 2022	Mini Orals with student, adviser, and first reader.
Mon., March 20, 2023, noon	One (1) copy of full thesis draft due.

Division of Mathematical and Natural Sciences (M&NS)

All MNS Majors:

	See your adviser for specific deadlines.
Fri., April 29, 2023, 3pm	One (1) final electronic thesis copy, approved by the adviser, due to the registrar.

Division of Philosophy, Religion, Psychology, and Linguistics (PRPL)

Wed., October 5, 2022	One (1) copy of thesis proposal, initialed by the adviser, to be submitted to Cory Chambers, PRPL faculty administrative coordinator (Physics 128).
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Psychology Majors:

Wed., December 7, 2022	One (1) copy of thesis first chapter draft due to adviser.
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Linguistics Majors:

Fri., March 24, 2023	One (1) copy of full thesis draft due to adviser.
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Religion Majors:

Wed., September 21, 2022	One (1) copy of thesis proposal due to adviser.
Wed., December 7, 2022	One (1) copy of thesis first chapter draft due to adviser.

All PRPL Majors:

Fri., March 31, 2023	One (1) copy of full thesis draft, initialed by the adviser, to be submitted to Cory Chambers, PRPL faculty administrative coordinator (Physics 128).
Fri., April 28, 2023, 3pm	One (1) final electronic thesis copy, approved by adviser, due to the registrar.

All Divisions:

Fri., April 28, 2023, 3pm	One (1) final electronic thesis copy, approved by the adviser, due to the registrar.
Fri., May 12, 2023, noon	One (1) final electronic thesis copy, approved by the adviser, due in library.

The deadline to withdraw from a fall/spring 2022 thesis is Mon., February 27, 2023.



Thesis Deadlines: Spring/Fall 2023

Division of The Arts

Mon., February 20, 2022, noon	One (1) electronic copy of thesis proposal to Charlie Wilcox, Arts division faculty administrative coordinator (cwilcox@reed.edu).
Mon., April 25th, 2022	One (1) copy of thesis first chapter due to adviser.

Division of History and Social Sciences (H&SS)

Mon., February 13, 2023, noon	One (1) electronic copy of thesis proposal submitted to HSS Thesis Moodle page
Fri., October 27, 2023, noon	One (1) electronic copy of thesis first draft submitted to HSS Thesis Moodle page.
Fri., December 1, 2023, 3pm	One (1) final electronic thesis copy, approved by the adviser, due to the registrar.

Division of Literature and Languages (L&L)

For full thesis due date information refer to your division handbook.

All thesis submissions are to be delivered to Joan Meyer (jmeyer@reed.edu), LL faculty administrative coordinator, via Moodle (<https://moodle.reed.edu/course/view.php?id=3216>), unless noted otherwise.

English Majors:

Mon., January 9, 2023, noon	Submit electronically at least three (3) potential thesis topics to Jolie Griffin (griffinjo@reed.edu), English faculty administrative coordinator.
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All L&L Majors:

Wed., February 8, 2023, noon	Thesis adviser and topic selection form due.
Wed., February 22, 2023, noon	One (1) copy of thesis statements due.
Mon., April 17, 2023, noon	Two (2) copies of the first section plus prospectus due.
April 24-27, 2023	Mini Orals with student, adviser and first reader.
Mon., October 30, 2023, noon	One (1) copy of full thesis draft due.
Fri., December 1, 2023, 3pm	One (1) final electronic thesis copy, approved by the adviser, due to the registrar.

Division of Mathematical and Natural Sciences (M&NS)

All MNS Majors:	See your adviser for specific deadlines.
Fri., December 1, 2023, 3pm	One (1) final electronic thesis copy, approved by the adviser, due to the registrar.

Division of Philosophy, Religion, Psychology, and Linguistics (PRPL)

Mon., February 20, 2023	One (1) copy of thesis proposal, initialed by the adviser, to be submitted to Mary Sullivan, PRPL faculty administrative coordinator, (Physics 128).
Fri., November 11, 2023	One (1) copy of full thesis draft, initialed by the adviser, to be submitted to Cory Chambers, PRPL faculty administrative coordinator, (Physics 128).
Fri., December 1, 2023, 3pm	One (1) final electronic thesis copy, approved by the adviser, due to the registrar.

All Divisions:

Fri., December 1, 2023, 3pm	One (1) final electronic thesis copy, approved by the adviser, due to the registrar.
Fri., December 15, 2023, noon	One (1) final electronic thesis copy, approved by the adviser, due in library.

The deadline to withdraw from a spring/fall 2022 thesis is Mon., October 2, 2023.

General Degree Requirements



Distribution (Group) Requirements

You must meet all of your distribution requirements. The registrar's office can provide you with evaluations that show what general requirements you have met. Divisions have requirements that you must fulfill (except the Mathematical and Natural Sciences division and the Philosophy, Religion, Psychology, Linguistics, and Arts division), as does each department. The registrar's office does not track completion of departmental requirements: your department does. Consult with your academic adviser if you have any questions regarding departmental requirements.

Why didn't the Sun go to college?

Because it had a million degrees already.

Units

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, with no fewer than 2 in each semester. Thesis is typically a 2-unit, year-long course.

Physical Education, Community Engagement, and/or Experiential Learning

You must complete the PE/CE/EXL requirement in order to graduate. The college will not waive the remaining PE/CE/EXL credits if you finish your thesis without completing that requirement. Remember, you can only earn credit for one PE/CE/EXL course in each quarter, so plan ahead. There are two quarters in each semester, so you can only complete 4 quarters of PE/CE/EXL in a year. Students of any year can elect to use 6 quarters of instructional PE or substitute up to 2 quarters of Community Engagement/EXL or self-directed PE to complete the requirement.



Source: Pexels

Current Distribution Requirements



Credit Requirements

- 30 academic units (6 units in the thesis year)
- 15 units in residence
- 6 quarters of PE, Community Engagement, or Experiential Learning (see page 8)

Distribution (Group) Requirements

The current requirements apply to all students who entered Reed for Fall 2019 or later. Students enrolled prior to Fall 2019 can choose between the current group requirements or the pre-2019 group requirements (see page 10).

- No course can count toward more than one of the categories below.
- “Subject” is defined as the subject designator for the course. Exceptions include (1) Humanities 411, which does not count toward group requirements, (2) all literature courses, which are considered one subject, and (3) all language courses, which are also considered one subject.
- No more than two units from any subject can be used towards the distribution requirements. The one exception is humanities, where the cap of two units excludes Humanities 110 or, in the case of transfer students, other humanities courses being used to satisfy the Humanities 110 requirement. A given group cannot be satisfied by a combination of three courses that, due to one or more cross-listed courses, could be listed under the same subject.
- No distribution requirement can be taken as credit/no credit.
- No distribution requirement can be satisfied by waiver or by examination (e.g., AP, IB, or other examination).
- No thesis course or independent study course can be used to satisfy a distribution requirement.
- A course that is cross-listed between a department and a program will count for the group for which the departmental course counts.

