Help is Here: Personal and Professional Counseling Resources for GSAS Students

Student Affairs Office
Garth McCavana, associate dean
Rise Shepsle, student affairs officer
Offices: Byerly Hall, 2nd floor, and Dudley House, 3rd floor
Tel.: 617-496-1816
E-mail: mccavana@fas.harvard.edu
Web: www.gsas.harvard.edu/student/affairs.html

Dean McCavana has general responsibility for the welfare of graduate students and monitors students' academic status, progress, and discipline. He oversees the GSAS residence halls, Office of Student Services, and Office of Housing Services.

The Student Affairs Office administers the various graduate fellowship competitions and processes, leave and travel applications, intra-Faculty of Arts and Sciences transfer applications, and re-admission applications. Dean McCavana represents students in disciplinary cases before the Administrative Board and advises students on sexual harassment complaints. He also coordinates Orientation and Registration activities.

Rise Shepsle is the Student Affairs Officer and serves as a contact person and resource for the registrar, the departments, and other Faculty of Arts and Sciences offices in communicating and interpreting GSAS policies and in assisting graduate students in maintaining satisfactory academic progress. She coordinates the transfer and readmission process, the Exchange Scholar Program, and non-resident applications. She provides advice to students throughout the petitioning process including extensions of incomplete, academic and financial credit, and add/drop withdrawals after the deadline. She advises international students about English-as-a-Second-Language resources and assists with Registration and Commencement.

Finding Help
One of the many ways in which Harvard is unique is its wide range of resources available to students, particularly academic and personal counseling resources.

I can be of assistance in providing information about counseling services that are available and in making a referral to a clinician at the Bureau of Study Counsel or Mental Health Services, or to a member of the clergy at the United Ministry. Conversations with me are confidential. I have a weekly drop-in hour on Tuesdays, 1:30–2:30 P.M. Appointments also can be scheduled by contacting me at (617) 495-5005 or at efox@fas.harvard.edu.

Resident Advisor Positions
Check the GSAS Website (www.gsas.harvard.edu) beginning Friday, January 9, 2004.

continued on page 4
Inviting International Family Members to Commencement

Families of international students sometimes have difficulty obtaining visas to attend Commencement. This spring in particular, those applying may find longer delays. Family members who will require US visa stamps must apply to a US embassy or consulate far in advance in order to complete the process in time for Commencement. International students who received a November 2003 degree or will receive a March 2004 or June 2004 degree may contact the GSAS Administrative Dean’s Office (Byerly Hall, 617-495-1814) to request that an invitation letter be sent to their family. (A copy of that letter will also be sent to the appropriate consulate or embassy.) This type of letter may facilitate the granting of a visa.

For information about the visitors’ visa, go to the US State Department Website: http://travel.state.gov/visa;visitors.html. You can also visit the Harvard International Office and request a copy of the handout “Inviting Friends and Family Members to Visit the US,” which details the visa application process.

Petitions and Applications Update

The following forms are available at the GSAS Administrative Dean’s Office, Byerly Hall; FAS Registrar’s Office, 20 Garden Street; departmental offices; and www.gas.harvard.edu.

- Add/Withdraw Petition: To add or withdraw from a course after the add/drop deadline (find deadlines listed in the Academic Calendar in the GSAS Handbook, www.gas.harvard.edu/publications/handbook/index.html), you must submit a petition with the signatures of the director of graduate studies, the instructor (only for adding a course), and a representative of the Student Affairs Office.

The instructor must be the course head. If a withdraw petition submitted after the drop deadline is approved, the course will appear on the transcript with a “WD” to indicate withdrawal. If the withdrawn course is not a fifth course, you must add another course or register for TIME. If you have incompletes, please attach a note to the Add/Withdraw Petition indicating the progress being made toward completion of incompletes.

Submit petitions to the Dean’s Office, Byerly Hall. If approved, you will be notified and the petition will be forwarded to the Registrar’s Office.

- Petition for Extension of Time for an Incomplete Grade: Upon agreement with the instructor, a student must complete the work of the incomplete course before the end of the term following that in which the course was taken. If the work is not completed, the student should determine the completion date with the instructor and submit the completed petition with the date that the work is to be completed. The signatures of the course head and the director of graduate studies of the student’s department are required on the petition, which should be submitted to the GSAS Administrative Dean’s Office in Byerly Hall. Included should be an explanation of progress on other incompletes, if applicable. If approved, the student will be notified and the petition will be forwarded to the Registrar’s Office.

- Application for Part-time Study: Only students paying at the full tuition rate should consider part-time status. Consult page 32 of the GSAS Handbook, for a list of acceptable reasons for requesting part-time status. Requests are approved by the department chair and then submitted to the GSAS Administrative Dean’s Office for approval. If approved, the application is forwarded to the Registrar’s Office, which notifies the student.

In Memoriam, John H. Buehler II

Faculty, students, staff, and friends of the Department of Statistics gathered Friday, December 5, to remember John H. Buehler II, a PhD student in statistics. John died peacefully Thursday, November 27, 2003. Also present were John’s parents, his brother, and four sisters. John, aged 51, entered the statistics graduate program in September 1997 following a long career teaching mathematics at St. George’s School in Newport, RI, and at other schools. He graduated from Williams College, where he majored in mathematics and was on the 1972 All-American Soccer Team. John was remembered as a passionate and effective teacher who was very supportive of his students and of other teaching fellows. He won several Bok Center citations for effective teaching, and he served as a Bok Center Teaching Consultant. Many present remembered his wit, his enthusiasm for soccer and other sports, and his consistent kindness to others. John leaves his wife, Paula Buehler; his parents, Dr. William and Marilyn Buehler of Hamilton, MA; and his siblings and their families. Memorial donations may be made to Abundant Waters, an after-school program for underprivileged inner-city children (Abundant Waters, c/o Marlie Buehler, 400 West 43 St., #66G, New York, NY 10036).

English Language Courses and Tutoring for International Students

GSAS will pay tuition for one non-intensive Institute for English Language (IEL) course in the Harvard Extension School or Harvard Summer School, part of the Division of Continuing Education (DCE). Check www.iel.harvard.edu for a listing of spring term courses. Alternatively, GSAS will cover the equivalent cost of tutoring at the Bureau of Study Counsel from peer tutors. GSAS will provide these funds only once during a graduate student’s enrollment in the Graduate School, but DCE will grant IEL tuition waivers to GSAS students needing English language
ing as an advocate for students and providing support, her role is similar to that of an ombudsperson. Ellen also supervises the resident advisors, one of whom resides on each floor of the GSAS residence halls.

University Health Services
Richard Kadison, MD, chief of Mental Health Services
Office: Holyoke Center, 4th floor
Tel.: 617-495-2042 or 617-495-5711 (urgent care)
Web: huhs.harvard.edu (general); huhs.harvard.edu/clinicalservices/clinicalservicementalhealth.htm (mental health services)

Mental health clinicians are available to assist with a variety of concerns, from relationship problems to crisis intervention services for people facing immediate or traumatic stress. The trained and experienced staff consists of both male and female mental health professionals, many experienced in areas such as eating concerns, chronic illnesses, and substance abuse. Students may schedule an appointment with a therapist to discuss personal issues and to develop new ways of resolving problems. Ongoing services may be offered in the form of individual, couple, family, or group meetings.

