

**Teaching Fellow Adviser Contract
Government 99
2008-2009**

THIS FORM SHOULD NOT BE FILLED OUT BY FACULTY ADVISING THESE.

I. Responsibilities and Rights of the Teaching Fellow Adviser

- A. The adviser is to provide, within reasonable limits, information and guidance on the substance and form of the student's senior thesis. This includes bibliographic references and other sources, aid in establishing the proper form and style of a senior thesis, and so on. The adviser will also establish deadlines for all written work, in accordance with the Government 99 calendar of the Undergraduate Program Office.

The adviser should read submitted work promptly, returning it with comments and corrections.

- B. The adviser is expected to meet with the student for at least one hour every other week.
- C. If the adviser experiences difficulty in getting the student to fulfill Government 99 requirements, the adviser should contact the Undergraduate Program Office immediately.
- D. A Teaching Fellow is limited to advising three senior theses. Approval to advise additional theses must be obtained in writing from the Director of Undergraduate Studies.
- E. The Undergraduate Program Office will not approve the processing of a teaching fellow appointment until this contract has been signed by both parties. To be paid, teaching fellows must see the Graduate Student Coordinator in CGIS to fill out the appropriate forms. All Government concentrators with Teaching Fellow advisers must submit this form if they are to be enrolled in Government 99. Teaching Fellow advisers should realize that secondary advisers (i.e., advisers to students with a secondary concentration in Government) will be paid as secondary advisers, not primary.
- F. Primary senior thesis advisers will be paid .08 FTE in the fall and .06 FTE in the spring. If a student drops Government 99 at the end of the first semester, the adviser will not be paid for the second semester. If a student drops a thesis during the semester, payment for Gov. 99 will be terminated on the first day of the month that follows the date on which the Undergraduate Program Office is notified that the thesis will not be completed.

II. Responsibilities and Rights of the Student

- A. The student will meet with the adviser at least once every other week; the student is expected to prepare for each of these meetings, submitting work as required by the schedule established by the adviser.

B. Important Dates:

A thesis prospectus (1,000 words, maximum), approved and signed by your adviser, and a working title are due at the Undergraduate Program Office approximately six weeks into the semester. Students who fail to submit the prospectus will not be allowed to continue in Government 99. (This paper should outline thesis questions and hypotheses, methodology, and goals.) All students writing a thesis, including Government secondary students, are expected to submit a prospectus.

Thirty pages of written work (minimum) must be submitted to the adviser by the last day of classes in the fall semester. This is necessary if the student is to be graded "SAT" in Government 99 for the first semester. If the student chooses not to complete the thesis but wants credit for the second semester of Government 99, an additional minimum of 30 pages of satisfactory written work must be submitted to be graded "SAT" in Government 99 for the second semester.

The thesis will be due by 5:00 p.m. on the Thursday 9 days before Spring Break.

- C. The student must immediately notify the Undergraduate Program Office of a change in advisers. Failure to do so will cause the student to receive a grade of incomplete for the semester.

We, the undersigned, attest that we have read the above contract, and fully comprehend our rights and responsibilities under that agreement. **We also agree and understand that the adviser will neither sign nor initial study cards. That is the sole responsibility of the Undergraduate Program Office.**

Signature
Teaching Fellow Adviser

Signature
Student Advisee

Teaching Fellow Adviser
(please print)

Student Advisee
(please print)

Teaching Fellow E-mail

Student E-mail

Address

Intended Topic/Tentative Title

Telephone

Date

Date

Any changes in this agreement must be reported in writing to the Undergraduate Program Office, 1737 Cambridge St, Room N151B, immediately.

In order to get on the payroll, you must fill out the necessary teaching fellow paperwork on the department web page. Please contact Thom Wall at twall@gov.harvard.edu or 495-2149 if you have any questions.