January 2018

Dear Seniors,

Welcome back to the Spring Semester! Are you planning to graduate in May? Please check your Advising Report on my.harvard to confirm that you have completed or will complete all of your concentration requirements this semester. If you notice any errors or have any questions, please contact me ASAP at kbkaletka@gov.harvard.edu

TO SENIOR HONORS CANDIDATES:

Congratulations on completing the first semester of Gov 99r! We would like to take this opportunity to remind you of some important information and dates to watch as the second semester gets underway. Please read all of the following information carefully, and come to the office early if you have questions.

By Registration Day (January 26), you must complete the online Senior Thesis Title and Abstract Form: https://goo.gl/forms/EO0c0jNTxAayrRgm2. Please provide the working title of your thesis and a brief (no more than 100 words) abstract. You will also note the subfield(s) of your thesis, and the research methods you employ. Thesis readers will be assigned on the basis of the information you provide, so make sure it is as accurate as possible.

The following are a few reminders about logistics and deadlines:

March 7, 2018 Theses are due in the Undergraduate Program Office by 5PM, CGIS Knafel Building K151, 1737 Cambridge St. (Reception to be held)

April 20, 2018 Thesis grades and comments and one copy of the thesis should be available to be picked up at the Undergraduate Program Office.

Late April, 2018 Oral Exams are given to potential Highest Honors candidates.

The Senior Examiners assume that all honors candidates will remain in Cambridge or the immediate vicinity. This will facilitate personal communication regarding the honors program.

May 9, 2018 Departmental Honors Recommendations available at the Undergraduate Program Office.

Extensions: Extensions are not granted except in extreme situations, such as a death in the family or a medical emergency. No exceptions will be made, under any circumstances, for computer, printing,
or copying problems of any kind. The best advice is always to start printing and copying early and allow time for mishaps.

**Endnotes, Footnotes, Style:** The Department does not mandate any one style, but it does require that whatever form is chosen be applied consistently. Please consult a standard style manual if you are uncertain about how to proceed.

**Thesis Binders:** A limited supply of recycled binders are free at the Undergraduate Program Office. Binders are also available at the Coop and Bob Slate (prices will vary, depending on size). Buy early as supplies everywhere are limited.

For information on how Senior Theses are graded and how honors are determined, please refer to pages 41-44 of *A Guide to Writing a Senior Thesis in Government*.

We hope that your final semester and your thesis progress smoothly. Remember that the Undergraduate Program Office is here to help. If you should have any questions or encounter any problems, please feel free to call, email, or come by the office.

Good luck, and we look forward to seeing you on March 7!

Sincerely,

Karen Kaletka