Humanities 110

Required of all first-year students and of all transfer students. Sophomore or junior transfers may substitute either Humanities 220 or two units from Humanities 211, 212, 231 and 232, and one additional unit from Group I or Group II for the Humanities 110 requirement.

Group I:

Three units from one of the following subjects, of which two must come from the same subject: art, comparative race and ethnicity studies, dance, humanities, language courses (Chinese, French, German, Greek, Latin, Russian, Spanish), literature courses and creative writing (English, comparative literature, creative writing, Chinese, ancient Mediterranean studies, French, German, Russian, Spanish, or literature), music, philosophy, theatre. If two units are being taken in language classes, the two units must be in the same language.

Group II:

Three units from the following subjects, of which two must come from the same subject: ancient Mediterranean studies (only archaeology and ancient history classes), anthropology, comparative race and ethnicity studies, economics, history, humanities, international and comparative policy studies, linguistics, political science, religion, sociology.

Group III:

Three units from the following subjects, of which two must come from the same subject: biology, chemistry, computer science, mathematics, physics, psychology. A substantial portion of at least one unit used to satisfy the Group III requirement must be devoted to primary data collection and the analysis of that data.

Pre-2019 Distribution Requirements



<https://www.sciencealert.com/puppy-dogs-seem-so-darn-irresistible-to-us-and-it-s-our-own-fault>



Please see catalogs at reed.edu/catalog/ for information on the pre-2019 Distribution Requirements.



<https://www.newsweek.com/topic/dogs>

Transfer Credit



Do you need to transfer credit for classes taken at another institution in order to make up quantity (units applied toward 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 <http://www.reed.edu/registrar/forms.html>.

To complete the form you must obtain approval from:

- the chair of the department, or their designee, under whose jurisdiction the course would fall if it was taken at Reed
- your adviser

Return the completed form to the Ben Bradley in Eliot 311, or contact him via email (bradley@reed.edu). If you do not obtain all the necessary approvals, the form will be returned to you, resulting in delay. Arrange for an official transcript to be sent directly from the school to the registrar's office. If it is not possible to obtain the two signatures, email approvals sent to bradley@reed.edu may be accepted.

Notes:

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 from which you are transferring credit must specify that the grade meets the C- or better requirement. Be warned, it is not advisable to transfer courses taken on a Pass/Fail or Credit/No Credit basis.

One Reed unit is equivalent to 4 semester hours or 6 quarter hours. No transfer work will be accepted if it duplicates any courses you have taken at Reed, or if it is taken during a semester when you are 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 added to your record. You will receive notification regarding the amount of credit from the recorder, Ben Bradley. He can be reached at bradley@reed.edu.

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 and relevant department when an official transcript showing acceptable work is received by the registrar's office. 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.

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

- Friday, September 9, 2022 to guarantee credit for graduation in January 2023
- Friday, February 3, 2023 to guarantee credit for graduation in May 2023



Credit/No Credit Grades

Juniors and seniors may take a maximum of two units of work on an elective credit/no credit basis. Your work will be reported as “Cr” (credit) if you earn 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. You may change to or from the Cr/NC option on or before the deadline for withdrawing from courses. The deadlines are **MONDAY, NOVEMBER 7, 2022** for the fall semester and **MONDAY, APRIL 5, 2023** for the spring semester. The deadline to change to Cr/NC for a year-long class is **MONDAY, FEBRUARY 27, 2023**. Use the “Changing Grading Option to Credit/No Credit” form, available from the registrar’s office or at

<http://www.reed.edu/registrar/>



Source: @DogsWorkingFromHome - Instagram

You may not take a course for Cr/NC:

- to satisfy college distribution requirements
- to satisfy requirements for your major or your division
- to satisfy requirements for your minor
- in your major department, even if it is not necessary for graduation

Office of Academic Support

Writing Center Tutors

Seniors can get writing assistance from trained tutors on either a short-term or an ongoing basis. For brainstorming or feedback on short sections, visit drop-in hours any Sunday through Thursday from 7-10 p.m. See the full drop-in schedule for times and locations at:

https://www.reed.edu/academic_support/tutor-schedule/index.html

To be matched with a writing tutor who can read and help you revise longer sections of your thesis, contact Amaan Mohiuddin (mohiuddin@reed.edu). Our tutors represent a variety of majors and are excited to work with seniors!

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 at:

https://www.reed.edu/academic_support/workshops.html

You may send your workshop suggestions to Academic Support.

For more information about any of these services, contact:

Christy Martin, Director of the Office of Academic Support
cmartin@reed.edu (503) 517-7722

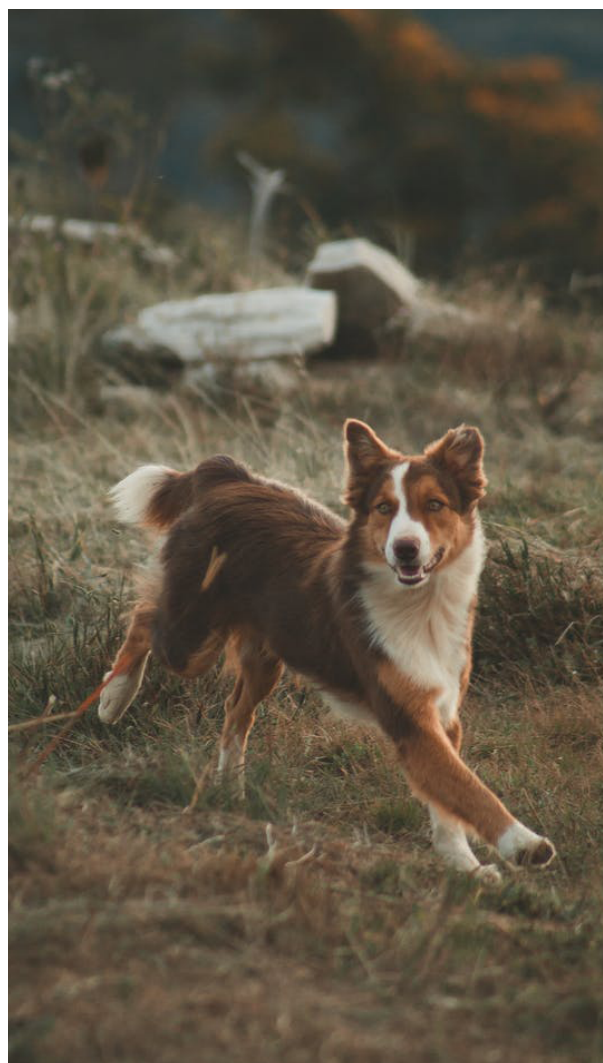
Amaan Mohiuddin, Tutor Program & Quantitative Skills Coordinator
mohiuddin@reed.edu (503) 517-7690

While your thesis adviser will be your primary source of support and direction, the Office of Academic Support also has resources to help you with your thesis. The most current information about tutoring, workshops, and office hours of Academic Support staff is available at: https://www.reed.edu/academic_support/

