

**CENTER FOR MIDDLE
EASTERN STUDIES
STUDENT HANDBOOK
2019–20**

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CMES

THE CENTER FOR
MIDDLE EASTERN STUDIES
HARVARD UNIVERSITY

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INTRODUCTION & WELCOME

Welcome to Harvard's Center for Middle Eastern Studies, your academic home for the duration of your program. CMES is a community where you can deepen your knowledge, expand your intellectual horizons, enjoy yourself, and form professional connections and long-lasting friendships.

The Center falls under the umbrella of the Graduate School of Arts and Sciences (GSAS) at Harvard, which is under the aegis of the Faculty of Arts and Sciences (FAS)—FAS encompasses both GSAS and the undergraduate college. There are many other graduate schools at Harvard (the Law School, the Business School, the Kennedy School of Government, etc.). As a student in the Graduate School of Arts and Sciences, you are part of this larger Harvard community and will inevitably meet students from all parts of the university. The distinguished faculty, 70+ libraries, and unmatched resources of Harvard University provide an extraordinary intellectual environment.

One of the biggest challenges facing CMES students, particularly those in the master's program, is how to best tailor a plan of study that will help advance their individual career goals. Since CMES is located in the Faculty of Arts and Sciences, all of the required courses emphasize the development of skills associated with traditional academic scholarship. This works very well for those who plan

to apply for a PhD following completion of the program. For those who have professional ambitions in media, law, business, human rights, or other fields, it is important to find elective courses that develop skills relevant to those careers. Such students particularly benefit from close scrutiny of approved course offerings at other Harvard professional schools, as well as those at approved neighboring institutions. Harvard University hosts a vast array of professional associations, centers, programs, and institutes—it is advantageous for professionally minded students to seek out these organizations early to establish connections and create networks.

Students get the most out of the CMES master's program by focusing early on a career goal, mapping out a plan of relevant courses, and networking with relevant faculty and organizations proactively. The director of the master's program is always available to offer guidance and advice to individual students about how best to navigate Harvard.

OVERVIEW OF THE CENTER

The Center for Middle Eastern Studies was established in 1954 for the purpose of supporting research and teaching in the languages, literatures, history, governments, economics, and cultures of North Africa and the Middle East, with an emphasis on the modern period. At the core of its teaching and research is the pursuit of firsthand knowledge about the Middle East based on literacy in its languages and an understanding of its political and economic realities, its cultures and traditions. To achieve these aims, the Center cooperates with faculty across Harvard who have a Middle Eastern interest, with other regional studies centers, and with Harvard libraries and museums holding collections related to Middle Eastern and Islamic studies.

One of the Center's primary aims is to offer a comprehensive program of academic training for those planning careers in education, government service, the private sector, and other professions. Approximately 50 members of the Faculty of Arts and Sciences are associated with the Center; in addition, Middle East specialists are found in the Law School, the Business School, the Kennedy School of Government, the Divinity School, and the Graduate School of Design. The Center publishes a listing of graduate and undergraduate courses relating to the Middle East each year. Most of these courses are offered in the departments of Anthropology, Comparative Literature, Government, History of Art and Architecture, History, Religion, and Near Eastern Languages and Civilizations.

ACADEMIC CALENDAR 2019–2020

- September 2 Holiday – Labor Day – CMES closed, No classes
September 3 GSAS check-in deadline – 5pm
September 3 Fall classes begin
September 9 Course Registration Deadline; Final day to register for classes; due 11:59pm
September 23 Add/Drop Deadline – Last day to add or drop any course without a fee
October 14 Holiday – Indigenous Peoples’ Day, Columbus Day– CMES closed, No classes
October 21 Last day to register for or add courses for the term
November 4 Last day to drop a fall course
November 11 Holiday – Veteran’s Day – CMES closed, Classes *will* be held
November 27–December 1 Thanksgiving Recess
December 3 Last Day of Fall Classes
December 4–9 Fall Reading Period
December 9 Last day to submit approved Petition to Withdraw from fall term courses
December 10–19 Fall Term Final Exams
December 20–January 2 Winter Recess
January 13–24 January@GSAS Winter Session
January 20 Holiday – Martin Luther King Day – CMES closed, No classes
January 22 Online check-in for spring 2020 term opens for all students
January 27 Spring classes begin, check-in deadline at 5pm
January 31 Course Registration Deadline; Final day to register for classes; due 11:59pm
February 10 Deadline to add or drop a spring course without paying a fee
February 17 Holiday – President’s Day – CMES closed, No classes
March 9 Last day to add or enroll in spring 2019 courses
March 14–22 Spring Recess
March 23 Last day to drop a spring course
April 1 Application to graduate on my.harvard for May degrees due
April 29 Last Day of Spring Classes
April 30–May 6 Spring Reading Period
May 6 Last day to submit approved Petition to Withdraw from spring term courses
May 7–16 Final Examinations
May 25 Holiday – Memorial Day – CMES closed
May 28 Commencement

For a more detailed list see <https://handbook.gsas.harvard.edu/gsas-handbook>

GRADUATE SCHOOL OF ARTS AND SCIENCES CHECK-IN (REGISTRATION)

GSAS CHECK-IN: SEPTEMBER 3 DEADLINE

The check in process is the official means by which you inform the Graduate School of Arts & Sciences (GSAS) that you intend to be in residence for a particular academic year.

Check in for incoming students is a **two-step process**. First, you will indicate that you are ready to begin classes by **checking in online**. The preferred window for check-in online will be open

from Thursday, August 1, through Tuesday, September 3. You will enter the check-in site by beginning at www.my.harvard.edu and logging in with your “HarvardKey” (email and password). Locate the “To Do” section at the bottom of the student homepage and select the “check-in” link and follow the onscreen instructions and you will soon be checked in. There is a \$50 late check-in fee. <https://registrar.fas.harvard.edu/registration-enrollment-degrees/online-registration-enrollment>

CMES ADMINISTRATION & STAFF

WILLIAM GRANARA

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FACULTY AT 38 KIRKLAND STREET

The Center is home not only to Center staff and administration, but also to several key members of faculty, and Harvard's Arabic, Persian, and Turkish Programs. For a full listing of affiliated faculty visit the CMES website.