To make an appointment, call or visit UHS in person. In urgent situations, students can be seen by staff members available for urgent care. A staff member is always on call to respond to emergencies nights and weekends.

UHS also provides special help, including counseling, to victims of any form of violence including rape or assault. As with all UHS care, these services are completely confidential; no information will be reported to police, unless so requested by the victim.

For confidential counseling and resource information about AIDS and related HIV issues, please contact Barbara Gilmore at 617-495-2042.

Bureau of Study Counsel
Charles Ducey, PhD, director
Office: 5 Linden Street
Tel.: 617-495-2581
E-mail: bsc@fas.harvard.edu
Web: www.fas.harvard.edu/~bsc

The Bureau of Study Counsel is a counseling and learning resource center that serves Harvard undergraduate and graduate students. Students consult the Bureau with a wide variety of academic issues and personal concerns that can arise from internal and external pressures for success, disruptions of performance, challenges to cognitive and emotional development, and interferences with well-being, good relationships, and general quality of life.

The Bureau’s broad array of services includes: individual academic and personal counseling of a time-limited nature; counseling, consultation, and conflict resolution for roommates, small groups, and couples; groups and workshops; community outreach, education, and crisis intervention; liaison services to residential and administrative staff; the Harvard course in Reading and Study Strategies; peer tutoring (course-based or English as a Second Language); supervision of peer tutoring, peer counseling, and peer education groups; and referral to other services or providers, either within or outside the Harvard community.

In Common
Tel.: 617-384-TALK (8255)
E-mail: incommon@digitas.harvard.edu
Web: www.digitas.harvard.edu/~incommon

In Common is a confidential peer support and referral phone line serving Harvard graduate students. It is staffed by volunteer graduate students and supervised by professionals at Harvard University Health Services and the Bureau of Study Counsel (see above). Call Sundays–Thursdays, 8 P.M.–midnight (excluding Harvard holidays) to discuss academic pressures, relationship issues, life away from home, loneliness, or problems adjusting to graduate student life. Calls are confidential and anonymous; there is no caller ID.

Life Raft
Contact: Barbara Gilmore, MS, RN, CS
Meeting Location: United Ministry Conference Room, Ground floor, Memorial Church
Tel.: 617-495-2042

This confidential drop-in support group, sponsored by UHS Mental Health Services, is for all members of the Harvard community facing life-threatening illness or death for themselves, family, or friends. Meetings are held on Wednesdays from 12 to 2 P.M.; those interested may attend any part of the meeting. Call for more information.

United Ministry at Harvard
Office: Memorial Church, Harvard Yard
Tel.: 617-495-5529
E-mail: uministry@camail.harvard.edu
Web: www.ministry.harvard.edu

The United Ministry at Harvard is the umbrella organization of 38 chaplains representing 26 of the world’s religious traditions. The University’s interfaith coalition of chaplains offers programs and worship events and provides confidential counsel on issues of spirituality, ethical questions, and personal crises.

Office of Sexual Assault Prevention and Response
Susan Marine, MA, director
Location: 874 Holyoke Center
Tel.: 617-495-9100 (24-hour response line)

The Office of Sexual Assault Prevention and Response was established in 2003 to provide confidential support, information, and resource referrals to survivors of sexual violence who are at Harvard, and to educate the Faculty of Arts and Sciences community about sexual assault, its prevention, and its impact. The Office coordinates on- and off-campus resources to develop a collaborative and effective response to sexual violence. GSAS students may access these services by calling or visiting the office.

The office provides confidential, 24-hour information and assistance for students who have experienced sexual assault and related forms of interpersonal violence including sexual harassment and relationship abuse. Staff can explain medical and mental health care options, reporting, and adjudication; and can assist with referrals. The office also provides consultation and support for friends, partners, and others concerned about a sexual assault survivor.

Student Disability Resources
Louise H. Russell, director
Location: 20 Garden Street
Tel.: 617-496-8707 (voice);
TDD: 617-496-3720
E-mail: sdr@fas.harvard.edu
Web: www.fas.harvard.edu/~sdr

Student Disability Resources (SDR) serves as the central campus resource for GSAS students with documented physical, emotional, and/or learning disabilities. SDR works in partnership with students, faculty, and staff to develop successful strategies for maximizing academic

continued on page 13


Fellowships Office

Byerly Hall 200
Cynthia Verba, PhD, director

Grantsmanship and Professional Development Series: Spring 2004

Seminars are held at 4 P.M. in the Common Room at Dudley House. For more details, call the Fellowships Office.

- Thursday, April 8. "Fulbright Orientation: Getting Ready for the Fall."
- Wednesday, April 14. "Grantsmanship Seminar: Getting Ready for the Fall."

Advice on Your Fellowship Proposal

A graduate student who recently used this service for improving her fellowship proposal reported to me her surprise at the detailed feedback she received on each draft of her proposal. She felt our counseling services complemented the specialized advice she had received from her dissertation advisor, and that it was helpful to receive ongoing feedback from someone outside the field. It takes a highly polished proposal to be competitive, and this office is here to help. Call for an appointment.

The Graduate Guide to Grants

Graduate students frequently ask which fellowships help cover the cost of tuition or living expenses during graduate study. With the exception of a few government agencies or private educational foundations, most granting agencies tend to support specific research areas, rather than graduate education in general.

The Graduate Guide to Grants reflects this situation. While some grants support the early years of graduate study (e.g., the National Science Foundation Fellowships), most are linked in some way to the dissertation—in support of preliminary training or research, a later stage of research, or the final dissertation year. Consulting the Guide early in your graduate career can help you in your fellowship and research planning. It also should be used in conjunction with discussions with your financial aid officer.

The Guide is available at the GSAS Administrative Dean’s Office, Byerly Hall, and online at www.gfas.harvard.edu/academic/fellowships/guide.html.

Roadmap to the Academic Advising Process in Graduate School

Pick up a handout on this important subject at the GSAS Administrative Dean’s Office, Byerly Hall, 2nd floor.

—Cynthia Verba

Student Services Office

continued from page 1

for information on the resident advisor (RA) application process and a downloadable application for RA positions in the GSAS residence halls (Child, Richards, Conant, and Perkins). RAs play a central role in the GSAS residence hall life, enjoy the benefits afforded University staff members, and have the opportunity to develop their professional skills.

RAs live in GSAS residence halls for free and receive ten meals a week at Dudley House. Graduate degree candidates who are currently living in a GSAS residence hall (or who have lived in one for at least a term) and who will be registered for the 2004-05 academic year are eligible to apply. Applicants must be in good academic standing.

Three hard copies of the application and two letters of recommendation are due on Monday, February 2, at the Student Services Office. For more information, please e-mail efox@fas.harvard.edu.

Freshman Proctor and House Tutor Positions

Information and applications for freshman proctor and House tutor positions in the College are available at the GSAS Student Services Office and at the Student Affairs Office, Byerly Hall, second floor. For more information on these opportunities, see the insert on page 7 of this issue.

