



Harvard University Extension School

Undergraduate Degree Programs Office

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

Reading and Research Proposal Form

The Reading and Research course option is designed for Bachelor of Liberal Arts (ALB) degree candidates with strong academic records who want to pursue research projects of their own design carried out under the supervision of a teaching member of Harvard's Faculty of Arts and Sciences, similar to a thesis.

To be eligible, ALB candidates 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. An ideal candidate for this option is a student who, after completing a number of courses in a particular area, has developed an original idea, question, or problem worth researching. Research requires original thought on the part of the student, rather than regurgitation of material similar to the "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.

ALB candidates may do only one reading and research project, which is worth 4 credits, per academic year. **Applicants meet with Suzanne Spreadbury, Associate Dean, before proposing projects**, and then submit this form with the faculty member's signature by the required deadline. The deadlines for submitting the Reading and Research Proposal Form to the Undergraduate Degree Programs Office are listed online as well as the tuition. Once projects are approved by the Associate Dean and the Dean of University Extension and Continuing Education, applicants will receive a letter indicating the registration procedures. Candidates cannot begin work or register for Reading and Research courses until they receive the approval letter from the Dean.

Student Information

Name _____
First *Last*

Address _____
Street

City *State* *Zip*

E-mail address _____ Daytime phone number _____

DCE ID number @

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(see www.extension.harvard.edu/login if unsure)

GPA _____
must be 3.33 or higher

Preparation

Please list Harvard courses relevant to your proposed topic (*you must have a minimum of 12 Harvard credits related to the research topic*), and describe the most significant research project or paper you have completed to date. (You may attach a Word document.)

Coursework _____

Research paper _____

Initial bibliography (you may attach a Word document) _____

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 \$750 is paid to you upon receipt of the student's grade. If you have any questions or concerns about this process, please call Suzanne Spreadbury, Associate Dean, (617) 495-9413. We appreciate your participation in this project. 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** _____

Undergraduate Degree Programs Office use only

Approved by _____ Date _____
Dean of University Extension and Continuing Education

Approval letter sent to student with registration information _____ Date _____

Approval letter sent to faculty member with grade sheet _____ Date _____

Final paper and one-page summary received _____ Date _____

Student's final grade _____

Faculty member's stipend submitted to payroll _____ Date _____