<u>NAME AND TITLE</u>	<u>OFFICE #</u>		
NATHANAEL ASCHENBRENNER , Byzantine Postdoctoral Fellow	38K-207	WILLIAM GRANARA , CMES Director; Gordon Gray Professor of the Practice of Arabic (on leave 2019-20)	38K-302
NOUR BARMADA , Preceptor in Arabic	38K-103	MUHAMMAD HABIB , Preceptor in Arabic	38K-108
ROSIE BSHEER , Assistant Professor of History	38K-210	CEMAL KAFADAR , Interim CMES Director, 2019-20; Vehbi Koç Professor of Turkish Studies; Director of Graduate Studies	38K-201
SIREN CELIK , Byzantine Postdoctoral Fellow	38K-207	NEVENKA KORICA SULLIVAN , Senior Preceptor in Arabic	38K-206
RICHARD COZZENS , Preceptor in Arabic	38K-202	ROY MOTTAHEDEH , Gurney Professor of History <i>Emeritus</i> and Gurney Research Professor of History	38K-209
SHEIDA DAYANI , Preceptor in Persian	38K-301	HIMMET TASKOMUR , Senior Preceptor in Turkish	38K-211
MERYEM DEMIR , Preceptor in Modern Turkish	38K-304		

CMES ACADEMIC COMMUNITY

There are research associates, visiting researchers, and postdoctoral research fellows who are affiliated with CMES each year. These scholars welcome your questions and are resources in terms of their different research interests and specialties. Please see the links below to learn about their research interests.

cmes.fas.harvard.edu/people/research-associates

cmes.fas.harvard.edu/people/visiting-researchers

FACULTY OFFICE HOURS

Professors, Teaching Assistants (TAs, language class assistants), and Teaching Fellows (TFs, graduate student section leaders) hold office hours during which they are available to discuss your work and give you guidance on your research. Most Harvard faculty post weekly office hours indicating when they are available for appointments. The best way to set up an appointment is by email, either directly with the professor or with their assistant (not all professors have assistants).

WHO DO I GO TO WITH QUESTIONS ABOUT?

THE AM PROGRAM?

Jesse Howell, Graduate Programs Manager

THE PHD PROGRAMS?

Jesse Howell and/or Cemal Kafadar, Director of Graduate Studies

MAKING AN APPOINTMENT WITH PROFESSORS AT CMES?

Please contact the professors directly.

SUMMER TRAVEL GRANTS?

Jesse Howell

CMES WEBSITE, NEWSLETTER, OR PHOTO DIRECTORY?

Eric Edstam, Web Editor/Communications Coordinator

POSTING TO THE MIDEAST MAILING LIST?

See cmes.fas.harvard.edu/mideast-list for instructions. Contact Eric Edstam with questions.

WORKING AS A STUDENT ASSISTANT?

Karen Daley, Financial Associate

HIRING AND REIMBURSEMENT PROCESSES?

Karen Daley

UPCOMING CMES EVENTS?

CMES website or Liz Flanagan, Program Coordinator

PLANNING EVENTS?

Liz Flanagan

COURSE SELECTION & COURSEWORK

COURSE SELECTION

Harvard does not have pre-registration for courses; course selections are made through the my.harvard.edu online registration website, which is submitted at the end of the first week of classes, officially called course registration period, and informally known as **Shopping Week**.

SHOPPING WEEK

The first meeting of classes is on Tuesday, September 3, 2019. During Shopping Week, attend any and every class that you have a remote interest in (you can enter or leave a class at any point) in order to make an informed choice when you submit your registration. Courses are not always what their descriptions and websites make them seem.

Concentrate on picking the right courses for you.

Consult the CMES list of Middle East–related courses, ask advice from Jesse Howell, your advisors, and from your fellow students. Other useful sources of information are the Course Evaluation Guide, a.k.a. “Q Guide,” available online (Harvard key required).

COURSE NOMENCLATURE

There are several different types of courses offered at FAS:

A **seminar** tends to focus on more advanced and/or specific research topics. It has few, if any, lectures; usually limits enrollment to 12 to 15 students; and emphasizes student presentations, papers, and research.

A **proseminar** is generally a required graduate course taken to obtain appropriate background in a subject.

A **conference course** places more emphasis on discussion than research. It usually has an enrollment of about 25 students (35 maximum);

A HELPFUL TIP REGARDING CLASS TIMES

Most FAS classes are up to 75 minutes long, starting on the hour or half hour, with 15 minutes passing period.

registrar.fas.harvard.edu/fall-2018-schedule-change-information

meets once a week for 2–3 hours; and incorporates lectures, as well as student papers and research.

A **reading course** (3000 level course) is an individually tailored program of reading and research. This must be arranged with the professor with whom you wish to take the course.

COURSE CATALOGS ON THE WEB

CMES LIST OF MIDDLE EAST–RELATED COURSES

cmes.fas.harvard.edu/me-courses

FAS, DIVINITY, KENNEDY SCHOOL, SCHOOL OF EDUCATION, SCHOOL OF PUBLIC HEALTH COURSE CATALOGS

courses.my.harvard.edu

DESIGN SCHOOL COURSE CATALOG

www.gsd.harvard.edu/courses/

ISLAMIC LEGAL STUDIES PROGRAM

ilsp.law.harvard.edu/courses/

LAW SCHOOL COURSE CATALOG

hls.harvard.edu/academics/curriculum/catalog/index.html

MEDICAL SCHOOL

www.medcatalog.harvard.edu

NON-HARVARD CATALOGS

MIT

catalog.mit.edu/subjects/

TUFTS

fletcher.tufts.edu/Academic/Courses

COURSE REGISTRATION

Course registration is carried out online through courses.my.harvard.edu. To sign up for classes, sign in and select “add to cart” on the top ribbon of the course listing. Students will assemble their planned courses for the semester, validate online (button that allows students to run a report to check for time conflicts in schedule or pre-requisites needed), request permission from professors to enroll in specific courses, meet with their advisor (see below), and then enroll online.

AM REGISTRATION—AM students meet with Jesse Howell individually to discuss course selections. Meeting with Jesse Howell is required before the registration can be submitted.

PHD REGISTRATION—All PhD students should plan a tentative two-year academic program to discuss with their faculty advisors. All first year PhD students must schedule an appointment with the Director of Graduate Studies, Professor Cemal Kafadar, to finalize their course registration.

COURSE REGISTRATION TIPS

- The Registration deadline is September 9, 2019, 11:59pm, for the fall semester and February 10, 2020, for the spring semester
- A late fee of \$40 per week is charged for registration submitted after the deadline.
- You can add/drop courses online any time before September 23 with no fee. After that time, you must petition through the Office of Student Affairs in GSAS.
- See the *GSAS Handbook* for deadlines concerning dropping/adding courses during the semester.

CROSS-REGISTRATION

Cross-registering at another Harvard graduate school or at other area universities allows you to

experience different perspectives, methodologies, and intellectual challenges. **Be aware that Shopping Week and registration deadlines for the other Harvard graduate schools and area universities will take place at different times (invariably earlier) than at GSAS. MIT, Tufts Fletcher, and several Harvard schools operate on different academic calendars than GSAS.**

Information about cross registration:

registrar.fas.harvard.edu/cross-registration

courses.harvard.edu/crossregistration.html

The basic steps for cross-registration are:

- Confirm that you are eligible to cross-register, and that there are no schedule conflicts. Check that the course you plan to take will carry the appropriate amount of credit in GSAS.
- Fill out cross-registration petition (available online from above website).
- For Harvard and MIT courses, the petition is submitted online. Log into the Harvard University Course Catalogue with your HarvardKey. Select “My Cross Registration page,” go to the petition you want to submit, select a grading option and a credit level, and submit the form. Professors will approve or deny requests online.
- For Tufts, Brown, or Episcopal Divinity School, the petition is a paper form submitted in person to the registrar’s office, with the petition signed by the course instructor.