One-On-One Coaching

Our academic support staff works individually with seniors struggling with procrastination, dividing work into manageable pieces, overcoming writer's block, quantitative skills, stress, and time management. We aren't able to offer advice on content (see your professors for those kinds of questions), but we can help keep you on track or develop your process. More information is available at:

https://www.reed.edu/academic_support/coaching.html



Source: <https://www.pexels.com/photo/brown-dog-running-on-field-2197906/>



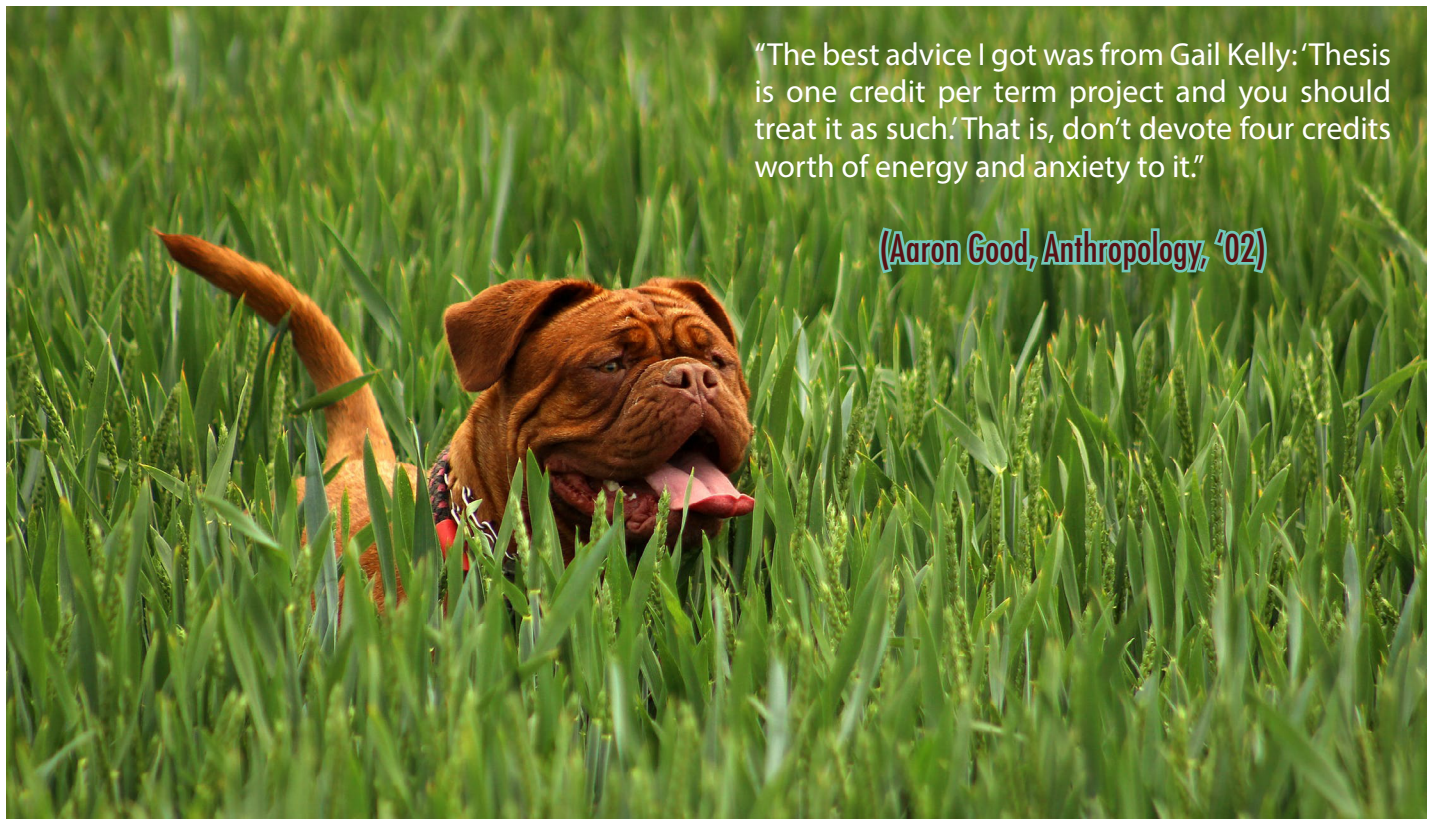
Thesis Wisdom

"Do all of your formatting first. Figure out your LaTeX, Zotero, whatever else you're using early, because you don't want to have to deal with finishing your thesis *and* getting the proper formatting done at the last minute."

(Cal Aswad, Economics, '20)

"LaTeX looks intimidating but is actually pretty easy once you get the hang of it! Starting out writing in the template both teaches you as you go and starts you off with many pages! It's not just for science majors, it's especially helpful with lots of images and makes your bibliography a breeze."

(Nicole Ezell, Biology, '16)



"The best advice I got was from Gail Kelly: 'Thesis is one credit per term project and you should treat it as such.' That is, don't devote four credits worth of energy and anxiety to it."

(Aaron Good, Anthropology, '02)

"Just start writing. Even if you haven't read as much as you think you should have, just write. I mean it. In week two of your research, make yourself write a couple pages, and then keep doing that. Write summaries of what you're reading or start on an easy section that you know you'll have to work on anyway. You can always scrap it later. But having words on a page is enormously reassuring."

(Haley Tilt, Ancient Mediterranean Studies, '16)

Source: <https://www.telegraph.co.uk/travel/destinations/africa/south-africa/articles/Blue-Train-South-Africa-and-the-budget-alternative/>

"It's really important not to compare your thesis process to others'. When people started turning their theses in and I still had weeks worth of work to do, it was really tempting to try and rush through to get my laurels earlier. But I didn't, I trusted and stuck to my timeline and repeated constantly to myself that it was MY process and no one else's."

(Malin Frazel, CompLit, '18)



The Library

Library & Thesis information

For the most up-to-date information regarding library resources, visit: <https://libguides.reed.edu/thesis>

This online library guide has sections covering general library information for thesis, formatting requirements, frequently asked questions, the steps for final submission, and how to get further assistance.

Thesis Lockers & Shelves

Due to the library's seismic upgrade project, thesis desks will not be assigned for the 2022-23 academic year. The library has established designated thesis zones in the north reading room and level 2 where thesising seniors have priority seating. Lockers will be available free of charge for this academic year and shelves will be available for seniors to store thesis books.

If you are interested in having assigned shelf space, fill out the Thesis Shelf Assignment form: <https://library-vm.reed.edu/circ/ThesisShelfAssignment.php> The library will email you a shelf space number. If you have any questions, please contact library-circ@reed.edu.

Books & Research Materials

For the most up to date information on library borrowing please visit the Get Books: Borrow, Request, Return page: <https://library.reed.edu/get-books.html>

How Do I Get Help?

Your subject librarian can provide research help, advise on citations, help you locate/acquire materials and a lot more. Email, phone, video, and chat consultations are all available in addition to in-person meetings. To find your subject librarian, visit the library website at: <http://library.reed.edu/about/librarians.html>

Subject Librarians

Due to ongoing changes in staffing roles, the best place to find information on specific subject librarians is: <http://library.reed.edu/about/librarians.html>



The Library (cont.)

What happens to my thesis after I turn it in to the library?