—Ellen Fox

Student Affairs Office

continued from page 2

training beyond the one IEL course that GSAS underwrites. The Student Affairs Office encourages international students to take advantage of these opportunities. Call 617-496-5275 or e-mail rshepsle@fas.harvard.edu with questions.

You can register for an IEL course at the GSAS Dean’s Office, Byerly Hall, 8 Garden Street. To be placed in an IEL course, students must take the Harvard University English Language Placement Test. This will be offered at the following times: Tuesday, January 6, 6 P.M., Science Center C; Saturday, January 10, 10 A.M., Science Center B; and Wednesday, January 21, 6 P.M., Science Center C.

GSAS Handbook

Have there been times when you went to the GSAS Handbook to check on a particular question and could not find an answer? GSAS is updating the Handbook, and your suggestions for improvements are welcome. E-mail rshepsle@fas.harvard.edu. View the Handbook online at www.gfas.harvard.edu.

Academic Calendar

- Thursday, January 1: Applications for non-resident status for the spring term are due in department offices. Late fees apply as in the fall. Applications for part-time study are due in the GSAS Administrative Dean’s Office, Byerly Hall.
- Tuesday, January 6: Applications from continuing students for 2004-05 grants due in the GSAS Financial Aid Office, Byerly Hall.
- Wednesday, January 14: Spring term study cards are mailed to continuing resident students provided all outstanding University bills, including spring term tuition, have been paid. Students who do not receive study cards by Friday, January 30, should check with the Graduate Records Office, 20 Garden Street.
- Friday, January 16: Last day to petition for late withdrawal from a course.
- Friday, January 30: Approved theses for March degrees due in the Registrar’s Office, 20 Garden Street.

—Rise Shepsle

April 11, 6 P.M., Science Center C. View the guide online at www.gfas.harvard.edu.
Applications for Dudley Fellow Positions Due January 26

Applications for next year’s Dudley Fellow positions are now available in the Dudley House Office or at www.fas.harvard.edu/~dudley. Applications are due Monday, January 26; interviews will be held early in February. Interested applicants are encouraged to attend an informal reception on Friday, January 26, from 4 to 5:30 p.m. in the Common Room. Meet with Dudley House Masters Jim and Doreen Hogle, House Administrator Susan Zawalich, and current Dudley fellows. Contact Susan at (617) 495-2255 or zawalich@fas.harvard.edu for more details.

Digital Dudley

What’s the fastest way to get up-to-the-minute news about events at Dudley House? Subscribe to the Dudley House e-mail list. To sign up, send a message to: majordomo@fas.harvard.edu; in the body of the message write “subscribe dudley-list.” You can also sign up at www.fas.harvard.edu/~dudley.

Free Lunch at Dudley Café

Each week, free tickets are available for Dudley House members (GSAS students, GSAS residence hall residents, and Dudley undergraduates) to treat a faculty member (professors or instructors only) or an administrator to lunch at Dudley Café. Pick up tickets at the Dudley House Office, third floor. Members are entitled to two pairs of tickets per term. Contact House Administrator Susan Zawalich (zawalich@fas.harvard.edu) with questions.

Dudley Goes Wireless

Dudley House is now equipped with wireless technology, so you should be able to use your laptop in any of the public areas in the House. If you haven’t already done so, check out www.fas.harvard.edu/computing/kb/kb0826.html for instructions on how to outfit your computer for wireless communication.

—Chad Conlan (conlan@fas.harvard.edu)

Dudley House Library

As the time before winter recess draws near, we remind you of a warm, quiet place to study; relax; read the New York Times, New Yorker, or People; or print out your papers—the Dudley House Library.

The library, located on the third floor, is open Monday–Thursday, 9 a.m.–10 p.m., Friday 9 a.m.–6 p.m., and Sunday 6 p.m.–10 p.m. The library is not open on Saturdays this term, but if it would be helpful for you to have it open on Saturdays next term, please let us know. We encourage you to take advantage of this wonderful resource.

—Susan Zawalich (zawalich@fas.harvard.edu)

Dudley Classic Films

Our January film evening on Friday the 9th will include two great British classics in glorious black and white:

• 6 p.m. The Lady Vanishes (1938). Alfred Hitchcock’s wonderful British train mystery. Spies, mysterious disappearances, and a cast of eccentrics add to the enjoyment.

• 8 p.m. The Third Man (1949). Carol Reed directed, but it’s really an Orson Welles movie. Welles, Joseph Cotton, and Trevor Howard spar in occupied Vienna right after World War II. Fabulous scenes, cinematography, moral ambiguity… and those sewers.

Films are shown on the big-screen TV in the Graduate Student Lounge. All welcome.

—Susan Zawalich (zawalich@fas.harvard.edu)

Outings

Intersession Ski Trip to Vermont: Tuesday, January 27–Friday, January 30

Unwind after exams. Vermont is known for the best skiing in the Northeast, and we’ll see why as we visit two of the region’s premier ski areas, Stowe and Smugglers’ Notch. Ski trips are among the most popular outings, so get your name in!

Visit some of New England’s premier ski areas, Stowe (pictured above) and Smugglers’ Notch, on the annual Intersession ski trip to Vermont, January 27–30. Sign up in the House Office, third floor, Dudley House, or contact Outings Fellow Rynda Hudman (hudman@fas.harvard.edu).
**Dudley House**

continued from previous page

on the list early. Sign up in the House Office on the third floor of Dudley. Details: Three nights at the Northern Lights Lodge in Stowe, Vermont, with sauna, hot tub, and two people to a room (with single beds); three hot breakfasts and three dinners at the lodge; three days of skiing (two at Stowe, one at Smugglers’ Notch); and transportation—total cost: $255. Ski and snowboard rentals: $80. Special beginner package includes skis, board, lessons, plus all the above, for $265. You won’t find a lower-cost or more fun opportunity to try skiing in New England. Sign up now in the Dudley House Office. For more information, contact Rynda (hudman@fas.harvard.edu) and Mary Farrow (farrow@fas.harvard.edu).

—Rynda Hudman (hudman@fas.harvard.edu) and Mary Farrow (farrow@fas.harvard.edu)

**Intellectual/Cultural Events**

**Senior Common Room Dinner:**

**Monday, February 9**

Senior Common Room Dinners are held once a month during the academic year with the idea of bringing together Harvard faculty members and students for discussion on an interdisciplinary topic of common interest while enjoying dinner. Our next Senior Common Room Dinner will be held on Monday, February 9. Our speaker will be announced shortly (check the Dudley House Website). The reception starts at 5:30 P.M. in the Graduate Student Lounge, followed by dinner at 6 P.M. in the Common Room. A limited number of free tickets will be available in the House Office.

**Language Tables**

If you’re sick of learning languages only in the classroom, or would like to make cool new friends by getting together to speak a foreign language, a language table may be just what you’re looking for. Practice Spanish, Japanese, German, French, Thai, Czech, Chinese, or another language at weekly language tables. For more information, contact Paromita Sanyal (sanyal@fas.harvard.edu), Ray Shao (shao@fas.harvard.edu), or San Markus (smarkus@fas.harvard.edu); or call 617-496-4006.

