

## **The LL.M. Winter Term Writing Program – January 2023 Instructions for LL.M. Students**

### **Introduction**

Participants in the Winter Term Writing Program (WWP) devote the winter term exclusively to the intensive research and/or writing of a paper worth two credits, under the supervision of an HLS faculty member. Students who participate in the WWP spend the winter term engaged full-time in pursuing research and writing toward completion of a single writing project worth at least two credits instead of taking a winter-term course. The application deadline is **Monday, November 14, 2022**.

As noted above, the work done during the winter term is expected to be part of a larger project, typically the 50-Page Paper. Applicants to the WWP will have already arranged for a faculty supervisor and registered for the full writing project. The WWP itself does not confer credit. Therefore, in order to be eligible for the WWP, students must be writing a 50-Page Paper independently of a course or seminar. If accepted, the two writing credits would be moved to the winter term.

**There will be a mandatory group session on writing issues with Jane Bestor before the end of the first week of the term, and each participant will meet with Jane in mid-January in order to share insights, discuss research objectives, and identify areas where additional assistance may be needed. There may also be optional programming. Beyond that, participants in the WWP are expected to structure their own time and efforts during the winter term.**

As explained further under the section entitled Application Process (below), the work to be completed during winter term may be a draft of the paper or at least a detailed outline of the paper. Each participant is responsible for making sure that the proposed paper is not similar to any other paper that student has written or is writing currently for degree credit.

In past years, students writing 50-Page Papers have reported the benefits of participating in the LL.M. Writing Workshop—which is separate from but can support the work of the WWP—and making presentations of their work-in-progress to their assigned writing groups. WWP participants have reported this process as an aide to their progress over the winter term, and applicants are urged to take advantage of this opportunity at the earliest possible date.

**Registration and related residency requirements mandate that students must be enrolled for at least two credits during the winter term. Therefore, LL.M. students who participate in the Winter Term Writing Program cannot switch to writing a shorter paper later on during the year. The Graduate Program thus evaluates applications carefully to help ensure that all students who enroll are prepared to make substantial progress on their research and writing during the winter term.**

## Check Degree Credit Requirements

Applicants considering the WWP in lieu of a winter course must check their LL.M. credits to make sure they are meeting degree requirements. Taking the WWP instead of a winter course eliminates the winter term as a source of classroom credits.

## Application Process

Applications should be uploaded to the [LL.M. Winter Term Writing Application assignment](#) on Canvas by November 14, 2022. All applications must be signed by the HLS faculty member who is to supervise the project; students should also direct their supervisors to the “Guidelines for Faculty Supervisors” document.

1. The application must contain a clear description of a feasible topic and a workable research methodology, set forth in a proposal approved by the student’s HLS faculty supervisor. During the fall term, the applicant must have done the necessary research to define the topic, identify key sources and work out the research approach. This requirement is designed to ensure that intensive directed research and/or writing can continue at a strong pace at the very start of the winter term. Students who have progressed with their intensive research prior to the winter term should find it possible to submit at least a detailed outline (or a first draft) to the faculty supervisor by the end of the winter term.
2. The application must describe an arrangement for adequate supervision and progress plan, as well as an assurance that the work will be done while the student is in fully in residence. The appropriate arrangement will be determined between the student and the supervisor, but might be some combination of formal meetings and informal contact.
3. Proposed Work Outside of Cambridge: LL.M. students participating in the WWP are expected to be in residence in Cambridge, MA to pursue their research and writing during the winter term. In the event that research outside of Cambridge is necessary to the project, the student must make a clear case in the application as to why the work cannot be done in Cambridge, must define the nature and scope of the research work, and must specify how the time would be spent outside Cambridge, including specific dates and locations. Where interviews are contemplated, the application must include the names of the subjects, the dates on which the interviews will take place, and a draft interview script. The application must also describe an arrangement for adequate supervision by the HLS faculty supervisor while the student is away from Cambridge and an assurance that the work will be done by the deadline specified below in the section entitled Completion of Work.
4. **The application form can be signed electronically.** If your supervisor is unable to provide an electronic signature, you should proceed as follows:
  - a. Print a copy of the form for your supervisor to physically sign, and then scan and upload the completed form to the [Canvas assignment](#).

OR

- b. Send an email to your supervisor, with a cc to [gpcourses@law.harvard.edu](mailto:gpcourses@law.harvard.edu), that includes
  - i. A copy of the application form, with the relevant information filled out, attached
  - ii. A copy of your narrative, attached
  - iii. A request that your supervisor “reply all” to confirm their approval of the project with the following statement: **“I confirm that I will be supervising the required written work for [Your Name] during the winter term, as described in the message below, and that I have read and approved the details set out on the student’s form and on the proposal included with that message.”**

## **IMPORTANT NOTES:**

- Students who pursue the WWP must be in residence in Cambridge and devote the winter term to full-time pursuit of the research and writing project at their place(s).
- Students on visas who propose travel outside the United States for the WWP should contact the Harvard International Office at (617) 495-2789 before applying to the WWP. Changes in the applicable laws may affect a student's ability to travel outside the United States and to return. Please also check this website: <http://www.hio.harvard.edu/travel>. Any student considering travel outside the United States should check all relevant travel advisories, and will be contacted separately regarding procedures for international travel.
- Students considering projects that fall under IRB purview, i.e., regulated research with human subjects (including surveys or interviews) should review the University's policies on the use of human subjects in research available on the [CUHS Website](#) and discuss their work with an [Institutional Review Board Administrator](#) at CUHS. Note that students should allow sufficient time for IRB review; late requests for review may not be granted.
- Students registered in a winter course for which add/drop is administered through the Office of Clinical and Pro Bono Programs ("OCP") must follow OCP procedures and drop deadlines to avoid receipt of a WD. Students with further questions about drop deadlines for clinical courses should contact OCP directly.
- If the project in the WWP application is in addition to any other extra-credit writing project(s) that the student has in progress, the student must follow applicable procedures for multiple written work projects (this includes multiple projects for the same supervisor as well as projects with different supervisors). Students with questions about this should consult with Nancy Pinn ([npinn@law.harvard.edu](mailto:npinn@law.harvard.edu)) to determine whether additional documentation is needed. Questions about the multiple use of part or all of a single paper, as specified in the 2022-2023 HLS *Handbook of Academic Policies* under [Academic Honesty](#), should be directed to the Graduate Program Office before the WWP application deadline.

### **Faculty Supervision and Completion of WWP Work**

- The student and the faculty supervisor must agree on the final product for the WWP. The work to be completed should be a draft of a paper, or at minimum a detailed outline. There is no grade for the WWP *per se*; rather, the entire paper is graded following completion.
- Participants must submit the agreed-upon work to their faculty supervisors by the agreed-to deadline.
- If the work to be completed during the winter term is not the final paper, the final paper is due on April 21, 2023, or by an earlier date if required by the faculty supervisor.

The WWP application should represent a thorough and complete process of planning and discussion with the faculty supervisor since this same faculty member will supervise the student through to completion of the paper.

### **Calendar for the January 2023 Winter Writing Program**

November 14, 2022	Application deadline
January 3, 2023	Start of winter term
January 20, 2023	End of winter term
January 23, 2023	Start of spring term