Your thesis is cataloged and placed in the library's collection. The catalog record for your thesis includes your name, thesis title, department/program, and your thesis adviser. This information will be publicly available in the library's catalog, Summit, and other networks of library catalogs like WorldCat.org. One copy will go to the Reed College Archives while the second copy will be shelved in the library's thesis tower and will be available for check out. If you have opted in to the [Electronic Thesis Archive](#) a digital copy will also be uploaded there.

Do I need copyright permission?

The use of screenplays, complete texts or substantial portions of poems or essays, images (photos, illustrations, maps, etc.), and other similar works may require permission from the copyright holder. It is your responsibility to ensure you have the required permissions before using this content. Acknowledgment of formal permission should be clearly stated in the thesis but may be done in a variety of ways depending on the citation style you use. For more information or for help getting permission consult the library's Copyright Help for Theses guide (<http://libguides.reed.edu/copyright>) or contact a librarian.

What citation style should I use?

The citation/formatting style used is up to your department and not dependent on library approval. Using a citation management program like Zotero can help you format and stay organized. See a librarian or the Citation Help guide (<http://libguides.reed.edu/citation>) for more information.

Source: <https://www.pexels.com/photo/soaked-wet-long-coated-dog-opens-mouth-at-water-streams-on-green-grass-1044056/>



Formatting Your Thesis (CUS)

A Word From Computer User Services (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://www.reed.edu/cis/help/thesis/> for our online resources. CUS will start the year off with weekly virtual thesis formatting hours. Email cus@reed.edu for schedule and the Zoom link. You may also send your questions to cus@reed.edu or chat us using the "Ask CUS" widget on the CUS webpage.

The CUS webpage has thesis templates for Word and LaTeX available for download.

The Most Important Things to Know



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.



Check with your adviser early.

Make sure you are aware of any special formatting requirements for your discipline, and that your adviser knows and supports your choice of technology (Word or LaTeX).



Use power tools!

Citation management has never been easier. Zotero, JabRef, (and other applications) are available in campus labs and for downloading to your own computer. You may never need to type a citation again! See: <http://www.reed.edu/cis/help/software/>



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 stress in the last few weeks, and let you concentrate on content and writing.



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.



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> for backup strategies.

Layout



Best Practices

The information on this page describes the best practices for formatting your thesis. In order to streamline online submission these have become suggestions, not requirements.

For examples of past theses, see the Reed Electronic Thesis Archive at: <https://library.reed.edu/etheses/index.html>.

For the most up to date information regarding thesis layout, visit: <https://libguides.reed.edu/thesis>.

- The library guide also contains links to thesis examples assembled using different templates (Word/LaTeX).

General formatting questions? Ask a librarian: <https://library.reed.edu/forms/ask.php>

Specific formatting questions? Ask CUS: <http://www.reed.edu/cis/help/thesis>

Page Numbers

- Starting with the first page of the Introduction/Chapter 1, sequential page numbers should appear on every page.
- If you are using the thesis template the first page of chapters and blank pages may not display a page number.
- The first page of every chapter should be listed in the table of contents.
- Page numbers can appear anywhere on the page as long as they are consistently placed.

Spacing

Double-spaced and space-and-a-half are preferred, but if your thesis is particularly long, consult with your thesis adviser to see if single-spacing would be appropriate.



Source: <https://www.pexels.com/photo/funny-dog-in-glasses-resting-on-bed-with-book-5255246/>

Figures & Tables

Images can appear within chapters, at the end of chapters, or in a separate appendix at the end of your thesis (this is easiest). Your adviser can provide guidance on whether to place the full image citation below the image or in your Bibliography.

Instructions for inserting images and tables into the thesis templates are available on the CUS Thesis Help Page (<http://www.reed.edu/cis/help/thesis>)

Lists

Including a List of Tables/Figures/Spectra is optional, but it is recommended to include one if you have multiple Tables/Figures/Spectra.

A sample List of Figures as well as specifics about formatting are in the thesis templates, available for download from the CUS Thesis Help Page <http://www.reed.edu/cis/help/thesis>

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.



The Thesis Format, Front Matter, Abstract

Items that are marked with an asterisk are required and will be checked when you submit your electronic copy for the format check. Other items are optional. The library will review your entire thesis virtually after orals.

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

***Title page**

***Approval page**

Acknowledgments and/or preface

List of abbreviations

***Table of contents**

List of tables

List of figures

List of spectra

***Abstract** (not required for creative theses in the English department)

Dedication

***Major body of text**

Glossary

Appendix

Endnotes

***Bibliography or list of references**

Index

If you have any questions about the order of contents for your thesis, consult your thesis adviser, the Assistant Registrar in the registrar's office, or a librarian.

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. Unless your discipline requires it, leave all numbering off of the front matter. Sections in the front matter may not appear in the table of contents unless they have page numbers.



Source: <https://www.fuelsfix.com/2019/09/bus-grant/>



Table of Contents and Lists

The entries and pagination on the table of contents and any included lists (tables, figures, spectra, ect.) must accurately reflect what is in the thesis document.

Table of Contents (TOC)

Items listed in the TOC must exactly match what is in the body of the text. Including the subsections in the TOC is up to you, but if the subsection for one chapter appears all subsections for all chapters must appear.

If these items are present they must be listed in the TOC:

- 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

These items never appear in the TOC:

- Title page
- Approval page
- Acknowledgments
- Preface
- Table of contents



Source: <https://www.pexels.com/photo/tired-traveler-with-husky-on-mountainous-terrain-4555468/>

Please be sure that the title of each item matches its listing in the table of contents EXACTLY. 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.

List of Tables/Figures/Spectra

Tables/Figures/Spectra should be numbered according to the formatting style for your discipline.

Titles in the list should match or be very similar to the titles in the body of the text. Shortened titles are acceptable if the wording is similar to that in the body of the text. It is preferable to not have captions appear in these lists. See a librarian for clarification.

- Check that the pagination for items in the TOC and lists accurately matches what is in the body of the text.
- Before printing your final copies update all tables to ensure accuracy.

Abstract

An abstract is a statement summarizing the important points of the thesis. The average abstract is about 200 words long. An abstract is not required for a creative writing thesis written in the English department.



Title Page

For title page format, follow the sample shown on the next page of this handbook or use the template available for download at: <http://downloads.reed.edu>.

Visit the thesis library guide for the most up-to-date guidelines for title page formatting:

<https://libguides.reed.edu/thesis>

The basic thesis title:

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

If you have an established interdisciplinary major, 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 (...)

NO VARIATIONS IN TITLE PAGE FORMATTING WILL BE ACCEPTED.

Type the title in capital and lower case letters. Do not use decorative graphic devices to adorn titles. 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 titles, as well as all other parts of the thesis, must be in a consistent font and font size.

Do not use ampersands on the title or approval page unless they're in your thesis title.

