



HARVARD EXTENSION SCHOOL

Undergraduate Degree Programs Office

51 Brattle Street, Cambridge, Massachusetts 02138-3722 • (617) 495-9413 • Fax: (617) 998-8494 • www.extension.harvard.edu/undergraduate-degrees

Reading and Research Proposal

The Reading and Research (INDR) course option is designed for Bachelor of Liberal Arts (ALB) degree candidates with strong academic records who want to pursue a research project of their own design, similar to a thesis, carried out under the supervision of a Harvard instructor (i.e., instructors with a teaching appointment at Harvard College, GSAS or the other Harvard graduate schools).

To be eligible, you need to have completed 64 credits toward the degree with 32 credits taken at Harvard (of the 32 at Harvard, a minimum of 12 must be in the research area), and have a 3.33 or higher cumulative GPA.

You are an ideal candidate for this option if, after completing a number of courses in a particular area, you have developed an original idea, question, or problem worth researching. Research requires original thought on your part, rather than paraphrasing or summarizing source material similar to a “book report” style of work. The proposed topic must be an academic research question; it cannot be a creative writing piece or a purely artistic work, such as a novel or collection of original photographs.

The project is worth 4 credits, and you can only complete one project, ordinarily in your final year.

Sequence of Steps:

Step 1

Meet with Mark Ouchida (mark_ouchida@harvard.edu), Director of Undergraduate Advising, at least a month prior to the proposal deadline and before contacting faculty members. The purpose of the meeting is to discuss your ideas for the research project and to narrow down the focus into a workable research question. Have in mind a couple of possible Harvard instructors you wish to supervise the project and bring in a draft of the proposal. The deadlines for submitting the INDR Proposal Form to the Undergraduate Degree Programs Office are August 30 for the fall term projects, January 30 for spring term projects, and June 1 for Summer term projects. The tuition is the same as a 4-credit undergraduate course. Please see the Tuition & Enrollment page for current tuition rates.

Step 2

After meeting with Mark, meet with potential faculty member (using the draft of this form as a guide) to negotiate the proposal topic, scope, and reading list. Once an agreement is reached, produce a final draft of the reading and research form to submit to the Undergraduate Office that has the faculty supervisor's signature, which is confirmation of his or her agreement to work with you on the project.

Step 3

Submit the completed form to the Undergraduate Office. The project needs to be approved by the Associate Dean of Academic Programs and the Dean of University Extension and Continuing Education. Once approved, letters are sent to you and the faculty member. The letter will indicate the registration procedures. You cannot begin work or register for Reading and Research course until you receive the approval letter from the Dean.

Continued on next page.



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Reading and Research Proposal Form

Student Information

FULL LEGAL NAME (exactly as printed on your government-issued ID)		
Last/Family/Sur name(s)	First/Given name(s)	Middle name(s)
<hr/>		
HARVARD ID NUMBER		
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	CURRENT ADDRESS	
	Street	
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City		State/Province
		Zip/Postal code
DAYTIME PHONE NUMBER		
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E-MAIL ADDRESS		
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GPA	FIELD OF STUDY	
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must be 3.33 or higher

A. Coursework

List the courses that you already have completed that are relevant to your proposed topic. You must have a minimum of 12 credits of Harvard courses in the research area.

B. Sample Research Paper

Describe the most significant research paper or project that you have completed to date (you may attach a word document).

Continued on next page.

Be specific about the number of meetings you plan to have with your faculty supervisor, the days and times, how those meetings will proceed, start and end dates, and the research methods you will employ. Make sure you are setting a realistic timeline that will ensure completion by the end of the term (see [Calendar](#) on our homepage).

[illegible]

Include an initial bibliography of references you have consulted as well as references you plan to use.

[illegible]

Subject code: _____ (for example: HIST, PSYC, GOVT)

Attach a three-five page, double-spaced WORD document that addresses each of the following:

- ◆ state the research question (problem or dilemma);
- ◆ explain how you developed the question;
- ◆ put the research question into historical, cultural, or artistic context for the reader
- ◆ make a case for its importance to the field; and
- ◆ describe how you intend to answer the question.

Student's signature _____ Date _____

Faculty Member's Approval

By signing this form, you agree to work with the above mentioned Harvard Extension School undergraduate degree candidate, have regularly scheduled meetings, and provide guidance in order for the student to complete a substantial academic research paper of approximately 35–40 pages in length. A stipend of \$900 is paid to you upon receipt of the student's grade. If you have any questions or concerns about this process, please call Mark Ouchida, Director of Undergraduate Advising, (617) 495-9413. We appreciate your participation. Reading and Research projects are an important opportunity for self-directed undergraduate students and a critical component of the Undergraduate Degree Program.

Name (please print) _____

Title and department _____

Harvard ID number _____

University address _____

Phone _____ E-mail _____

Faculty member's signature _____	Date _____
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