—Patricia Vieira (pvieira@fas.harvard.edu)

**Dudley Arts**

**Dudley Drama**

Our spring play this year will be Anton Chekhov’s Three Sisters. If you would like to get involved with Dudley Drama, e-mail Drama Fellow Lydia Bean at bean@fas.harvard.edu.

**Music at Dudley House**

For information on music groups at Dudley House, go to www.fas.harvard.edu/~dudley, or call the Dudley Music Line at (617) 495-4162.

**Dudley House Chorus**

The chorus rehearses Tuesday evenings in the Common Room at 7 P.M. We are always looking for new members. Contact me for more information.

—Richard Giaruso (giaruso@fas.harvard.edu)

**Dudley House Orchestra**

We’d love to have new members this term. Rehearsals are Sundays, 6:30–9 P.M., in the Dining Room and will resume February 8.

—Bettina Varwig (varwig@fas.harvard.edu)

**Dudley House Jazz Band**

The band plays a variety of big-band tunes, from Ellington to funk. We play at least one concert each term and provide music for the Dudley House Spring Swing. E-mail if you are interested in joining. Rehearsals are Wednesdays evenings in the Common Room.

—Matthew Clayton (mclayton@fas.harvard.edu)

**Dudley Traditional Music Ensemble**

The Dudley House Traditional Music Ensemble is looking for new members. We are a small group of musicians dedicated to learning and performing music from around the world, with a primary focus on European and American folk traditions. No experience with traditional music is necessary to join, but those members who have knowledge of music of a specific culture have the opportunity to teach tunes and have them performed at the end-of-semester concerts. For more information, check us out at www.fas.harvard.edu/~dudley/fellows/music/traditionalmusic.htm. The ensemble meets Tuesday nights, 7-9:30 P.M., in the Dudley House Fireside Room.

—David Kaminsky (dkaminsky@fas.harvard.edu)

**Dudley Public Service**

**Harvard Square Homeless Meals Program**

Volunteers are needed to cook and serve hot dinners for the homeless and hungry of Cambridge every Thursday. To help out, drop by Christ Church Episcopal, Zero Garden Street, anytime between 2:30 and 8 P.M. Contact Pinjie Ren (pren@fas.harvard.edu) to join a Dudley House volunteer trip.

**Dudley House Volunteer Placement Service**

Do you want to volunteer but don’t know where to start? The public service fellows can provide you with volunteer options to suit your needs and schedule, connect you with other students who share your interests, and address your questions and concerns. Go to www.fas.harvard.edu/~dudley/fellows/pubserv, or contact Public Service Fellows Priscilla Song (psong@fas.harvard.edu) or Pinjie Ren (pren@fas.harvard.edu).

—Priscilla Song (psong@fas.harvard.edu)

**Literary Program**

After the holiday season, our literary activities in February will primarily be dedicated to the “making” of the Dudley Review. To sit on the editorial board or to get involved in any other way, e-mail dudleyliteraryarts@yahoo.com. There will be more information about spring programming in the February GSAS Bulletin.

—Phil Usher (usher@fas.harvard.edu) and Melissa Shields (mshields@fas.harvard.edu)

**Intramural Athletics**

Information about Dudley athletics is available at www.fas.harvard.edu/~dudley/fellows/athl/athl.html. You may also sign up for the Dudley House athletics e-mail list. Send an e-mail to majordomo@fas.harvard.edu with “subscribe dudleyimlist” in the body of the message.

—Rob Jenks (jenks@fas.harvard.edu)
GSAS students are encouraged to explore House tutor and freshman proctor positions, which provide not only an opportunity to take part in the life of Harvard College, but also a valuable educational and administrative experience. This introduction is intended to acquaint GSAS students with some aspects of the College and to help graduate students compete successfully for College appointments.

**Brief History**

Harvard’s current House plan, the inspiration of President Lowell, dates back to the early 1930s, but the idea and ideals behind it stretch back almost as far as the College itself. Across all four centuries of Harvard’s history, learning together has meant living together.

President Lowell’s wishes came to fruition in 1928 when Edward S. Harkness (Yale 1897) offered more than $10 million to provide for the first seven Houses. The Houses were to be patterned after Oxford and Cambridge colleges and were meant, in President Lowell’s words, “to unite learning with the fine art of living.” Two of the new Houses, Dunster and Lowell, opened in 1930. Eliot followed in 1931, along with Adams, Kirkland, Leverett, and Winthrop. Dudley House was created in 1935 to serve nonresident students. Quincy House followed in 1959. Pforzheimer (formerly North House) and Cabot (formerly South House) were formed into Houses in 1961. Mather and Currier opened in 1970.

House masters are professors or senior administrators; their spouses or partners are co-masters. Roughly 350-450 upperclassmen are affiliated with each of the Houses. Masters are assisted in their work with students by Allston Burr Senior Tutors, who serve as the academic deans of the Houses.

Freshmen live in 17 Yard dormitories ranging from Massachusetts Hall, built in 1720, the oldest Harvard building, to Canaday, which was completed in 1974.

The dean of freshmen is assisted by one associate dean and three assistant deans.

**Suggestions for Applicants**

GSAS students who are applying for positions as House tutors or freshman proctors should become acquainted with the College by reviewing publications such as the Handbook for Students (online at www.registrar.fas.harvard.edu/handbooks/student) and the individual House directories (available in the GSAS Dean’s Office in Byerly Hall and online at www.fas.harvard.edu/~uho/houseinfo.htm). To keep abreast of undergraduate activities, students should read The Crimson and The Independent. Applicants may also want to attend some of the public events offered by the House, such as lectures, concerts, art shows, theatricals, and athletic events.

Following is a description of the responsibilities and application procedures for House tutors and freshman proctors prepared by the House masters and the dean of freshmen. Applicants should pay special attention to deadlines.

**House Tutors**

There are 12 residential Houses. An additional House, Dudley, serves GSAS students and has approximately 75 undergraduate affiliates, most of whom are nonresident. Graduate students may also associate with Houses as tutors in a Senior Common Room made up of tutors, faculty associates, and other members who form a coterie of postgraduate academics and professionals.

**Responsibilities**

House tutors, both resident and nonresidential, are expected to be advisors to, and intellectual role models for, undergraduates. Although each House may have somewhat different specific expectations, the following may be considered general guidelines for tutors.

Resident tutors are required to participate in training and to be in residence from the time students arrive in September through Commencement, holding specific responsibility for a given entry, hallway, or building. All tutors participate actively in House life and are accessible.
to students for both academic and personal counseling. They also take initiative in organizing and participating in intellectual, cultural, and extracurricular activities in the House, such as:

- discussions with invited guests at meals or language tables;
- maintaining a presence with students at meals and social functions, and helping with chaperoning when needed;
- involvement in House sports, drama, music, art, photography, and other activities.

Tutors representing their department and/or field are engaged in:

- teaching courses in their fields, perhaps in House-based sections or House-based tutorials for credit;
- tutoring and advising, in coordination with departments;
- writing or helping to write letters of recommendation for students.

Resident tutors are provided housing and meals to enable them to meet the responsibilities outlined above. Some tutors may receive additional compensation for special appointments in the House, such as work as an assistant senior tutor or House librarian. An important reward for becoming a House tutor is the fellowship of the Senior Common Room, which is made up of scholars of a wide range of disciplines and ages.