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)

<p>Approved for the Division (Major)</p> <p>_____</p> <p>Your Adviser's Name Typed Here</p>	<p>Approved for the Division (Psychology)</p> <p>_____</p> <p>Your Adviser's Name Typed Here</p>	<p>Approved for the Division (Linguistics)</p> <p>_____</p> <p>Your Adviser's Name Typed Here</p>
---	--	---

Sample text: Generic Thesis

Psychology Thesis

Linguistics Thesis

<p>Approved for the Committee (Biochemistry and Molecular Biology)</p> <p>_____</p> <p>Your Adviser's Name Typed Here (Optional Second Adviser's Name Typed Here)</p>	<p>Approved for the Committee (Comparative Race and Ethnic Studies - Dance)</p> <p>_____</p> <p>Your Adviser's Name Typed Here</p>	<p>Approved for the Committee (Art and Chinese)</p> <p>_____</p> <p>(Your Adviser's Name Typed Here) (Optional Second Adviser's Name Typed Here)</p>
---	--	--

Interdisciplinary Thesis,
Biochemistry and Molecular Biology

Comparative Race and Ethnic Studies
Thesis, Dance Concentration

Interdivisional Thesis,
Art and Chinese

<p>Approved for the Committee (Art and Theatre)</p> <p>_____</p> <p>Your Adviser's Name Typed Here (Optional Second Adviser's Name Typed Here)</p>	<p>Approved for the Division (Mathematics - Statistics)</p> <p>_____</p> <p>Your Adviser's Name Typed Here</p>	<p>Approved for the Committee (Graduate Studies)</p> <p>_____</p> <p>Your Adviser's Name Typed Here</p>
--	--	---

ad hoc Interdisciplinary Thesis,
(within a division)
Art and Theatre

Mathematics Thesis,
Statistics Concentration

Graduate Thesis



List of Majors, Approval Page

Division of The Arts

Art

- Concentration in Studio Art
- Concentration in Art History

Dance

Music

Theatre

Division of History and Social Sciences

Anthropology

- Concentration in Linguistic Anthropology
- Concentration in Science, Environment, and Technology Studies (SETS)

Economics

- Concentration in Quantitative Economics

History

Political Science

Sociology

Division of Literature and Languages

Chinese

ANME

- Concentration in Greek and Latin Language and Literature
- Concentration in History and Archaeology of the Ancient Mediterranean

English

- Creative Writing

French

German

Russian

Spanish

Division of Mathematical and Natural Sciences

Biology

Chemistry

Computer Science

Mathematics

- Concentration in Statistics

Physics

Division of Philosophy, Religion, Psychology, and Linguistics

Linguistics

Philosophy

Psychology

Religion

Example Interdivisional Committees (Ad-hoc Majors)

Art and Russian, Mathematics and Philosophy

Graduate Studies

Committee for Graduate Studies

Established Interdisciplinary Committees

American Studies

Biochemistry and Molecular Biology

Comparative Literature

Comparative Race and Ethnicity Studies

Anthropology

Dance

History

Music

Sociology

Theatre

Religion

English

Dance and Theatre

Environmental Studies

Biology

Chemistry

Economics

History

Political Science

History and Literature

International and Comparative Policy Studies

Anthropology

Economics

History

Political Science

Sociology

Literature and Theatre

Mathematics and Computer Science

Neuroscience

Religion and Ancient Mediterranean Studies

Religion and Political Science

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)

Your Adviser's Name Typed Here

*replace "Division" with "Committee" if appropriate

If you are writing a MALS thesis, the "committee" should be listed as Graduate Studies. Please consult the MALS handbook for further instructions: https://www.reed.edu/MALS/academic_program/thesis.html.

When turning in your electronic copy to the registrar's office, you must have your adviser's approval. The line is for the name of your thesis adviser only after your thesis is complete and printed. Coordinate with your thesis adviser if you want your personal copies signed after printing.



Minors

A student may elect to complete a minor in fields where a minor has been established. Minors typically require five or six courses, and represent an identifiable level of achievement within the relevant field. Classes taken in the student's major department or, in the case of interdisciplinary majors, in the student's major departments cannot be counted toward a minor.

The minor shall be declared by completion and submission of the declaration of minor form to the registrar's office. This must be approved by the adviser and by a faculty member in the minor field to indicate that the curricular expectations of the minor have been explained and discussed with the student. The completion of a minor will be recorded when the student graduates.

Available Minors

The current minors are available effective Fall 2022:

- Chinese
- Comparative Race and Ethnicity Studies
- Computer Science
- Dance
- Economics
- English
- Film and media studies
- French
- German
- Greek and/or Latin
- Music
- Russian
- Sociology
- Spanish
- Theatre

Departments or programs that offer majors are not required to offer minors. Ad hoc minors are not available, even by petition. There is no limit on the number of minors a student can complete.

More information on available minors and their requirements can be found at:

https://www.reed.edu/catalog/edu_program.html



Source: <https://www.pexels.com/photo/photography-of-a-dog-on-seashore-805295/>



Using Images in Your Thesis

Library staff can help with digitizing, finding, and citing images. The Finding and Using Visual Resources Guide (<http://libguides.reed.edu/images>) offers information on image research and citation.

The Visual Resources Center (L42) is open by appointment only. For image research help or guidance on copyright please email reedvrc@reed.edu.

Source: <https://www.pexels.com/photo/person-carrying-red-backpack-with-yellow-labrador-retriever-puppy-walking-to-the-forest-1448053/>

Creating Your List of Figures

While the List of Figures is an optional section, it is recommended to include one if you have multiple figures. All figures must have titles and the items in the list must match the titles of the images. A sample List of Figures as well as specifics about formatting is in the thesis template. Contact your librarian with questions.

Inserting Images in Your Thesis

Instructions for inserting images in the thesis Word or LaTeX templates are available on the CUS thesis help page:

<https://www.reed.edu/cis/help/thesis/>



You may need permission from the copyright holder before you reproduce images. For information about copyright, permissions, and fair use, check out the Copyright Help for Theses Guide. <http://libguides.reed.edu/copyright>

Turning in Your Thesis Before Orals

One electronic copy of your thesis in final form must be submitted to the registrar's office by **3PM ON FRIDAY, DECEMBER 2, 2022** for seniors finishing theses in the fall, and by **3PM ON FRIDAY, APRIL 28, 2023** 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 requested by your oral examination board, and that the thesis follows the required format guidelines (see the "Thesis Format" section in this handbook for details).