When you cross-register, remember that you are subject to all the rules and regulation of GSAS as well as those of the other school. Different grading schemes, policies, and fees apply to courses at other schools. Where deadlines differ from GSAS, the earlier deadline applies to you. It is your responsibility to find out about grading policy of the other school; that policy will apply to you as a cross-registrant. Please see the *GSAS Handbook* for complete information about cross-registration.

NOTE: HKS will accept late registrations but will impose a fine; the Law School does not welcome late applications; and tuition fees for the Business School are higher than those for GSAS.

GSAS HANDBOOK

The GSAS Handbook describes the regulations and rules that apply to students in the Graduate School of Arts and Sciences, and provides information concerning health, housing, and other University resources for graduate students. The handbook is available online at gsas.harvard.edu/academics/policies-and-handbook.

All students are responsible for the information contained in the GSAS Handbook.

READING PERIOD, EXAMS, AND GRADES

READING PERIOD

The time between the end of classes and the exam period does not mean “vacation.” Some classes, particularly language classes, meet during Reading Period, and assignments may be due. Some professors will not accept term papers by email. Take this into consideration when arranging holiday vacation.

EXAMS AND GRADES

Some classes have a final paper, others hold a final exam, and some classes require both a paper and an exam. Make sure that you know the exam and paper due dates for all your courses. Exam dates and times are non-negotiable. Consult the FAS Registrar website for information about exam locations.

EXAMINATION REQUIREMENTS

To obtain credit in a course for which there is a regularly scheduled final examination or both a mid-year and a final examination, a student must take such examinations unless previously excused by the department. A student absent from a final examination because of illness must fill out a petition for a make-up examination at the Harvard University Health Services within twenty-four hours of the beginning of the examination. In an emergency, if the student is unable to go to the Health Services, or is being treated elsewhere, the petition may be requested from the Registrar’s office; in this case, the student must also file a letter from a physician with the Accessible Education Office certifying the date and nature of the illness.

GRADE REQUIREMENTS

The minimum standard for satisfactory work in the Graduate School is a B average in each academic year. See the *GSAS Handbook* for details on this and other GSAS policies. Grades are available online approximately ten days after the end of term at www.registrar.fas.harvard.edu.

WRITING RESOURCES

CENTER FOR WRITING AND COMMUNICATING IDEAS, GSAS STUDENT CENTER, ROOM 203 | GSAS.HARVARD.EDU/CENTER-WRITING-AND-COMMUNICATING-IDEAS

The Writing Center offers individual consultations to graduate students working on their own writing, including dissertations. Students may come at any stage of their writing for one-hour conferences with a specially trained tutor. All consultations are free and confidential. Meetings are held in the Teaching Fellows Room on the Mezzanine Level of the GSAS Student Center House. Contact Graduate Writing Tutor Suzanne Smith at smith03@fas.harvard.edu to schedule an appointment.

AM THESIS

All CMES AM degree candidates have the option to write a thesis under the guidance of and in close consultation with the Director and/or thesis adviser. The minimum thesis standards for the CMES AM degree are:

- The thesis should demonstrate original research and fresh interpretation of a subject.
- The thesis should employ a significant degree of original sources in one or more Middle East languages.
- The thesis should demonstrate the candidate’s familiarity with previous scholarship related to the subject matter.
- The thesis should follow the appropriate scholarly format and include proper scholarly apparatus, including footnotes and bibliography (see *The Form of the PhD Dissertation* on the GSAS website).
- The typical thesis is approximately 60 to 80 pages in length (with Times New Roman font size 12, double spacing, and standard margins as required by GSAS) or of a length deemed appropriate by the student’s thesis adviser.

The AM thesis often begins as a seminar paper. Since a thesis is substantially longer than most seminar papers, seminar papers usually need to be significantly developed if they are to meet the CMES Steering Committee's requirements for a thesis. Students are encouraged to think about their thesis topic as early as possible and to discuss their choice of topic with the Graduate Program Administrator. Students should certainly have a clear idea about their thesis topics at the beginning of their second year.

All students are expected to observe the Committee's specified deadline for completion of the thesis. Note that this deadline is different than the FAS dissertation submission date. Students are required to submit to the CMES Graduate Program Administrator one hard copy and one PDF of the completed thesis accompanied by the Thesis Adviser Grade Report form signed by the student's Thesis Adviser. A thesis submitted without the Thesis Adviser's approval and Grade Report will not be accepted. *Late submission of a thesis will result in a delay in graduation.*

All AM theses are evaluated by at least two readers. The first reader is the thesis adviser. The Committee designates the second reader, normally another faculty member with academic interests close to those of the thesis topic; students are welcome to make suggestions to the Committee on the designation of their second reader. Eligibility for the degree depends on the final acceptance of the thesis by the two readers.

The final version of the thesis will be submitted to Jesse Howell and must be accompanied by a Thesis Adviser Grade Report form, signed by the thesis adviser; otherwise the thesis will not be accepted.

Outstanding theses may be nominated by their readers for the Best Thesis Prize, an annual prize given by the Committee for the best AM thesis or theses. The CMES AM thesis is a part of the academic record and as such is deposited in the Harvard Archive.

IRB

The question for thesis projects that must be considered when determining whether IRB review and approval is required is whether a project fits the regulatory definition of research (“**regulated research**”), and if so, whether it also involves human subjects. Students may review more details to determine if their research may be considered regulated research: <https://cuhs.harvard.edu/>

If a study requires review, please submit a protocol in the electronic system, called ESTR. They use a standard main application form, called the “CUHS protocol template” that will need to be downloaded and filled out (in Word). Once logged into ESTR, hit “Create a New Study”. The process will take a few smart form pages to fill out basic questions about the research and require an upload of the protocol template protocol and supporting materials.

Also, Harvard policies also require that all individuals who are involved in human subjects' research to complete training in the ethical conduct of research. Harvard offers the CITI training to satisfy the requirement. The training will last 3 years

- Investigator Manual – see website or consult in Graduate Programs' Administration office
- For consent form templates and more guidance on IRB's policies and procedures, see website - <https://cuhs.harvard.edu/6-tips-speeding-review-your-application>
- For help with navigating ESTR, see the ESTR Support Site Submission Guide - <https://estrsupport.fss.harvard.edu/study-submission-guide>

Once a student in the department submits via ESTR, Alicia McGovern alicia_mcgovern@harvard.edu or 617.495.2724 is assigned to the submission. She will begin the review and will be in touch within ESTR if she has any questions or comments. It generally takes around 6 weeks to approve so she asks for submissions to be planned with plenty of time of review.

CMES EVENTS

CMES sponsors conferences, workshops, and several long-standing lecture and seminar series that meet regularly throughout the year, as well as frequent ad hoc lectures, panel discussions, film screenings, and other events. These programs bring many different speakers to campus to discuss their research, current events, or other topics, and provide unique opportunities to expand your horizons and make professional contacts with working scholars, artists, journalists, politicians and others who are actively engaged in Middle Eastern affairs. *Don't confine your learning experiences to your coursework.*

CONFERENCES AND WORKSHOPS

CMES sponsors many conferences and workshops throughout the academic year. Details of these conferences and abstracts, papers, and recordings where available can be found on the CMES website. Make sure to check the bulletin boards, CMES website, and Mideast List for announcements relating to conferences and workshops at CMES, around Harvard, and at other area universities.