**How to Apply**

To become a House tutor, apply to individual House masters by submitting the information form available in the GSAS Dean’s Office (Byerly Hall), department offices, House offices, the Undergraduate Housing Office, and online at www.fas.harvard.edu/~uho.

For information about tutoring in the Dudley Co-operative and working with nonresidents, contact the Dudley House Undergraduate Office directly.

If you wish recognition by the department or departments in which you are teaching, you must tell those departments of your interest.

Some House tutors do not represent departments officially (see the second set of bullets on the left). Graduate students who do not wish departmental recognition may forgo communication with head tutors. Important examples of such relationships include tutors involved in preprofessional advising, music performance, and studio arts.

In addition to submitting the information form, applicants should write to the masters of the Houses in which they are interested. This letter should serve as a cover for a résumé (two if married or partnered) and a copy of the information form. Among other things, the letter might cover: specific academic interests and potential contributions to the scholarly life of students in the House; special nonacademic involvements (hobbies; cultural, political, and community activities) and ways you might share these with members of the House; and any dorm-living experiences you may have had in college or elsewhere. Application deadlines may differ, but most Houses make appointments for the subsequent academic year during March and April. A January or early February submission is advisable (go to www.fas.harvard.edu/~uho for information and an application).

Masters will ordinarily discuss with head tutors which graduate students, if any, are eligible to represent the departments officially and what responsibilities they are likely to be given.

Once applications are received, House staff will be in touch directly with tutor candidates. Depending on anticipated vacancies, a number of applicants will be asked for interviews, and a smaller number will be offered either resident or non-resident tutorships. Acceptance of an offer should be directed to the House masters. It is not appropriate to affiliate with more than one House. Appointments are made for one year, but may be extended at the pleasure of the masters. All House masters have agreed to a common starting date for offers to tutor candidates of Friday, February 27, 2004, with a grace period for answering of seven days.

**Freshman Proctors**

Men and women who serve as freshman proctors and, thus, as members of the Board of Freshman Advisors in Harvard College, provide guidance for first-year students in all aspects of their exploration of Harvard. Proctors reside in freshman dormitories and are the members of the College staff with whom first-year students have the most extensive contact. The development of mutual confidence, respect, and responsibility between proctors and their students can teach freshmen that members of the faculty and administration are approachable, and encourage them to use more fully the advising and counseling resources of the College.

Each proctor works under the direction of an assistant dean of freshmen to create an academic and social community among 20 to 40 first-year students, and to provide academic counseling to approximately 20 students.

Ideally, the proctor’s role takes three forms. Providing academic information and guidance is, of course, the key to an effective advising system, and each proctor must develop knowledge of general and specific course and degree requirements as they apply to his or her group of students. Proctors are expected to help students plan course schedules, aid students when they encounter academic difficulties, and think through course programs and concentration plans with students. The proctor will not always have all the answers students seek, but
knowledge of where to find the answers and a willingness to help students seek them out will be of inestimable benefit to the students he or she serves. Because the proctor is an advisor who lives in the dormitories, he or she also provides important personal and social counsel as first-year students adjust to life in the College community and make the individual and group decisions mandated by the freedom they enjoy as undergraduates.

Finally, as an officer of the University, each proctor plays a disciplinary role. He or she is responsible for understanding, conforming to, and implementing the rules and regulations of Harvard College, as well as working with senior members of the College administration to balance appropriately these disciplinary responsibilities with his or her role as counselor and advocate.

**Responsibilities and Requirements**

Proctors are appointed for the academic year. Appointments are reviewed and, if appropriate, renewed annually. Proctors are required to live in the freshman dormitories in rooms or suites assigned by senior staff in the Freshman Dean’s Office. Accommodations vary; not all have private baths, and very few have kitchen facilities. A few accommodations are available for couples. Applications from couples must be accompanied by certification of the couple’s relationship, consistent with guidelines approved by the Office of the General Counsel and followed elsewhere in the University; see the proctor application and its attachments.

Proctors are encouraged to take meals in the freshman dining hall with their students, and each proctor is granted an allowance of 250 meals in the freshman dining hall each term. Both housing assignments and meal allotments are made “at the convenience of the employer” and are not currently taxable as income during the proctor’s term of appointment. Proctors may keep a dog or cat in the freshman residences under strict guidelines.

An enthusiastic presence in the dormitory and availability to students are requisite to successful performance as a proctor. Experienced proctors commit an average of 20 hours each week to formal and informal associations and discussions with students in the proctorial units. Commitments are often more extensive at the start and at the end of each term, and proctors are expected to resolve any scheduling conflicts during orientation and examination periods in favor of their proctorial responsibilities.

Individuals appointed as proctors may take up residence in late August. Proctors must be in residence from the beginning of orientation for the Board of Freshman Advisors on Monday, September 6, 2004, through the end of the spring-term examination period. During orientation and the first and last two weeks of each term, proctors must be regularly available for consultation with students, instructors, and staff members of the Freshman Dean’s Office. Board of Freshman Advisors orientation sessions, subsequent meetings of the Board of Freshman Advisors, scheduled orientation sessions with College counseling and support services such as the Bureau of Study Counsel and Harvard University Health Services, and regular meetings with the assistant deans of freshmen are mandatory for proctors.

Proctors work closely with their colleagues on the Board of Freshman Advisors, with associate and assistant deans and with senior proctors from the Freshman Dean’s Office and with designated members of the Bureau of Study Counsel, Harvard University Health Services, and the Mental Health Service, who provide support and advice to proctors in their work with individuals and with groups of students.

**Requirements for Eligibility**

- Bachelor’s degree, or equivalent.
- Enrollment as a degree candidate in a Harvard graduate or professional school, or a minimum of half-time employment in the University at the officer level. Occasional exceptions may be made by the dean of freshmen for applicants enrolled as special students. Candidates for appointment are expected to document their University affiliation at the time of application. If affiliation is pending, candidates must provide documentation of their affiliation by May 1. No appointment will be offered until an appropriate University affiliation is established and confirmed.
- For initial appointment, a reasonable expectation of two or more years’ commitment to serve as a proctor.
- Evidence of competence, sensitivity, maturity, and judgment in dealings with peers, professional colleagues, and younger men and women.
- Knowledge of the academic and curricular opportunities available to first-year students at Harvard.

**Note:** Those holding a bachelor’s degree from another college or university will rarely be appointed proctor during their first year at Harvard.

**Application Process**

Applications are available at the Freshman Dean’s Office, 6 Prescott Street. Completed applications and all supporting materials (including three letters of recommendation) must be received by Friday, January 9, 2004. No candidate whose application is incomplete can be interviewed or offered appointment.

Candidates selected as finalists for appointment will be interviewed during January, February, and March, and appointment offers will be extended early in April.