The registrar's office will check your thesis for:

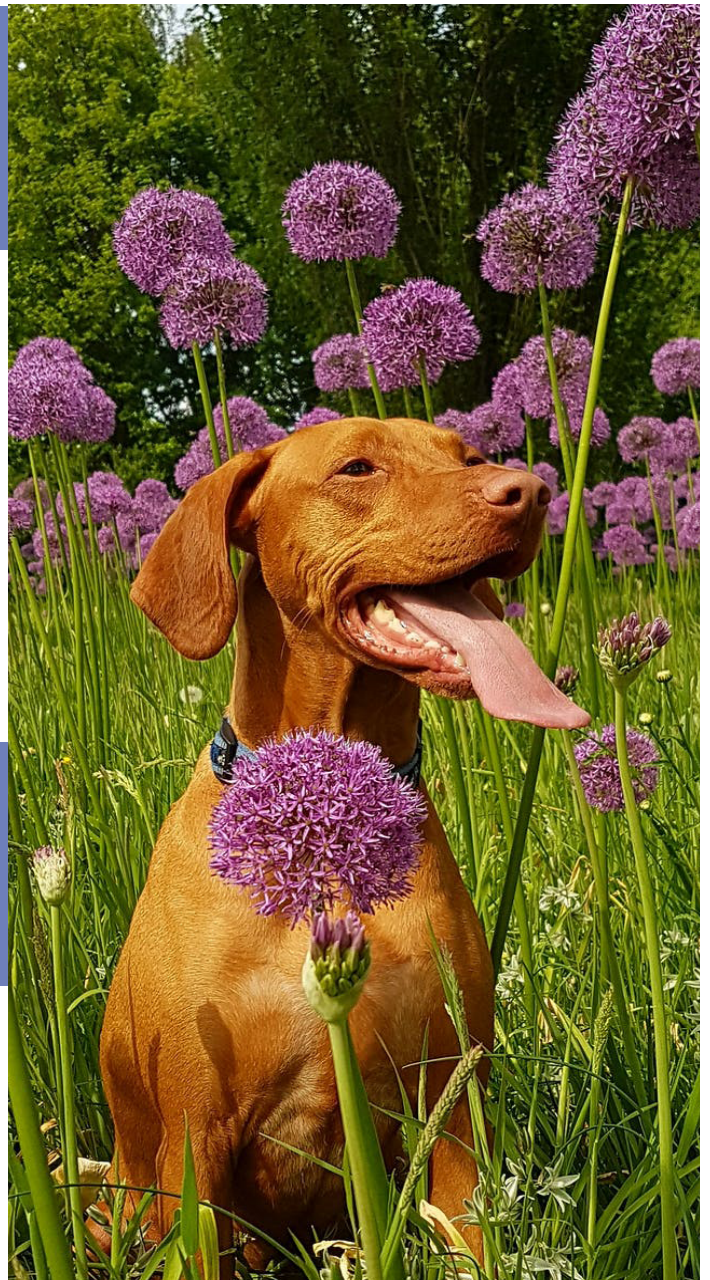
- Your thesis adviser's approval

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 in the English department, 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.

Why is Gerald so terrified of the oral exams?

He finds his dentist intimidating.



Source: <https://www.pexels.com/photo/tan-dog-sits-on-flower-field-at-daytime-1089394/>



Late Thesis Options

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 may have three options:

Weekend Extension

With the approval of your thesis adviser, you may take a weekend extension. Spring/fall thesis students selecting this option will have their theses due on **Monday, December 5, 2022 by 3pm**. Fall/spring thesis students selecting this option will have their theses due on **Monday, May 1, 2023 by 3pm**. If you intend to take a weekend extension, you should consult with your thesis adviser and you must inform the Assistant Registrar 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.

Summer or Winter Extension

With the approval of your thesis adviser, you may take a summer or winter extension. To do this, consult with your thesis adviser to make sure they record the correct grade allowing you to take the extension, and inform the Assistant Registrar by 3pm on the original thesis due date. All summer/winter extension theses are due on the first day of classes of the next semester by 3pm.

Incomplete (INC)

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) in 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 approval, your division chair's approval, and have the petition approved by the administration committee. You should be aware that the administration committee typically meets on Wednesday afternoons during the semester, and petitions should be submitted to the registrar's office by no later than noon on the Tuesday before an administration committee meeting.

Source: <https://www.pexels.com/photo/white-dog-running-over-green-grass-46523/>





Printing and Binding After Orals

The library will be responsible for all binding/productions of the fancy bound and printed thesis.

In order to make a copy request, please email print-services@reed.edu.

Any senior that would like their thesis bound and printed should review the following:

In the email, include the following:

DEADLINE

Seniors must submit a request for personal copies of a bound thesis by January 15, 2023.

1. Name, student ID, thesis title
2. The number of copies to be printed and bound
3. Preferred cover color (black, red, or blue)
4. Plain cover (\$15) or cover with logo (\$18)
5. A list of page numbers that should be printed with color (if applicable)
6. Mailing address for shipment

For more information and details regarding thesis binding, please visit

reed.edu/printing-services/thesis-printing.html.

Additional questions can be answered by JT Tafoya or Fred Ratté:

tafoyaj@reed.edu / 503-788-6618

rattef@reed.edu / 503-517-7413



Source: <https://www.pexels.com/photo/adult-black-and-tan-german-shepherd-playing-ball-near-body-of-water-1487102/>



Contributing to the Theses Archive

The Electronic Theses or eTheses Archive is Reed's digital collection of undergraduate and MALS theses maintained by the library. It's a great resource for research and information while you're working on your thesis. You can add your own thesis to the archive after you turn in your final print thesis to the library.

Accompanying materials, such as digital images, media, or data can be included. Consult with your adviser about your interest in submitting to the electronic archive, especially if your thesis contains research ongoing at Reed.

Submission to the eTheses archive is voluntary. The eTheses submission page (<http://library.reed.edu/etheses>) has details on file formatting, copyright, and submission guidelines. Questions about the process can be sent to etheses@groups.reed.edu.

Source: <https://www.pexels.com/photo/funny-australian-shepherd-sitting-on-camp-chair-in-mountainous-terrain-6410609/>



Other Final Points

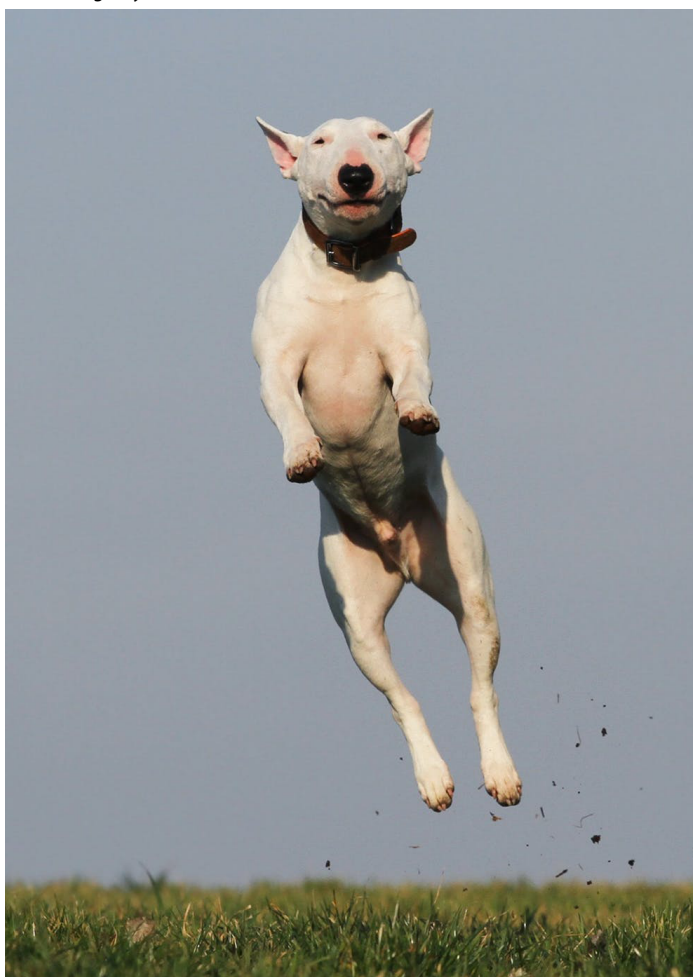


Final Grades

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>.