LECTURE AND SEMINAR SERIES

ARABIC LANGUAGE SEMINAR

The CMES Arabic Language Seminar is an occasional seminar delivered in Arabic.

CMES MIDDLE EAST FORUM

The Middle East Forum invites prominent scholars to lecture on topics in the modern history of the Middle East.

DIRECTOR'S SERIES

The Director's Series showcases the work of scholars from different disciplines working on the Middle East.

MESA 2019 ANNUAL MEETING

The annual meeting of the Middle Eastern Studies Association will be held in New Orleans, Louisiana, November 14–17. Please visit the MESA website for information and registration pricing, and for the program. Please note that entry fees for student members are reduced if you pre-register by a certain date. See mesana.org/.

H. A. R. GIBB ARABIC AND ISLAMIC STUDIES LECTURE SERIES

The Gibb Lecture Series is an annual series of lectures that focus on Islamic studies and medieval history.

ISRAELI LAW, LITERATURE, AND SOCIETY

The ILLS seminar series aims to stimulate academic debate about the multifaceted nature of Israeli society. Co-sponsored by the Center for Jewish Studies.

SOHBET-I OSMANI

Sohbet-i Osmani is an occasional seminar that presents the work of historians of Ottoman history.

WCFIA/CMES MIDDLE EAST SEMINAR

Ambassadors, dignitaries, and scholars lecture on topics in modern Middle East politics. Co-sponsored by the Weatherhead Center for International Affairs.

CMES COMMUNICATIONS

There are a number of ways to stay informed about what's happening at CMES, as well as what's happening in the Middle Eastern Studies community in and around Boston.

MIDEAST LIST

The Mideast List is an email listserv that publicizes Middle East-related events, conferences, and job opportunities, and serves as a key communication tool for CMES affiliates. All CMES events are announced via the Mideast List, as are many other Middle East-related events at Harvard and in the surrounding community. Sign up at cmes.fas.harvard.edu/connect-with-us. For assistance posting to the Mideast List, email Eric Edstam.

CMES WEBSITE

The CMES website, cmes.fas.harvard.edu, is another great source of information about events. Check the website often for upcoming events, which are listed on the home page and in the Calendar.

WEEKLY EVENT EMAIL

Sent on Monday mornings, this email contains a round-up of CMES events taking place that week, as well as other Middle East-related events around campus. (You will be subscribed automatically—contact Eric Edstam if you do not receive the weekly email.)

CMES BULLETIN BOARDS

There are several areas on the first floor of the Center for displaying notices. These boards are used to post language study opportunities, Middle East-related job offers, event publicity, and grant and fellowship deadlines. You can use these notice boards to publicize your own Middle East-related events.

LINKEDIN

CMES maintains a LinkedIn group as a networking tool for current and former CMES students, faculty, visiting researchers, and other affiliates. Visit <http://linkd.in/16pJOhv> to join.

PLEASE SHARE YOUR NEWS!

Current news about CMES students, faculty, and other affiliates is posted on our website and on Facebook (www.facebook.com/HarvardCMES/), Twitter (twitter.com/HarvardCMES), and Instagram (instagram.com/harvardcmes/). Our bi-annual newsletter also features a summary of center activities and affiliate news from the past term. Contributions from CMES students to the website and newsletter are always welcome. Please contact Eric Edstam if you have news to share or would like to propose an article.

FINANCIAL AID, FELLOWSHIPS, AND GRANTS

GSAS FINANCIAL AID OFFICE

CMES students are fortunate to have Betsy Scola as a Financial Aid Officer. Betsy is a wonderful resource and it is encouraged that students reach out to her with any financial aid matters. Her office is in the Smith Campus Center, 1350 Massachusetts Ave., Suite 350. She can be reached at 617-495-0726 and scola@fas.harvard.edu.

You can manage your financial aid and term billing using the my.harvard.edu portal. You should also consult the GSAS Admissions and Financial Aid Office booklet, "Financing Graduate Study," for information about scholarships, federal programs, and other sources of support: gsas.harvard.edu/financial-support/funding-aid.

FINANCIAL AID FOR NEW STUDENTS

AM STUDENTS

Currently funding for AM students is limited. Students are encouraged to apply for independent grants and fellowships to fund their studies.

PHD STUDENTS

Incoming CMES PhD students are guaranteed a financial aid package including grants covering tuition and living expenses in their first two years, tuition and living expenses in the form of assured eligibility for a Teaching Fellowship in their third and fourth years, and tuition in their final year. In addition, they are eligible for summer research awards following their first and second years in the program. Some aid offers are granted on the basis of merit, others are based on an analysis of student resources, while still others reflect a combination of merit and need. For detailed information about financing study at GSAS, please see the GSAS Guide to Admission and Financial Aid.

GSAS NEWS & BULLETIN

This monthly publication will be emailed to you, and can also be found on the GSAS website under the news section (gsas.harvard.edu/news). Look for listings of fellowships and grants, and check the Bulletin for application deadlines.

GSAS ACADEMIC FELLOWSHIPS OFFICE

One of the unique resources available at GSAS is the counseling of Fellowships Director Cynthia Verba. She provides incomparable advice about available fellowships, and on crafting fellowship proposals. For an appointment, phone 617-495-1814. Additionally, Anne Brown assists in the Academic Fellowships office and is another helpful resource. anne_brown@fas.harvard.edu. Be sure to consult the web site for information on preparing for a counseling session: gsas.harvard.edu/financial-support/fellowships.

The Fellowships Office provides the following services related to fellowships and other aspects of professional development:

- Individual counseling is the centerpiece of the office's services. Fellowship advice includes feedback on drafts of fellowship proposals, strategies for clearly articulating the significance of the fellowship project, identifying appropriate fellowship opportunities, and securing effective letters of recommendation and faculty advice. Professional development advice concerns the following issues: defining goals at the various stages of the doctoral program and finishing the dissertation in a timely fashion, delivering papers at professional meetings, submitting articles to journals or book manuscripts to publishers, and applying for postdoctoral fellowships to prepare the dissertation for publication.

- Publications on fellowships and professional development that complement and support the issues dealt with in counseling. *Scholarly Pursuits: A Guide to Professional Development During the Graduate Years* contains samples of winning fellowship proposals, CVs, and cover letters. It is available to all GSAS students free of charge in the Byerly Hall Dean's Office, 2nd floor. The following fellowship guides are available online: *Graduate Guide to Grants*, *The Harvard Guide to Postdoctoral Fellowships*, and *Fellowships for Harvard GSAS Students*, an annual publication that consists of descriptions and applications for some of the major GSAS fellowship competitions.
- A series of workshops on fellowships and other aspects of professional development.
- ⑤ The Fellowships Office also offers summer, research, and travel fellowships: gsas.harvard.edu/financial-support/list-fellowships. Most applications are through the Harvard Centralized Application for Research and Travel (CARAT): carat.fas.harvard.edu/.