Those accepting appointment for 2004–05 will attend a mandatory orientation and training session in mid-May (date to be announced).
Adams House
Master Judy Palfrey
Co-Master Sean Palfrey
Adams C-17
Phone: (617) 495-2259
palfrey@fas.harvard.edu

Cabot House
Master Jay Harris
Co-Master Cheryl Harris
Cabot House Office, A-Entry
60 Linnaean Street
Phone: (617) 495-8740
jharris@fas.harvard.edu

Currier House
Master Joseph Badaracco
Co-Master Patricia O’Brien
64 Linnaean Street
Phone: (617) 495-8100
jbadaracco@hbs.edu

Dudley House
Master James Hogle
Co-Master Doreen Hogle
Dudley House Office, 3rd floor
Phone: (617) 495-2255
jhogle@hms.harvard.edu

Dunster House
Master Roger Porter
Co-Master Ann Porter
Dunster J-38
Phone: (617) 495-2262
roger_porter@harvard.edu

Elliot House
Master Lino Pertile
Co-Master Anna Bensted
Elliot N-22
Phone: (617) 496-5615
pertile@fas.harvard.edu

Kirkland House
Master Tom C. Conley
Co-Master Verena A. Conley
Kirkland H-13
Phone: (617) 495-2272
tconley@fas.harvard.edu

Leverett House
Master Howard Georgi
Co-Master Ann Georgi
Leverett F-5
Phone: (617) 495-2278
georgi@physics.harvard.edu

Lowell House
Master Diana L. Eck
Co-Master Dorothy A. Austin
Lowell A-22
Phone: (617) 495-2283
dianeck@fas.harvard.edu

Mather House
Master Sandra Naddaff
Co-Master Leigh Hafrey
Mather House Office
10 Cowperthwaite Street
Phone: (617) 495-4834
snaddaff@fas.harvard.edu

Pforzheimer House
Master James McCarthy
Co-Master Suzanne McCarthy
56 Linnaean Street
Phone: (617) 495-8166
pfohomas@fas.harvard.edu

Quincy House
Master Robert Kirshner
Co-Master Jayne Loader
Quincy House Office
3 DeWolfe Street
Phone: (617) 495-2285
kirshner@cfa.harvard.edu

Winthrop House
Master Stephen Rosen
Co-Master Mandana Sassanfar
Winthrop D-13
Phone: (617) 495-2297
sprosen314@aol.com

Freshman Dean’s Office
Dean Elizabeth Studley-Nathans
Morton Prince House
6 Prescott Street
Phone: (617) 495-1574
nathans@fas.harvard.edu
Dudley House Calendar

Please note: Information in this calendar is accurate as of December 21, 2003. For the most recent information, check Dudley House e-mail postings. Contact Susan Zawalich at zawalich@fas.harvard.edu for information on events.

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Final Exam Period</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8</td>
<td>Dudley House Dining Room Reopens</td>
<td>9</td>
<td>Dudley Classic Films</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GSL: 6 p.m.: The Lady Vanishes (1938) (dir. by Hitchcock)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>GSL: 8 p.m.: The Third Man (with Orson Welles)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Final Exam Period</td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>Final Exam Period</td>
<td></td>
<td></td>
<td></td>
<td>Dudley Fellows Information Session</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CR: 4 p.m.</td>
<td></td>
<td>Final Exam Period</td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Exam Period</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note:

Teaching Opportunities in History and Literature

Applications are invited for teaching fellow positions on the History and Literature Tutorial Board for 2004–05 in the following fields in history and/or literature: America, France, Britain, Germany, Russia, Latin America, Medieval, and Early Modern Europe (1300–1750). Completion of general examinations and teaching experience are required. Women and minorities are encouraged to apply. Applications are available at the History and Literature Office (Barker Center 122, 12 Quincy Street), by calling 617-495-4029, or at our Website: www.fas.harvard.edu/~histlit. Application deadline: Friday, February 6, 2004.

Radcliffe Institute Fellows’ Presentation Series

Wednesday, January 21, 4 p.m. “Knowing the Cold War Enemy,” David Engerman, Radcliffe Institute fellow and professor of history, Brandeis University. Bunting Quadrangle, 34 Concord Avenue. For more information, visit www.radcliffe.edu.

Free Flu Vaccinations

Harvard University Health Services will be offering free flu vaccinations on a walk-in basis Tuesdays and Thursdays, from 12 to 3 p.m., through January 29 at UHS, Holyoke Center, 4th Floor Conference Room. Priority will be given to at-risk populations. For more information, go to www.uhs.harvard.edu.

Office of Work and Family. This video/discussion series will meet for six consecutive weeks. Limited enrollment. Runs from 12 to 1:30 p.m.

- Thursday, January 15: Session 1. “Buying a Home: Tips to Assist You With this Process,” Nike Damaskos, assistant director, Faculty Real Estate and Brokerage Services, Harvard Real Estate Services. Meets from 12 to 1:30 p.m.
- Tuesday, January 20. “Long-distance Caregiving,” Emily B. Saltz, LICSW, director, Elder Resources, Boston and Newton. Meets from 12 to 1 p.m.
and How," Joan Clark, executive director, ODS Adoption Community of New England. Meets from 12 to 1 P.M. Monday, January 26. "Parenting as a Team: When Caregivers Disagree," Deborah E. Weinstock-Savoy, PhD, licensed psychologist, parent educator. Meets from 12 to 1:30 P.M.


• Tuesday, February 3. "The Truth About Love: Parents Talk About Their GLBT (Gay, Lesbian, Bisexual, and Transgender) Children," Pamela Garramone, director, and speakers from Greater Boston PFLAG (Parents, Families, and Friends of Lesbians and Gays). Meets from 12 to 1 P.M.

• Friday, February 6: "Solving Your Child's Homework Hassles," Barbara F. Melz, parenting columnist, Boston Globe, author, Put Yourself in Their Shoes: Understanding How Your Children See the World (Dell). Meets from 12 to 1:30 P.M.

Smoking Cessation Classes
University Health Services (UHS) will offer programs for people thinking about quitting. Informational session: Friday, January 16, 12 to 1 P.M. Five-week session: Friday, January 23–February, Friday, February 20, 12 to 1 P.M. Gain more awareness of the triggers for smoking; learn about relaxation exercises; set a quit date; and get support. Programs will be held at UHS, Holyoke Center. For more information or to register, call the UHS Center for Wellness (617-495-9629) or e-mail Debra Small (dsmall@uhs.harvard.edu).

The Dissertation Writers' Seminar
The Dissertation Writers' Seminar is a friendly and serious forum where FAS students in various disciplines in the humanities and social sciences present work in progress and discuss issues relating to dissertation writing. For more details, contact Faye Halperm (fhalperm@fas.harvard.edu).

Bureau of Study Counsel
5 Linden Street, 617-495-2581, bsc@fas.harvard.edu, www.fas.harvard.edu/bsc. Pre-group consultations are required for some groups. Unless otherwise indicated, all groups and workshops are free and open to graduate and undergraduate students. Call to register or for more information.


• "Harvard Course in Reading and Study Strategies." Through readings, films, and classroom exercises, students learn to read more purposively, selectively, and with greater speed and comprehension. Cost: $25 for GSAS degree candidates. Two sessions: (1) Monday, Wednesday, and Friday, February 9–March 12, 8–9 A.M.; and (2) Monday–Friday, February 9–27, 4–5 P.M.

