ALL GOVERNMENT DEPARTMENT SENIORS:

< You and your CA should check your Advising Report on my.harvard before you register for courses. This report will tell you which Gov requirements you’ve fulfilled, and which you have yet to fulfill. If you have any questions about this report, or notice any errors, you should contact Karen Kaletka at kbkaletka@gov.harvard.edu immediately.

< If you have taken or plan to take an Undergraduate Seminar (Gov 94) that you do not need to fulfill the Honors Requirement, you may petition to use that seminar to fulfill a subfield requirement (note: not all Gov 94s 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. Please send an email to Prof. Cheryl Welch to petition: cwelch@gov.harvard.edu

THESIS WRITERS:

In addition to the above, you must:

< Submit a Teaching Fellow Adviser Contract or Faculty Adviser Contract (signed) to the Undergraduate Program Office (If you already submitted a contract, you do not need to do so again.) Contracts are available online and at the Undergraduate Program Office.

Your thesis adviser does not lift your advising hold. If the Undergraduate Program has received a thesis contract from you, we will approve enrollment in Gov 99. Please note that you may not add Gov 99 to your schedule after the course registration deadline on Sept. 12 without the explicit permission of the DUS, Cheryl Welch.
To: **Senior Thesis Writers**  
From: Undergraduate Program Office  
Date: September 2018

- You will not be allowed to register for Government 99 until you have an adviser and have submitted a thesis contract to the Undergraduate Office. If you do not have an adviser, please consult the Undergraduate Program Office as soon as possible for help in finding one.

- On **Tuesday, September 4**, the Undergraduate Program Office will host an orientation and welcome reception for thesis writers from **4:30-6:00 pm in CGIS S030**. Attendance is mandatory for thesis writers; thesis advisers are encouraged to attend. This will be considered the first official meeting of Gov 99.

- You will be sectioned for Gov 99 by area of substantive interest. Dr. George Soroka, the Gov 99 coordinator, will inform you via email of your section leader and section time before Shopping Week.

- 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 by the registration deadline on September 12, 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 9), and after the third Monday (September 24) there is a Registrar’s fee to add/drop courses. Don’t wait until the last day to obtain approvals.

- On **Friday, October 5**, a thesis research proposal, approved and signed by your official adviser (not your Gov 99 TF), 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 research proposal, you cannot receive fall semester credit for Government 99. Joint concentrators (with Gov primary or allied) must also submit the research proposal.

- **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 an allied adviser in your allied field. Regardless of whether you are a primary or allied concentrator in Government, please notify the Undergraduate Program Office of your primary and allied adviser. If you are an allied concentrator in Government, you do not enroll in Government 99, but in the senior tutorial of your primary field. If your primary field does not have a formal thesis workshop, you may audit Gov 99. Please see Dr. George Soroka to discuss this possibility.
2018-2019 SENIOR THESIS CALENDAR

September 4 (Tuesday): 4:30-6:00 CGIS S030 – Mandatory Thesis Welcome Orientation and Reception

September 12 (Wednesday) Course Registration Deadline: Senior Thesis Contract due. If you have already submitted a thesis contract, you need not do so again.

Week of September 10: Gov 99r sections begin.

October 5 (Friday): Thesis research proposal due. The proposal presents your research question and plan for answering it, as discussed in the Guide for Thesis Writers. The proposal should also include a working title for your thesis. The proposal must be approved and signed by your official thesis adviser. You should turn in this signed hard copy to the Undergraduate Office by 5 p.m. on Friday, October 5. **You cannot receive fall semester credit for Gov 99 unless this has been completed.**

December 5 (Wednesday): 7,500 words (approximately 30 pages) due to adviser. In order to receive a grade of SAT in Gov 99r for the Fall semester, you must submit this written work to your adviser, who will report your SAT/UNSAT grade to the Undergraduate Office.

March 13 (Wednesday): Theses are due at the Undergraduate Program Office by 5 p.m. Extensions are granted only in cases of serious emergency. Computer crashes, printer malfunctions, and copying delays DO NOT constitute serious emergencies.