JOB OPPORTUNITIES AT HARVARD

There are many student jobs at Harvard, flexible enough to fit with your studies and social life. Here is a list—not exhaustive—of places to look for employment.

THE STUDENT EMPLOYMENT OFFICE (SEO)

The Student Employment Office (seo.harvard.edu/) is dedicated to helping students find worthwhile work, whether it is keeping University offices, libraries, labs, and facilities operating smoothly, pursuing research with a faculty member, or serving the community as a reading tutor. The SEO's jobs database makes it easy for prospective employers to post their positions, and it offers several programs (Work Study among others) to expand research and public service opportunities as well as more traditional jobs.

WORK STUDY

The University administers a Federal Work Study Program for eligible undergraduate and graduate students (U.S. citizens and permanent residents). In order to apply, students must first meet with our Financial Aid Officer, Betsy Scola (at scola@fas.harvard.edu and 617-495-0726), to determine eligibility (you may be eligible for work-study even if you do not qualify for financial aid). Under this program, the federal government contributes towards the student's wages for work with non-profit organizations. Many work-study positions are at Harvard, but it is also possible to work for an outside organization. The Work Study Program is housed in the Student Employment Office, 86 Brattle St., Tel: 617-495-2585.

PAID POSITIONS AT CMES

CMES occasionally employs part-time student assistants. For example, work might include clerical assistance at 38 Kirkland Street, or assisting at an international single or multi-day conference hosted

by CMES, greeting speakers, giving orientation to attendees, assisting during panel discussions, and running microphones. Please speak with Liz Flanagan at CMES for opportunities.

BIBLIOGRAPHIC ASSISTANTS

JUDAICA DIVISION. WIDENER LIBRARY.

The Judaica Division usually hires a number of students each year. Contact Elizabeth Vernon at vernon@fas.harvard.edu.

MIDDLE EASTERN DIVISION. WIDENER LIBRARY

The Middle Eastern Division of Widener Library is responsible for Harvard's collection of Middle Eastern language materials—books, periodicals, newspapers, videos, and other formats in Arabic, Persian, Turkish, Urdu, Armenian, Kurdish, and a number of other languages. Part-time work is available to assist with the processing of new acquisitions. Interested individuals should contact Michael Hopper, Head of Middle Eastern Division, at mhopper@fas.harvard.edu.

GSAS STUDENT CENTER FELLOWS

GSAS Student Center Fellows are graduate student staff who organize intellectual, cultural, athletic, literary, outings, public service, and social activities at the Center for their fellow graduate students. Fellows work closely with the Executive Director, Program Coordinator, GSAS administrators and each other to enrich graduate student life at Harvard. Full Fellows receive up to 10 meals per week in the GSAS Commons and a \$3,200 stipend. They are guaranteed their choice of housing in the GSAS Residence Halls should they wish to live there. Applications for GSAS Student Center Fellow positions are available in January for

the following academic year. For more information contact Jeff Shenette, Program Coordinator, at 617-495-2255 or shenette@fas.harvard.edu

RESEARCH ASSISTANTSHIPS

In past years, CMES students have worked for Harvard faculty as well as for CMES Associates. While some research assistantships are posted, most are found by networking and approaching professors directly. You may also receive email job

announcements via the Mideast List should faculty members need assistants.

OTHER OPPORTUNITIES

There are many libraries and programs at Harvard, some with Middle East collections and projects that require student assistants, for example, the Aga Khan Office in the Sackler Museum. Check the Mideast List for opportunities.

HOUSING OPPORTUNITIES

UNDERGRADUATE HOUSE AFFILIATION

Residential positions are available to all graduate students. In early January, applications for Freshman Proctor and House Tutor positions can be made to the Freshman Dean's Office and the undergraduate dormitories, respectively. The usual stipend is room and board plus half of a teaching fifth for resident tutors or freshman proctors and free meals for non-resident tutors. Tutors and proctors are expected to participate fully in the life of the Houses and provide academic advice to undergraduate concentrators. Graduate students may consult the GSAS Bulletin for application deadlines.

The Houses engage graduate students from diverse backgrounds to provide undergraduates with

academic counseling and exposure to a more mature point of view. Openings are limited and the competition is intense, but students who have secured a position have found the experience to be extremely rewarding.

fdo.fas.harvard.edu/pages/apply-become-proctor

osl.fas.harvard.edu/tutors-proctors

GSAS RESIDENT ADVISORS

GSAS Resident Advisors (RAs) are graduate students who are employed by the GSAS Office of Student

Affairs to fulfill various responsibilities in the GSAS Residence Halls. Resident Advisors receive free accommodation and ten meals per week at the GSAS Commons. Note, only those who have already spent a year living in the GSAS Residence Halls may apply. Please consult Jackie Yun at 617-495-5005 or stuserv@fas.harvard.edu for more information.

TRAVEL, STUDY, AND INTERNSHIPS

AM students are encouraged to travel to the Middle East during Winter Term and/or the summer between their first and second years to work, research, or continue their language study. PhD students often travel to the region to carry out their dissertation research during the Winter Term and summers as well.

INTERNATIONAL TRAVEL REQUIREMENTS

Global Support Services (GSS) is a University-wide resource for international activities and traveler support. They run the Harvard Travel Registry and Harvard Travel Assist Program. These are crucial for your international travel, and students must register their Harvard-sponsored travel prior to receiving funding. CMES works closely with GSS to support our students traveling for their area or language studies in the MENA region.
traveltools.harvard.edu

617-495-1111 | globalsupport@harvard.edu

This website has all the resources you should need to prepare to travel abroad including:

- **HARVARD TRAVEL REGISTRY** – Register your trip through this website so that Harvard can locate you and provide assistance in an emergency
- **HARVARD TRAVEL ASSIST** – Assistance program for international travelers
- **INFORMATION ON APPROPRIATE TRAVEL DOCUMENTATION** – Visas and passports
- **TRAVEL WAIVERS AND HEALTH FORMS**
- **EMBASSY INFORMATION**
- **HEALTH INSURANCE COVERAGE**

SUMMER INTERNSHIPS

Harvard's Office of Careers Services (OCS) has resources and mailing lists that can be helpful in finding summer internships. To receive email announcements on workshops, career programs, and job/internship opportunities, sign up at www.ocs.fas.harvard.edu. Internship opportunities through OCS can be found at ocs.fas.harvard.edu/job-internship-search.

TRAVEL FUNDING

CENTRALIZED APPLICATION FOR RESEARCH AND TRAVEL GRANTS (CARAT)

Most Harvard grants and fellowships across the university are posted on the CARAT website. We recommend searching through the catalogue for opportunities, as well as CMES travel funding.
<https://carat.fas.harvard.edu/>

STUDENT LIFE

THE HARVARD MIDDLE EASTERN CULTURAL ASSOCIATION (HMECA)

HMECA is a CMES-affiliated organization run by graduate students. Their primary goal is to bring together students, faculty, and interested members of the wider Harvard community to promote awareness of the region and to contribute to the social and intellectual life of Harvard University. In past years the group hosted breakfasts, organized movie series, and coordinated special events for students. Each year the group holds a Book Sale & Fundraiser with future activities shared directly with graduate students or through the Mideast List. For more information, please contact a member of this year's presidency, Badriyyah Alsbah balsabah@g.harvard.edu or Thomas Harris thomasharris@g.harvard.edu.