• "Meditation Drop-in Group," conducted by SungLim Shin. Full-seminar drop-in group: Mondays, 12:15–1 P.M., while classes are in session. Meditation can be an effective resource for managing stress, enhancing performance, and living a mindful and balanced life. Meetings will include brief instruction, loosening-up exercises, and 20 minutes of meditation.

• "Speaking Up in Class," conducted by SungLim Shin and Claire Shindler. Three weekly meetings; dates/times to be arranged. Through discussion and exercises in a supportive group context, we will focus on increasing self-confidence and managing anxiety in academic settings. Pre-group consultation necessary. Limited enrollment. Call for an appointment.

• "Sexuality, Relationships, and Cultural Norms," conducted by Michael Basseches. Three weekly meetings; dates/times to be arranged. This group will provide a confidential context in which to sort out some of the complexity of sexual expression and behavior; and may lead to more satisfying and less painful relationships. Pre-group consultation necessary. Limited enrollment. Call for an appointment.

• "Returning to Harvard: A Discussion Group," conducted by Diane Weinstein. Dates/times to be arranged. Returning to Harvard after time away can sometimes be surprisingly unsettling. We might feel out of step with our cohort or taken aback by the renewed academic or social demands. This group will create a shared environment in which members can discuss and support one another in their return to Harvard. Pre-group consultation necessary. Call for an appointment.

• "Overcoming Test Stress," conducted by Davis K. Rothman. Five weekly meetings: Tuesdays, 3:30–5 P.M.; dates to be arranged. Through discussion, the meaning of tests will be explored and practical exercises for overcoming stress from tests will be developed. Pre-group consultation required. Call for an appointment.


• "Finding Ourselves in Relationships," conducted by Abigail M. McNally and Charles P. Ducey. Full-semester group: Thursdays, 2:10–3:30 P.M., beginning February 19. This group will provide a safe setting and an all-too-rare opportunity to take interpersonal risks by focusing on the relationships that form within the group. Pre-group consultation necessary. Limited enrollment. Call for an appointment.

• "Finding Ourselves in Relationships," conducted by Niti Seth and SungLim Shin. Six weekly meetings: Mondays, 3–4:30 P.M., beginning February 23. Discuss your dissertation work in a group context and gain emotional and intellectual encouragement from others struggling with the writing process. The group may continue meeting beyond the six weeks. Pre-group consultation necessary. Limited enrollment. Call for an appointment.

• "What Should I Do? A Workshop for Friends, Lovers, and Roommates of People with Eating Disorders," conducted by Suzanne Renna and Sheila Reindl. Friday, February 27, 4–5:30 P.M. Workshop will offer support and guidance to students who are concerned about someone with an eating disorder and their role regarding that person.
Greetings from the Graduate Student Council (GSC), the student-run organization that represents GSAS students on issues concerning student life and education.

Group and Student Funding

One of the most important functions of the GSC is to provide funding for official GSAS student groups and for GSAS students hoping to attend academic conferences.

At our November meeting, a total of $8,050 was provided to seven student groups: the Harvard Chinese Students and Scholars Association; Harvard Medieval Society; Harvard Satyrical Press; Harvard East Asia Society; Harvard East Asia Society Graduate Student Conference; Lesbian, Bisexual, and Gay Graduate Students Association; and Caleb Cheeshashemack Graduate Society.

The next round of group funding will be determined at the February 2004 meeting; applications must be received by Wednesday, January 21, 2004.

A total of $4,356 was given to nine student conference grant applicants from a variety of fields. The next deadline for conference grant applications is Monday, January 12, 2004. Only students whose department was represented in at least two GSC meetings in the fall term are eligible for funding.

Online Course Evaluations

The online course evaluation program will be tested on some select graduate courses that ran last fall term and is expected to go online for the first time this month.

Issues and Meeting Times

The GSC continues to focus on issues surrounding graduate student teaching fellow duties, which will remain at the top of our agenda this year. Students interested in discussing these or other issues are encouraged to attend our meetings, held the first Wednesday of each month (except January) at 6:30 P.M. in the Graduate Student Lounge, Dudley House.

You can also contact us via e-mail at gsc@hcs.harvard.edu. To subscribe to the GSC mailing list, send an e-mail message to majordomo@fas.harvard.edu containing the text “subscribe gsc-list.”

The Everett Mendelsohn Excellence in Mentoring Awards

The deadline for nominations for the Everett Mendelsohn Excellence in Mentoring Awards is Monday, February 9, 2004. Graduate students are encouraged to submit names of outstanding GSAS-affiliated faculty members for this award. For more information, go to the GSC Website.
Spring Career Workshops

- “Career Transition Workshop Series.”
  Tuesdays, February 17, 1–3 P.M.; February 24, 1–3 P.M.; and March 2, 1–4 P.M., OCS Conference Room. Is one of your New Year’s resolutions to start thinking about a career change? Should it be on your list? If you’ve been considering non-academic careers, take action and join us for the three-week Career Transition Workshop (formerly the Alternative Careers Workshop). In this intensive series, we will discuss the career-transition process, engage in self-assessment, and brainstorm ideas for career options. Benefit from the input and experiences of your fellow graduate students. Space is limited.

  Registration is required. E-mail malishes@fas.harvard.edu with your name, department, and G-level (or year of graduation for GSAS alumni). If you are unable to attend this series, it will be offered again after Commencement.

- “Résumé and Cover Letter Workshop.”
  Wednesday, March 17, 3–4:30 P.M., OCS Conference Room

- “Interview Workshop.”
  Tuesday, March 23, 9:30–11 A.M., OCS Conference Room

- “Career Options Panels.”
  Thursday, April 29, from 4 to 6 P.M.; and Friday, April 30, from 10 A.M. to 6 P.M., at Dudley House. Panels will explore both academic and non-academic careers. On Thursday, GSAS alumni panelists will discuss their experiences teaching and doing research in a variety of academic settings.

  On Friday, hear how GSAS alumni have parlayed their advanced degrees into exciting careers in fields such as nonprofits, the arts, and education; communications and publishing; public policy, international development, and government; financial services, patent law, and consulting; and high tech and biotech. This event is co-sponsored by the GSAS Alumni Association Council and OCS.

- “Preparing for the Fall Job Market: Academic CV & Cover Letter Workshop.”
  Monday, May 10, 10:30 A.M.–12 P.M., OCS Conference Room

- “Preparing for the Fall Recruiting Season: Résumé and Cover Letter Workshop.”
  Wednesday, May 12, 1–2:30 P.M., OCS Conference Room

Dudley House Career Chats

OCS and Dudley House have joined forces to revitalize the Dudley House Career Chats. Following the enormous success of last November’s Career Chat with Paula Drake, general counsel at Oechsle International Advisors, two more Career Chats will be held this spring.

Career Chats are designed to help students learn how alumni with advanced degrees make the transition from graduate school to professional employment. Hear personal stories about various career paths and learn how people make decisions, explore different directions, and go through career changes and shifts. Appetizers and dinner will be served. Check future issues of the GSAS Bulletin and OCS Website for details and registration information.

Individual Confidential Counseling Appointments

Graduate career counselors Laura Malisheski, Robin Mount, Jane Pavese, and Sue Taylor work with students on a wide range of issues related to pursuing academic or non-academic careers. These include self-assessment, networking, career exploration, career decision-making; writing a CV, résumé or cover letter; and interview preparation. All counseling discussions are confidential. To schedule an appointment, call OCS at 617-495-2595.

