

## ALL GOVERNMENT DEPARTMENT SENIORS:

- < **Check your Requirements Remaining sheet.** You should receive this form via e-mail as an attachment. If you have not received this form by Registration, or if you do not understand or disagree with what we believe to be your remaining requirements, call or stop by the Undergraduate Program Office as soon as possible. While this information is intended as a guide for planning your schedule, it is your responsibility to make sure that you have met all requirements.
- < **If you have taken a Junior Research Seminar (Gov 98)** that you do not need to fulfill the Honors Requirement, you may petition to use that course to fulfill a subfield requirement. Please note that we must receive a specific request from you to do this and it must be approved by the DUS; it will not be done automatically.
- < **Bring your Senior Form (included in this packet) when you get your Study Card signed.** Your card will not be signed if you do not have your Senior Form.

## THESIS WRITERS:

In addition to the above, you must:

- < **Submit your Thesis Registration Form (included in this packet) when you get your Study Card signed.** You must submit this form in order to get your card signed for Government 99.
- < **Submit a Teaching Fellow Adviser Contract or Faculty Adviser Contract (signed)** to the Undergraduate Program Office (If you did so last spring or summer, you do not need to do so now.) Contracts are available online (<http://www.gov.harvard.edu/undergraduate-program/for-concentrators/for-seniors/thesis-contracts>) and at the Undergraduate Program Office.
- < **Your thesis adviser does not sign or initial your study card.** When you get your study card signed, your Concentration Adviser will also sign for Government 99.
- < Submit your **Senior Thesis Writers Seminar sectioning form (sent separately) by Tuesday, September 8.** This is very important.

To: **Potential Senior Thesis Writers**  
From: Undergraduate Program Office  
Date: September 2009

- Your Study Card will not be signed for Government 99 until you have an adviser and have submitted the enclosed Senior Thesis Registration form and your Senior Thesis Writers Seminar sectioning form. If you do not have an adviser, please consult the Undergraduate Program Office as soon as possible for help in finding one. Please also see the last item in this memo for more information on the requirements for students looking for advisers.
- The Senior Thesis Writers Seminar will meet each week for one hour ten times during the Fall semester and three times after the Winter Break. Participation in this seminar is intended to supplement the traditional one-on-one advising. You still need to have a signed contract with a primary adviser in order to enroll in Government 99.
- If you do not have an adviser when Study Cards are due, you will have to add Government 99 later in the semester once you have found one. You are required to obtain the permission of the DUS in order to add Gov 99. All courses must be added/dropped before the fifth Monday of the term (October 5), and after the third Monday (September 21) there is a Registrar's fee to add/drop courses. Don't wait until the last day to obtain signatures.
- On Friday, October 2, a thesis prospectus (approved and signed by your Advisor) is due to the Undergraduate Program Office. This document should present your research design, as discussed in the Guide for Thesis Writers. If you do not hand in a signed prospectus, you cannot receive fall semester credit for Government 99. Secondary concentrators must also submit the prospectus.
- **Joint Concentrators:** Writing a senior thesis as a joint concentrator presents the challenge of creating a truly interdisciplinary research project, since you must meet the standards set for quality work in two different fields. Thus, advisers are particularly important for keeping your thesis experience a calm and positive one.

You should have a formal thesis adviser in your primary field and a secondary adviser in your secondary field. Regardless of whether you are a primary or secondary concentrator in Government, please use the enclosed Senior Thesis Registration Form to notify the Undergraduate Program Office of your formal and secondary adviser. This must be submitted to the Undergrad Office at the time you get your study card signed. If you are a secondary concentrator in Government, you do not enroll in Government 99, but in the senior tutorial of your primary field.

- If you intend to write a thesis, but do not yet have an adviser, you should have submitted a précis to the Undergraduate Program Office in July. If you did not do this, and do not have an adviser by Study Card Day, you must see the DUS for permission to write a senior thesis. Please call the Undergraduate Program Office ASAP to set up an appointment.

## 2009-2010 SENIOR THESIS CALENDAR

**September 8<sup>th</sup> (Tuesday): STWS/Gov 99 Sectioning Form due by 12pm**—hard copy to the Undergraduate Program Office or via e-mail to [kochanek@fas.harvard.edu](mailto:kochanek@fas.harvard.edu).

**September 10<sup>th</sup> (Thursday) Study Card Day: Thesis Registration Form and Senior Thesis Contract due.** These forms must be turned in at the time your Study Card is signed. (If you have already submitted a thesis contract, you need not do so again.)

**October 2<sup>nd</sup> (Friday): 1,000 word prospectus due.** The prospectus presents your research design, as discussed in the Guide for Thesis Writers. The prospectus should also include a working title for your thesis. Both must be approved and signed by your adviser, then turned in to the Undergraduate Program Office. **You cannot receive fall semester credit for Gov 99 unless this has been completed.** Secondary concentrators must also submit a prospectus.

**October 5<sup>th</sup> (Monday): Add/Drop deadline, last day to add Gov 99.** This may be done only with the permission of the DUS.

**December 3<sup>rd</sup> (Thursday): 7,500 words (approximately 30 pages) due to adviser.** This written work must be submitted to your adviser in order to receive a grade of SAT in Gov 99 for the Fall semester.

**March 4<sup>th</sup> (Thursday): Theses are due at the Undergraduate Program Office by 5pm.** Extensions are granted only in cases of serious emergency. Computer crashes, printer malfunctions, and copying delays DO NOT constitute serious emergencies.

# Government Department Senior Form

Fall 2009

**YOU MUST PRESENT THIS FORM TO HAVE YOUR STUDY CARD SIGNED.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ House: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

e-mail address \_\_\_\_\_

Please indicate which of the following applies to you:

- NON-HONORS GOVERNMENT: I am not going to write a thesis.
- HONORS GOVERNMENT: I intend to write a thesis.
- JOINT: GOVERNMENT PRIMARY, \_\_\_\_\_ SECONDARY
- JOINT: GOVERNMENT SECONDARY, \_\_\_\_\_ PRIMARY

## GRADUATION PLANS

I intend to graduate (please check one):

- at the end of this term, Fall Term 2009
- at the end of next term, Spring Term 2010
- at the end of Spring Term 2010, but will finish my classes Fall Term 2009 (having my thesis graded and Honors determined in the Spring [RSCR]; Honors only).
- none of the above. Please explain:

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## THESIS REGISTRATION FORM

Fall 2009

THIS FORM MUST BE PRESENTED AT THE TIME YOUR STUDY CARD OR ADD/DROP FORM IS SIGNED FOR GOVERNMENT 99.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ House: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail address \_\_\_\_\_

Are you:

- Government Only
- A Joint Concentrator: Government Primary, \_\_\_\_\_ Secondary
- A Joint Concentrator: \_\_\_\_\_ Primary, Government Secondary

Name of Thesis Adviser: \_\_\_\_\_

Is your thesis adviser:

- a Faculty Member in the Government Department;
- a Graduate Student in the Government Department;
- not a Faculty Member nor a Graduate Student in the Government Department, nor on the list of potential thesis advisors. If you are checking this box, you should have already obtained permission from the DUS to have this adviser.

### Joint Concentrators only:

If Government is your primary concentration, do you have an adviser in your secondary concentration?

Name of secondary adviser: \_\_\_\_\_

If Government is your secondary concentration, who is your primary adviser from the other department and do you have a secondary adviser in the Government Department?

Name of primary adviser \_\_\_\_\_

Name of secondary adviser: \_\_\_\_\_