Source: <https://www.pexels.com/photo/white-dog-terrier-jumping-near-grass-field-during-daytime-159692/>



Please contact the registrar's office if you have questions. You may reach us by email at registrar@reed.edu or by phone at 503-777-7793.

Transcripts

Transcripts can be requested in the registrar's office by filling out a hardcopy transcript request form or ordered online through the registrar's website via our online ordering service, [Parchment](#). Transcripts cost \$5 per copy and are processed as quickly as possible, usually within 24 hours. Transcripts can be sent out by fax, mail, electronic secure PDF, or held in the office for pickup. Rushed shipping is available for an additional fee.

For same day delivery, please be sure to have orders placed before 11:00am. Orders held for pickup will be available after 3:30pm. in Eliot 311.

Be sure to order your transcripts well before the posted deadline. Our office is not open on weekends and we do not process transcript orders (electronic or hardcopy) when the office is closed. If you want to have your transcript held until final grades or degrees are posted, check the appropriate box on the form or select the appropriate option while placing your online order. Be aware that there is a delay after graduation while grades are verified so that an accurate copy of your transcript is issued. Fall grades/degrees will be recorded on official transcripts by mid-January and spring grades/degrees by early June.

Please note: official transcripts cannot be released if you have an outstanding financial obligation to Reed or if you are 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.

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. Let Reed know what you really think about your overall experience by completing and returning your survey promptly. We appreciate your feedback.



Commencement

Students that have not met their graduation requirements may submit a petition to the administration committee to participate in the commencement ceremony. Check with the registrar's office.

**Commencement
is Monday,
May 15, 2023**

Your Diploma

You will receive an electronic 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 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 Assistant Registrar before leaving campus, and your diploma will be sent to you via certified mail.



Just a normal dog. Nothing to see here. Source: http://images.uncyclomedia.co/uncyclopedia/en/a/ad/Drop_bear.JPG

Commencement Rehearsal

Rehearsal is scheduled for **SATURDAY, MAY 13, 2023**. If it is impossible for you to attend rehearsal, it is your responsibility to inform both the registrar's office and CEP in advance. Rehearsal timing is subject to change and new info will be communicated to seniors by email.

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.

Robes

The college will order a robe for you (at no cost). In March, CEP will ask students expected to graduate for their height for gown orders, via a Google form. CEP will also send out a few email reminders about resources for graduating seniors (commencement website, checklist for commencement requirements, etc.)

Other Events

In-person commencement is subject to statewide COVID-19 gathering restrictions. More information regarding specific guidelines for the rehearsal, ceremony, and other commencement events will be communicated by email.

Planning for Life Beyond Thesis

(with some help from [the Center for Life Beyond Reed](#))



CLBR honors your thesis process and progress. We're also here to support your first steps beyond Reed, whether that is work, graduate school, or a national or Reed-based fellowship.

When you connect with us, we will support you at any point in your process, from not knowing what your professional interests are to the first day on the job, graduate school, or fellowship.

During your thesis year, we can help you:

- **Find meaning and purpose**
 - Wondering what it's all about? 1:1 advising now through online scheduling in [Handshake](#)
 - Identify and explore your passions through [Communities of Purpose](#)
- **Sharpen your tools: Develop your narrative, polish your resume, publish a robust LinkedIn profile**
 - Meet with a professional adviser - schedule in [Handshake](#)
- **Find alumni in your fields of interest and how to successfully contact them**
 - Check out the [Alumni Directory](#) or use the LinkedIn Alumni Tool
- **Apply for nationally competitive awards and Reed-based funding for research, travel, creative work and career exploration**
 - 1:1 advising - schedule in [Handshake](#)
 - [More information about fellowship and award opportunities](#)
- **Apply to graduate school, med, or law school**
 - 1:1 advising - schedule in [Handshake](#)
 - Sign up for [Pre-Law](#), [Pre-Health](#) Google groups
- **Practice for interviews and how to talk about your thesis with non-Reedies**
 - 1:1 advising and senior-only workshops throughout year
 - Conduct a mock interview with a professional adviser - schedule in [Handshake](#)
 - Contact CLBR at beyondreed@reed.edu to reserve a quiet space for video and phone interviews
 - Listen to other Reedies talk about their theses on our podcast, [Burn Your Draft](#)
- **Search for on-campus, off-campus jobs, service, internships, and funding**
 - Handshake, Reed's database of opportunities such as jobs, internships, funding
 - Explore Jobs & Internship in the weekly CLBR Newsletter
 - [Vault](#), [GoinGlobal](#) - great databases we provide you for additional job and internship searches
- **Meet employers on- and off-campus**

Alice Harra	harraa@reed.edu
B Hunter	hunterb@reed.edu
Hayden Todd	haydent@reed.edu
Shania Siron	sirons@reed.edu
Nate Martin '16	natmartin@reed.edu
Marwa Al Khamees	alkhameesm@reed.edu

Director
Assistant Director for Strategic Partnerships
Assistant Director, Advisor
Assistant Director, Advisor
Operations Coordinator
Operations Coordinator

reed.edu/beyond-reed

503-788-6690

clbrfellowships@reed.edu

reed.joinhandshake.com



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:

- 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 still most present in their mind (e.g., when you're still in school, not years later).
- Always request letters of recommendation at least four or five weeks in advance.
- Consider how to contact the person you are asking. Decide whether it would be best to reach them using an email, a written note, a phone request, or some other form of communication. Consider also other strategies that respect the person's time and style, and make sure to give them the chance to reflect on your request.
- 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.
- 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.
- Always let references know if you anticipate or are aware that an employer or school might be at the stage of contacting them.
- Include information about what you have been doing that uniquely qualifies you for the position or the program to which you are applying.
- Do not include references on your resume. Provide them in a separate document when requested by a potential employer unless specifically asked to accompany an initial application.
- Think strategically. If you wish to mention a reference who will carry weight with the recipient of the cover letter, ONLY include that reference if you have permission beforehand.
- 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 would like to be treated.
- Never list or mention anyone who hasn't been asked and who has not agreed to serve as a reference.

