

# Guidelines for HLS Faculty Supervisors of LL.M. Students for the Winter Term Writing Program

(To be given to the HLS Faculty Supervisor  
with the student's completed application)

The Winter Term Writing Program (“WWP”) is often worthwhile for students who seek to devote an intensive period of time to research and writing on an ongoing project, in lieu of taking a winter course. As interest and participation in the program continue, HLS faculty supervisors may want to take note of certain considerations.

## Eligibility and Credits

- Students pursuing the WWP must be engaged full time in research and writing toward completion of a single two-credit writing project instead of taking a winter course. (This is essential for the student to maintain status in a full-time course of study.) The work done during winter term is part of a larger project, typically the LL.M. Written Work Requirement. It is the full project for which the student registers, and it is for the full project that the student seeks supervision.
- The program itself does not confer credit. In order to be eligible for the WWP, a student must be writing an independent paper (that is, independent of a course or seminar) of at least 50 pages.

## Application Details

- The application must contain a clear description of a feasible topic and a workable methodology for a research project that you have approved. Thus, the student must have done the necessary preliminary research to locate and define a topic, identify key courses and formulate a workable approach. This requirement is meant to assure that intensive directed research and/or writing has commenced and can productively continue. Students who have progressed with their research prior to the winter term should be able to present, at the very least, a reasonably detailed outline (or, in some cases, a first draft) by the end of the term.
- Your signature on the application indicates that (1) you and the student have discussed the proposal and that you are satisfied that the proposal is well thought out, meets the program's criteria, and would constitute a worthwhile, law-related winter term experience for the student; (2) you are willing to provide the supervision that the student has requested; and (3) you have worked or will/are willing to work out problems or details with the student.
- **The application form can be signed electronically.** If you are unable to provide an electronic signature, the student should proceed as follows:
  1. Print a copy of the form for you to physically sign, and then scan and upload the completed form to Canvas.OR
  2. Send an email to you, with a cc to [gpcourses@law.harvard.edu](mailto:gpcourses@law.harvard.edu), that includes

- A copy of the application form, with the relevant information filled out, attached
- A copy of the student’s narrative, attached
- A request that you “reply all” to confirm your approval of the project with the following statement: **“I confirm that I will be supervising the required written work for [Student’s 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.”**

### **Location**

Students who pursue the WWP are expected to be in residence in Cambridge and devote the winter term to full-time pursuit of the research and writing project.

As noted above, LL.M. students admitted to the Winter Term Writing Program are expected to remain in Cambridge during the winter term. LL.M. students proposing to conduct research outside of Cambridge during that time may only do so if granted prior approval. Your signature on the application of a student who proposes to do research outside Cambridge represents that you have reviewed the proposal and determined that (1) the research is necessary and clearly needs to be done outside of Cambridge (e.g. it involves source material unavailable at HLS, or involves on-site interviewing that is critical to the project) and (2) the student’s plans for doing this on-site research are concrete and “do-able” in the short winter term period.

- Please note in particular the need to assure adequate supervision during the winter term through appropriate arrangements for discussions with the student where a student proposes work outside of Cambridge.

### **Evaluation**

The work to be completed during winter term is not graded except as part of the overall final paper. The work must be submitted to you by a date you set with the student; this date should allow you enough time to review, evaluate, and provide feedback to the student where applicable. If the work to be completed during the winter term is not the final paper, the final paper is due on April 19, 2024, or by an earlier date if you require.

*Please note: Students are aware that they are responsible for the ethical implications of their research. Accordingly, students have been advised that if the project involves interviews, surveys, or obtaining information about individuals by other means, it may require review by the [Faculty of Arts and Sciences Institutional Review Board \(IRB\)](#). As such, students should contact the Committee on the Use of Human Subjects ([cuhs@fas.harvard.edu](mailto:cuhs@fas.harvard.edu)) for more information.*

### **Calendar**

November 13, 2023	Application deadline
January 2, 2024	Start of winter term
January 19, 2024	End of winter term
January 22, 2024	Start of spring term