HARVARD STUDENT ORGANIZATIONS

Harvard has hundreds of student-run organizations focused on myriad topics, affiliations, and issues. For a full list or to start your own, visit: gsas.harvard.edu/student-life/harvard-resources/student-groups.

GSAS STUDENT CENTER

The GSAS Student Center is located in Lehman Hall in the southwest corner of Harvard Yard (across from the Out-of-Town Newsstand). All GSAS students are encouraged to use its facilities, which include a dining hall, game room, library, reading room, word processing and print facilities, lockers, pianos, bulletin boards, meeting and office space for student organizations, the **Café Gato Rojo**, and the **Graduate Student Council** office and lounge. <https://gsas.harvard.edu/student-life/gsas-student-center>.

HARVARD LIBRARIES

The Harvard Library (<http://library.harvard.edu/>) holds the largest academic collection in the world. More than 70 libraries contain nearly 19 million physical volumes, while this gateway to electronic library resources provides access to hundreds of thousands of dictionaries, encyclopedias, e-books, full-text journals, database indexes (11,000+), abstracts, statistics, the HOLLIS Catalog, and more.

THE HARVARD COLLEGE LIBRARY WEB PAGE

The website for the Harvard College Library, which serves the Faculty of Arts and Sciences (including the Graduate School of Arts and Sciences, GSAS), with links to web pages for the following:

- **WIDENER LIBRARY**—One of the world’s most comprehensive research collections in the humanities and social sciences
- **BIRKHOFF MATHEMATICAL LIBRARY**
- **CABOT SCIENCE LIBRARY**
- **CHEMISTRY AND CHEMICAL BIOLOGY LIBRARY**
- **FINE ARTS LIBRARY**
- **FUNG LIBRARY**—Government and international studies
- **HARVARD FILM ARCHIVE**
- **HARVARD MAP COLLECTION**
- **HARVARD-YENCHING**—East Asian Studies
- **HOUGHTON**—A treasure trove of rare books and manuscripts
- **LAMONT LIBRARY**—The undergraduate library, with an excellent multimedia collection
- **LOEB MUSIC LIBRARY**
- **PHYSICS RESEARCH LIBRARY**
- **TOZZER LIBRARY**—Anthropology

Additionally, each department has its own library (searchable on HOLLIS).

INTERLIBRARY LOAN

Request interlibrary loan materials online from library.harvard.edu/interlibrary-loan. All online borrowers must register with the ILL service before submitting requests. You can use *WorldCat* (nrs.harvard.edu/urn-3:hul.eresource:worldcat) to locate books, articles and materials in library collections worldwide.

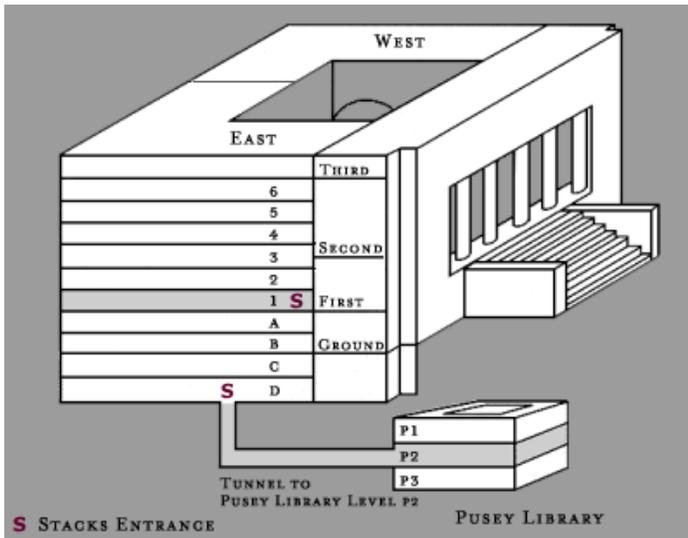
RESEARCH & LIBRARY SERVICES ASSISTANCE

There is a Middle Eastern Division of the Widener Library, and for assistance with library services and research in Middle Eastern studies, please contact our library liaisons, Emily Coolidge Toker or Sarah Demott.

Sarah and Emily are your liaisons to the Harvard Library: they are here to help you make the most of library resources throughout your time at Harvard, whether you’re on campus or doing your fieldwork abroad. You can reach out to them for individual or small group consultations at any point, or with other questions big and small. They will be able to find the right specialist, or other resource, for you.

Sarah DeMott (Ph.D., New York University) is a Research Librarian specializing in Middle East Studies. I am also the librarian for the Freshman Seminar Program at Harvard College Libraries in which I help coordinate library outreach and instructional support for students researching with primary sources. My areas of research specialty include working with: Ethnography, Oral History, Qualitative Research, Text Analysis, Archival Discovery, Digital Scholarship, and Cartography in the Humanities and Social Sciences.

Emily_coolidgetoker@harvard.edu
sarah_demott@harvard.edu
<https://library.harvard.edu/collections/middle-eastern-collection>



GENERAL INFORMATION

CMES BUILDINGS—38 Kirkland Street is the main CMES building. It is programmed to be open from 8:30am to 5:30pm Monday through Friday, and locked evenings and weekends; the building is alarmed from midnight to 8:30am daily. Access during locked or alarmed hours for events should be arranged in advance with Carol Ann L. Young or other CMES staff. The building at 17 Sumner Road is a shared space with the Economics and Government Departments and includes research associate office space and the CMES Teaching Fellows office. The main entrance of the building is on the side of the building facing CMES. To get to the CMES-related offices, go up the stairs to the left of the main entrance, and then down the hall toward the opposite end of the building, office numbers 205–209.

DISCOUNTED MBTA PASS—Harvard offers a 50% discount on MBTA Semester Pass Program, providing bus, link, and commuter rail passes for the fall and spring terms, October through January and February through May. The due date for the semester has passed, and late applications cannot be added. If you are interested, please apply for next semester. gsas.harvard.edu/student-life/harvard-resources/mbta-semester-pass-program

BICYCLES—There are two bicycle racks near the CGIS South Building (44-bike capacity) and one near the CGIS Knafel Building. There is a small rack outside CMES. Harvard Police strongly recommends you register your bike with Harvard, and registration is free: www.hupd.harvard.edu/bicycle-registration. There are several Blue Bikes stations, where you can rent bikes.

transportation.harvard.edu/commuterchoice/bike/blue-bikes-bike-share-program

CGIS—The Center for Government and International Studies (CGIS Knafel Building, at 1737 Cambridge Street, and CGIS South Building, at 1730 Cambridge Street) houses departments, area research centers, auditoria, meeting rooms, a library, data lab,

cafeteria, and even a Zen staircase and indoor garden.

CRIMSON CASH—Crimson Cash is money you can put on your ID card online. The nearest Crimson Cash vending machine is in the main floor of the CGIS Knafel Building.

DISABILITY ACCESS—Both CMES buildings are accessible by wheelchair, except the upper floor of 17 Sumner.