Mock Interviews

Videotaped mock interviews are a great way to improve your skills and build your confidence for the sometimes stress-inducing job interview, either academic or non-academic. Students may sign up for mock interviews at the OCS front desk or by calling 617-495-2595. Plan well in advance, as scheduling can be a challenge. Students are eligible for one mock interview per academic year.

Career Information Mailing Lists

To stay informed about job opportunities, career workshops, and local networking events, consider subscribing to either or both of our GSAS-focused e-mail distribution lists.

For information related to non-academic careers, subscribe at www.fas.harvard.edu/mailman/listinfo/ocsnonacademic-list. For information related to academic careers, subscribe at www.fas.harvard.edu/mailman/listinfo/ocsacademic-list.

OCSNews

A column for GSAS students announces events, lists selected jobs and internships, and provides advice and links to other Internet resources. E-mail subscriptions are also available at www.fas.harvard.edu/mailman/listinfo/ocsnews-list.

—Laura Malisheski

In Common

Grad Student Peer Counseling

Preoccupied? Have something on your mind? Just need to talk?
Call us. In Common is an anonymous and confidential peer counseling hotline for graduate students.

Call us Monday–Thursday
8 P.M.–12 A.M.
(617) 384-TALK (8255)
We’re here for you.

We’re here for you.
Winter Teaching Conference: Tuesday, February 3

This day-long conference on teaching for faculty and teaching fellows will cover a variety of topics, such as “The First Day of Class,” “Discussion Leading,” and “Presentation Skills.” Several workshops will offer more specialized topics for more advanced teachers. A detailed conference schedule will be mailed to all GSAS students in January; it can also be found at http://bokcenter.harvard.edu.

Head Teaching Fellows’ Network: Tuesday, February 3

There will be a lunch/discussion for all Head Teaching Fellows at the Winter Teaching Conference, preceded by an orientation for new Head TFs (but all are welcome). The Head TF Network supplies information on TF meetings, sectioning, booking extra rooms, equity in grading, and other issues. If you would like further information about the Network, contact John Girash at 617-495-4869 or girash@bok.fas.harvard.edu.

Open Microteaching Sessions

If your course or department does not organize practice teaching sessions, the Bok Center offers them for TFs in the sciences, humanities, and social sciences during the first few weeks of the term, before sections begin. Microteaching is organized practice teaching that gives instructors confidence, support, and feedback from friends and colleagues. It is also a quick, efficient, proven, and fun way to help teachers get off to a strong start. Ideally, microteaching sessions place before the first day of class, and are videotaped for review with an experienced teaching consultant.

To participate, call or e-mail the Bok Center. For more information on microteaching, including comments from several TFs about their experiences with microteaching, visit http://bokcenter.harvard.edu/progs/shortterm.html.

Teaching in the American Classroom Program

Are you an international TF with little or no experience teaching undergraduates in the US? Would you like to practice teaching to a group of undergraduates and get feedback before the semester begins? Join the Teaching in the American Classroom Program on February 7 and 14. For more information or to register, go to http://bokcenter.harvard.edu/progs/tiac/index.html. If you have questions, please contact Virginia Maurer at 617-495-4869 or vmaurer@fas.harvard.edu.

Graduate Writing Fellows Program: February Training Session

This program provides teaching fellows with time-saving, pedagogically sound strategies for responding to students’ writing. A two-day training session, Monday, February 2–Tuesday, February 3, focuses on students learn, on using writing as a tool for learning course content, and on research about teaching writing. TFs also practice grading and commenting on actual student papers. Three catered dinner meetings throughout the semester offer further guidance. For more information, contact Mary-Ann Winkelmes (winkelm@fas.harvard.edu).

Senior Teaching Fellows Seminar

This group of award-winning teaching fellows and postdoctoral instructors meets six to eight times per term for a catered meal and a discussion of cross-disciplinary teaching practices and theories. Typical meetings include viewing video clips of classroom situations, discussion of teaching challenges and strategies, and critique of recent research and publications on learning and teaching. For more information, contact Mary-Ann Winkelmes at 617-495-4869 or winkelm@fas.harvard.edu.

TF Newsletter

This e-mail newsletter provides timely teaching tips for TFs in six installments during the semester. Register to receive the TF Newsletter by e-mailing bokcenter@fas.harvard.edu and typing “TF Newsletter request” in the text of your message.

Open Office Hours

The Bok Center holds open office hours Monday through Friday, 9 A.M. to 5 P.M., and especially welcomes those who wish to discuss their first classes of the term.

—Beckie Hunter
Guess the subject and location of the photo on the right and win an official GSAS tote bag.* It is a big bag (14”x18”) made of 100% heavy-duty cotton with an outside pocket and top-closing snap.

Submit your best guess to bulletin@fas.harvard.edu by Wednesday, January 14.

The answer to the December quiz is the centaur sculpture atop the Minda de Gunzburg Center for European Studies, Adolphus Busch Hall, at 27 Kirkland Street.

Congratulations to the tote bag winners: Jose Fernandez-Albertos (government), Amanda Alvine (mathematics), Kyle Alvine (engineering and applied sciences), Esther Becker (medical sciences), Marjan Boogert (East Asian languages and civilizations), B.J. Chain (chemistry and chemical biology), Cory Crawford (Near Eastern languages and civilizations), Koray Durak (Middle East studies), Melissa Eppihimer (history of art and architecture), Harumi Furuya (government), Lauren Gibson (psychology), Erik Heinrichs (history), Nathan Hill (Sanskrit), Seth Hindin (history of art and architecture), Daniel Ho (government), Denise Ho (history), Rusadina Idrus (anthropology), Amy Jenkins (regional studies-East Asia), Jeff Johannes (chemistry), Danielle Jones (organismic and evolutionary biology), Robert Karl (history), Kris Kleutghen (history of art and architecture), Robin Kodner (organismic and evolutionary biology), Martin Koppensteiner (special students program), Doug Kriner (government), Jonathan Laurence (government), Joan Leventhal (Core Program), Xiaodong Li (chemistry), Lilith Mahmud (anthropology), Suliya Manley (physics), Sally Marshall (the classics), Arthur McKeown (Sanskrit), Christine Millett (East Asian languages and civilizations), Ryan Moore (government and social policy), Anne Ng (East Asian languages and civilizations), Chang Woei Ong (East Asian languages and civilizations), John Ranck (Development Office), Kranti Saran (philosophy), Suni Shah (earth and planetary sciences), Minam Shakow (anthropology), Ahmed El Shamsy (Middle East studies), Anthony Shenoda (anthropology), Penny Smanoglu (history), Annie Steffenson (health policy), Christina Svendsen (comparative literature), Karen Teoh (history), Hoong Teik Toh (Inner Asian and Altaic studies), Endre Tvinnereim (government), Gernot Wagner (political economy and government), Thom Wall (Government Department), and Ed Wouk (history of art and architecture).

*Students and others in the GSAS community are welcome to enter the contest every month, but we can only give out one tote bag per person per term.