Source: <https://www.pexels.com/photo/adorable-golden-retriever-lying-on-verdant-field-6869090/>



Contacts



Please see the Dean of Faculty's page at www.reed.edu/dean_of_faculty/ for the newest updates

Division of the Arts

Division Chair:	Kris Cohen	503-517-7959	Library 322
Department Chairs:			
Art	Akihiko Miyoshi	503-517-7487	Art 210
Dance	Carla Mann	503-517-7631	PAB 140
Music	Morgan Luker	503-459-4624	PAB 143
Theatre	Peter Ksander	503-777-7355	PAB 146
Faculty Administrative Coordinators:			
Art	Lisa Mickola	503-777-7710	Lib 317
Dance, Division, Music, & Theatre	Charlie Wilcox	503-517-5131	PAB 133

Division of History and Social Sciences

Division Chair:	Betsey Brada	503-764-5071	Vollum 131
Department Chairs:			
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Economics	Noelwah Netusil (fall)	503-517-7306	Vollum 227
	Denise Hare (spring)	503-517-7463	Eliot 406
History	David Garrett	503-517-7454	Vollum 314
Political Science	Paul Gronke	503-517-7393	Rees House
Sociology	Alexandra Hrycak	503-517-7483	Vollum 223
Faculty Administrative Coordinators:			
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Division of Literature and Languages

Division Chair:	Laura Leibman	503-517-7329	Greywood 115
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Greek, Lat and Med Studies	Sonia Sabnis	503-517-7315	ETC 215
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French	Catherine Witt	503-517-7311	Vollum 308
German	Katja Garloff	503-517-7330	Eliot 407
Russian	Zhenya Bershtein	503-517-7953	Vollum 128
Spanish	Diego Alonso	503-517-7630	ETC 204
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English, French, Humanities	Jolie Griffin	503-777-7753	Vollum 320
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Division of Mathematical and Natural Sciences

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Chemistry	Daniel Gerrity	503-777-7212	Chemistry 316
Computer Science	Jim Fix	503-517-7478	HML 314
Mathematics	Angélica Osorno	503-517-5093	Library 305
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Physics	Cory Chambers	503-777-7221h	Physics 128



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Religion	Kristin Scheible	503-517-5323	ETC 209
Psychology	Kris Anderson	503-517-7410	Psychology 112
Linguistics	Kara Becker	503-517-7432	Vollum 125
Faculty Administrative Coordinators:			
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Linguistics	Emily Hebbbron	503-517-5075	Vollum 114
Psychology	Joan Meyer	503-777-7794	Psychology 116

Interdisciplinary Committees

See the Committee section on the Dean of the Faculty webpage: https://www.reed.edu/dean_of_faculty/committees.

Academic Support Services

Associate Dean of Academic Life	Steve Abrahão	503-517-4108	Eliot 204B
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Director of Disability & Accessibility Resources & ADA Coordinator	Theresa Lowrie	503-517-7921	DoJo

Business Office

Student Accounts & Loans Coordinator	Sara Rosenberger	503-777-7504	Eliot 308
Assistant Controller, Students & Grants	Erica Nukaya	503-788-6616	Eliot 308

Printing Services

Duplicating Lead Assistant	Joseph "JT" Tafoya	503-788-6618	Eliot 132
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Library

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Digital Scholarship Librarian	Angie Beiriger	503-459-4622	Library 191
Visual Resources Librarian	Chloe Van Stralendorff	503-517-7984	Library 42

Computer User Services

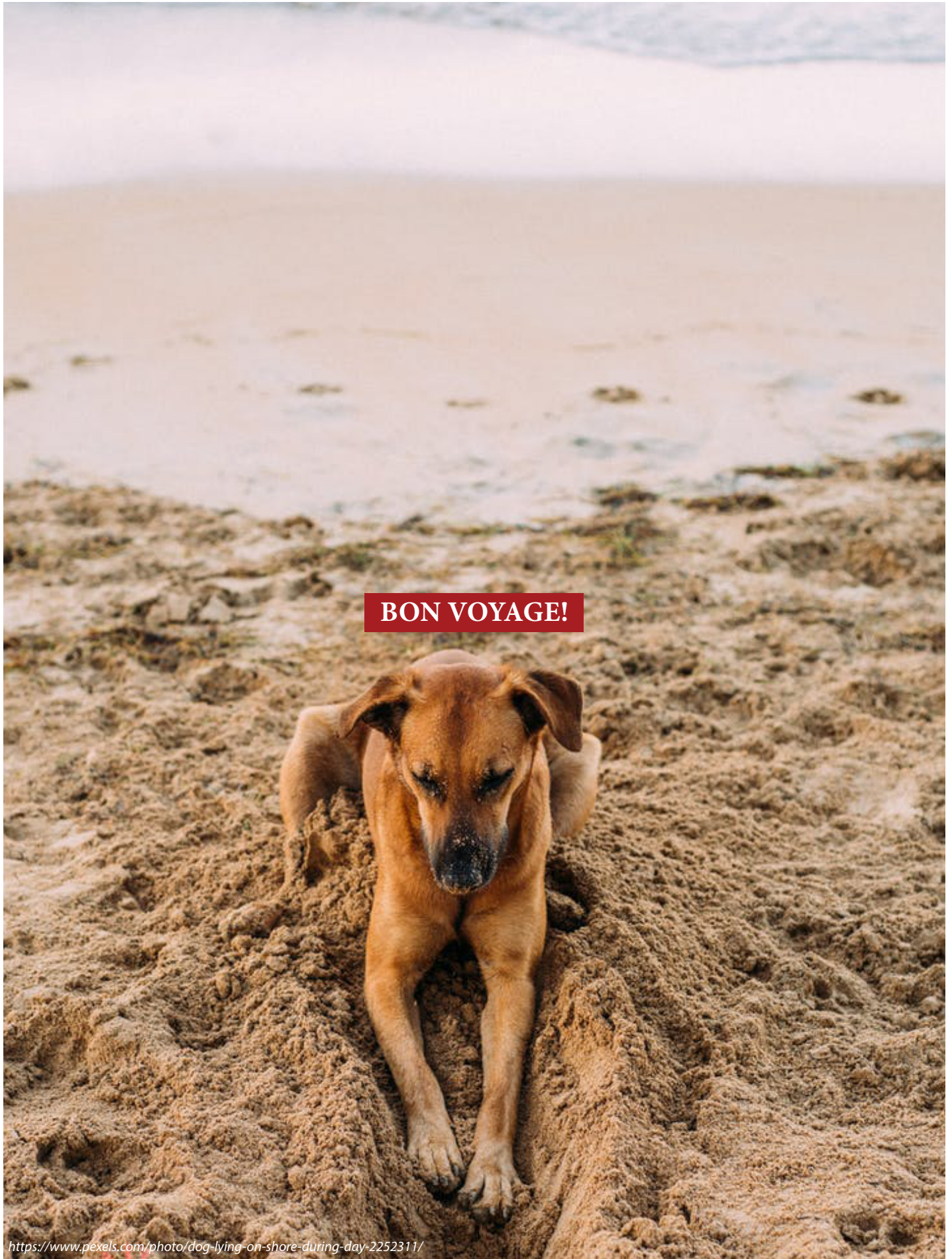
Help Desk	cus@reed.edu	503-777-7525	ETC
Hardware Shop	chs@reed.edu	503-777-7277	ETC 114
Main CIS Office		503-777-7254	ETC
Director of Computer User Services	Taylor Smith	503-777-7571	ETC 110

Registrar's Office

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Senior Assistant Registrar/Recorder	Ben Bradley	503-777-7295	Eliot 311
Registrar	Jason Maher	503-777-7774	Eliot 310
Associate Registrar-Enrollment Services	Martha Schlitt	503-777-7296	Eliot 315
Registrar Data and System Analyst	Brittany Wideman	503-517-4119	Eliot 315
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