COMPUTER LABS—There is a computer room available for student use in the basement of the CGIS Knafel Building (the HMDC computer lab). All GSAS students have 24/7 access to the computer lab located in the Science Center, room B14. Printing can be done through the system PaperCut. Go to harvard.service-now.com/ithelp?id=sc_cat_item&sys_id=fc9efcfb4fed320045e21fb5f110c79a to set up your printing budget or printing from your personal computer.

FAX MACHINE—A fax machine is available at 38 Kirkland Street for occasional, CMES-related use.

MAIL—CMES students have shared mailboxes, which are located at the main entrance of 38 Kirkland Street. Mail is delivered Monday–Friday at approximately 3pm. **The Center does not forward mail**, so please check your box regularly. **Please arrange to have your personal mail delivered to your residential address.**

HARVARD RECYCLING CENTER—A Harvard resource for free furniture, supplies, and equipment can be found at the Harvard Recycling Center. It's free to anyone in the community and is open every Thursday (except holidays) from 11am–2pm at 28 Travis Street (156 Western Ave for GPS) in Allston. Consider visiting here before buying temporary/disposable furniture.

green.harvard.edu/tools-resources/green-tip/free-furniture-supplies-equipment-harvard-recycling-and-surplus-center

MEETING ROOMS: SCHEDULING—The 38 Kirkland building has a small conference room (Room 208, seats approximately 12) and larger event space (Room 102, seats up to 45). If you wish to reserve the use of one of these rooms, please email Liz Flanagan.

MEETING ROOMS: USE—After your event, please leave the room in good condition and clean up after yourself. If you bring anything into the room (food, beverages, catering supplies, papers, extra tables, extra chairs, etc.), please remove it at the end of your meeting.

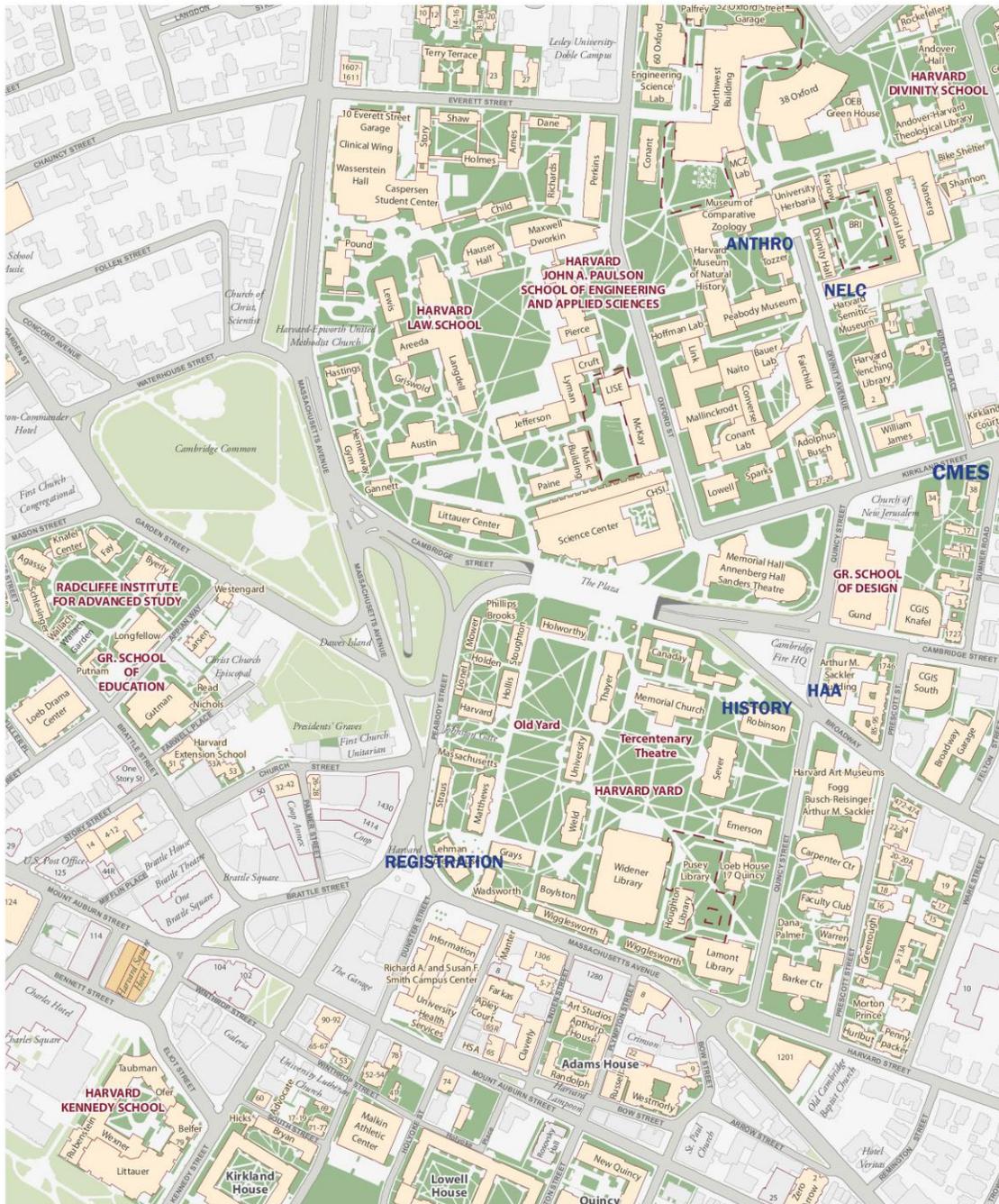
PARKING—There is no parking anywhere in the CGIS/CMES complex. Metered parking is available on Cambridge and Kirkland Streets, and the adjacent city streets require a Cambridge parking permit. There is a nearby Harvard garage on Broadway Street (requires pre-registration).
transportation.harvard.edu/parking

SMOKING—Prohibited in all Harvard buildings.

COPY MACHINE—**The copiers are only to be used by CMES staff and faculty.** There are copy machines in the basement of each CGIS building, the Science Center, the libraries, and around Harvard Square.

ACRONYMS AT HARVARD – Here is a helpful link to acronyms at Harvard.
<https://www.harvard.edu/about-harvard/frequently-asked-questions/acronyms>

MAP OF HARVARD



RESOURCES FOR INTERNATIONAL STUDENTS

The best resources for international students are other international students. Most international students live on campus in their first year. If you live off-campus, make sure you make use of the graduate student center, GSAS Student Center. This is a wonderful place to relax, meet people, and to feel part of a student community.

HARVARD INTERNATIONAL OFFICE (HIO)

1350 Massachusetts Avenue
Smith Campus Center Room 864, Cambridge, MA
02138.

Tel: 617-495-2789 | www.hio.harvard.edu

You should have received “Pre-Arrival” information from the Harvard International Office with the documents for your visa application. You must make contact with the International Office as soon as possible after arrival in Cambridge and not later than 30 days after the beginning program date on your visa documents. The Office is open Monday–Friday, 9:00am to 3:00pm. The HIO will not only help you with visa and I-20 issues, but also advises graduate students about housing, health care and insurance, taxes, and employment.

