

Deadline for applications: November 12, 2024

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LL.M. PROGRAM—APPLICATION FOR WINTER WRITING PROGRAM
JANUARY 2025

PART I—CONTACT AND PROJECT BACKGROUND INFORMATION

Last Name: _____ First Name: _____

HLS Email address (example: astudent@llm25.law.harvard.edu): _____

Phone: _____

Name of your Writing Workshop Advisor: _____

Name of HLS Faculty Supervisor: _____

READ THE DOCUMENT ENTITLED “INSTRUCTIONS FOR LL.M. STUDENTS” BEFORE COMPLETING THIS FORM.

By this application to the Winter Writing Program (“WWP”), I confirm that I have already registered for a written work project of 2 credits.

If you are accepted to the WWP, which option below best describes your current winter course registration?

<input type="checkbox"/> I do not have a winter course at this time.	<input type="checkbox"/> My winter course is classroom only Title of the course: _____
<input type="checkbox"/> My winter course registration is coordinated through the Office of Clinical Programs (“OCP”), and I understand that it is my responsibility to drop the course and to follow OCP procedures and deadlines to avoid a WD.	

Check Degree Credit Requirements: It is the responsibility of all applicants considering the WWP in lieu of a winter course to check their LL.M. credits carefully against HLS degree requirements.

Note: Participants in the WWP are expected spend the winter term in Cambridge, engaged full time in pursuing research and writing toward completion of a single two-credit writing project; within this context, students will generally structure their own time and efforts during the winter term. However, there will be a mandatory group session on writing issues with Amy Johnson before the end of the first week of the term, and each participant will meet with Amy in mid-January to share insights, discuss research objectives, review research and writing strategies, and identify areas where additional assistance may be needed. There may also be additional programming (optional in nature) to support writers and the writing process.

Use this page as the cover sheet for the remainder of your application, consisting of your written responses to the questions specified in Part 2 of this application (found on the next page).

***STUDENT SIGNATURE REQUIRED:** _____

SIGNATURE: I have read the <i>Instructions to Students</i> , given my supervisor a copy of the <i>Guidelines for Faculty Supervisors</i> , and completed all the steps listed in this application.

***HLS FACULTY ADVISOR SIGNATURE REQUIRED:** _____

SIGNATURE: I have read this application and I agree to supervise this project.

***This form can be signed electronically.**

If you are unable to provide an electronic signature, you may simply print your name on the signature line.

If your supervisor is unable to provide an electronic signature, you should proceed as follows:

1. 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

2. Send an email to your supervisor, with a cc to gpcourses@law.harvard.edu, that includes
 - o A copy of this form, with the relevant information filled out, attached
 - o A copy of your narrative, attached
 - o 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.”**

PART II—NARRATIVE INFORMATION

Answer the following questions on a separate document. Label the response to each question clearly. If a question is not applicable to your proposal, list the question in order and answer “not applicable”. Level of detail should be as required by your faculty supervisor and sufficient to document the research/writing proposed to meet winter residency requirements.

1. Please provide a complete narrative description of your project. The description should be about 4-7 pages in length and should include a bibliography (please be sure to number your pages for ease of reference). You should describe the issues you will explore and how you plan to address them. Please also describe the progress you have made during the fall term, and explain your research methodology.
2. Applicants to the Winter Term Writing Program are strongly encouraged to present their proposal to their LL.M. Writing Workshop Group and to solicit individual feedback from their writing workshop advisor on their proposal. Please indicate both whether you have presented your proposal to your group—or identified a date on which to do so—and whether you have received feedback from your writing advisor about your proposal.
3. Please describe the work that you will do during the winter term, both in terms of the smaller-scale research or writing goals you will accomplish, and in terms of how you will manage your time to achieve those goals.
4. What will you submit to your faculty supervisor at the end of winter term – a detailed outline, rough draft, second draft, other (please specify if “other”)? We strongly encourage students to complete as much as possible during the winter term.
5. Describe your arrangements for faculty supervision before, during, and after winter term, as applicable to your project (this will vary by supervisor and examples might include anything from regularly scheduled meetings to informal contact as needed to a detailed schedule for drafts).
6. Are you enrolled in an Upper Level Writing Group? If yes, which one?

Yes: _____

No

7. Answer the following questions relevant to your application.

The writing project in this application is the only writing project I have at this time.

The writing project in this application is in addition to one or more other writing projects I have at this time, and I acknowledge that I must consult with Nancy Pinn about the procedural steps that must be taken and the documentation that must be provided in this case.

Please note: 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.