Your advisor at HIO is Darryl Zeigler (darryl_zeigler@harvard.edu and 617-495-0640). You can contact the advisor on call Monday through Friday, 9am to 3pm at 617-495-2789.

VISAS, I-20, AND OTHER DOCUMENTATION

It is recommended that foreign students carry with them a photocopy of the I-94 card, visa document (DS-2019, I-20, etc.) and the biographical page of their passport during their stay in the Boston area. When traveling outside of the metropolitan area of Boston, it is advisable to carry original documents, including a valid passport, visa documents, and the I-94 card. When traveling domestically by air, be prepared to show your original documents.

WORK AUTHORIZATION

If you are an international student and you wish to work, you will first have to acquire a permission slip from The International Office and apply for a Social Security Number. See www.hio.harvard.edu for information specific to your visa type. As an international student, you are allowed to work 15-20 hours per week on campus only. Social Security Numbers are issued for work purposes only. If you are asked for an SSN for any other reason, please consult the HIO.

WHO'S WHO IN GSAS

BETSY SCOLA

CMES Financial Aid Liaison
scola@fas.harvard.edu

See page 15.

MICHAEL BURKEY, REGISTRAR

FAS Registrar's Office
Smith Campus Center, 1350 Mass Ave, 4th Floor
registrar.fas.harvard.edu

The Registrar's Office maintains academic records, oversees registration, cross-registration, examinations, classroom schedules, tuition billing, and transcripts. Request transcripts online, and visit the office to report a name change, request a make-up examination, and apply for academic credit for work done elsewhere. Students preparing for graduation apply for their degrees and submit their dissertations through the Registrar's website.

GARTH MCCAVANA

Dean for GSAS Student Affairs
617-495-1814 | mccavana@fas.harvard.edu
1350 Mass. Ave, Third Floor

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, the Office of Student Services, and the Office of Housing Services in the GSAS Student Center. Dean McCavana represents students in disciplinary cases before the Administrative Board and advises students on sexual harassment complaints.

PATRICK O'BRIEN

Assistant Dean of Student Affairs
jpobrien@fas.harvard.edu
1350 Mass. Ave, Third Floor

Patrick O'Brien serves as a point of contact and resource for all students, faculty, and staff in communicating and interpreting GSAS policy and procedure. He monitors graduate students' status in maintaining satisfactory academic progress and advises students on administrative interaction and processes within FAS and across campus.

CYNTHIA VERBA

Director of Fellowships
617-495-1814 | cverba@fas.harvard.edu
1350 Mass Ave, Third Floor (please call for an appointment)

ANNE BROWN

Staff Assistant, Fellowships Office
617-495-2815 | anne_brown@fas.harvard.edu

See page 15.

JACKIE YUN

Director of the GSAS Student Center
GSAS Student Center House, B-2
617-495-5005 | stuserv@fas.harvard.edu
Jackie Yun assists GSAS students with personal and academic needs, and can help connect with community and university resources.
<https://gsas.harvard.edu/person/jackie-yun>

UNIVERSITY RESOURCES

ACCESSIBLE EDUCATION OFFICE

617-496-8707 (voice)

617-496-3720 (sign language services)

aeo@fas.harvard.edu

Services for qualified students who have physical, learning, or mental health disabilities or health conditions and have registered with AEO.

www.fas.harvard.edu/~aeo/

BUREAU OF STUDY COUNSEL/ACADEMIC RESOURCE CENTER

5 Linden Street, 617-495-2581

The Bureau of Study Counsel offers a variety of academic, psychological, and consultative services for students. They also offer the Harvard course in Reading and Study Strategies that helps students read more mindfully, efficiently, and effectively. Also see their Dissertation Writers' Support Group and English as a Foreign Language groups.

bsc.harvard.edu/

DEREK BOK CENTER FOR TEACHING AND LEARNING

Science Center 316A, 617-495-4869

Hours: Monday–Friday, 9am–5pm

The Bok Center offers resources and services to help teachers of Harvard undergraduates evaluate and improve their teaching. This could be useful for PhD students who are teaching fellows.

bokcenter.harvard.edu/

ENGLISH LANGUAGE PROFICIENCY

GSAS requires incoming PhD students who are non-native English speakers and who received their undergraduate degree from a non-English speaking institution meet a minimum level of oral English language proficiency. Students who do not meet the requirement will be required to take courses in the Professional Communication Program for

International Teachers and Scholars at the Bok Center. Contact Pamela Pollock, pamelapollock@fas.harvard.edu, for information.

There is also ESL Peer Consultation through the Bureau of Study Counsel. Visit the Bureau of Study Counsel at 5 Linden Street or email GSAS Student Affairs or GSAS Student Services to learn more.

HELP WITH COMPUTERS

Harvard University Information Technology (HUIT)

Walk-In Help Desk: Science Center B-14

617-495-9000 | ithelp@fas.harvard.edu

huit.harvard.edu/

ID SERVICES – CAMPUS SERVICE CENTER

1350 Massachusetts Ave, 807 Smith Center

617-496-7827 | id_services@harvard.edu

www.campuservicecenter.harvard.edu/services/id-cards

HARVARD SHUTTLE BUS

For service call 617-495-0400

www.transportation.harvard.edu/

POLICE DEPARTMENT (HARVARD UNIVERSITY)

For safety tips, registering your bike or laptop, and more: 617-495-1212

www.hupd.harvard.edu

HARVARD UNIVERSITY HEALTH SERVICES

75 Mt. Auburn Street

617-495-5711 for urgent care

617-495-2042 for mental health services

huhs.harvard.edu/

HUHS COUNSELING & MENTAL HEALTH SERVICES

Smith Campus Center, 4th floor
617-495-2042

Counseling is available for a wide variety of concerns, including bereavement; transitional issues and adjustment difficulties; depression, anxiety, or stress; concerns interfering with work or relationships; sexual concerns; high-risk behaviors around food, alcohol, and/or other substances. All visits are confidential.

huhs.harvard.edu/services/counseling-and-mental-health

CENTER FOR WELLNESS

cw.huhs.harvard.edu

The Center for Wellness is a University-wide resource that focuses on promoting the lifelong health and wellbeing of those in the Harvard community and focuses on mind/body wellness. They offer classes and workshops as well as individual appointments for massage and acupuncture.

OFFICE OF SEXUAL ASSAULT PREVENTION AND RESPONSE

624 Smith Campus Center, 1350 Massachusetts Ave.
24 hour response line: 617-495-9100

osapr.harvard.edu/

The Office of Sexual Assault Prevention and Response is a confidential space open to the entire Harvard community where people can process and understand their experiences and feel empowered to make the choice best suited to their needs. Every staff member is a certified rape-crisis counselor, committed to the just and compassionate treatment of survivors and their friends, peers, significant others, and allies.

OFFICE OF ALCOHOL & OTHER DRUG SERVICES (AODS)

7 Linden Street, 2nd Floor, 617-496-0133

aods@huhs.harvard.edu

aods.harvard.edu

The office of AODS is a resource for students with programs and services aimed at reducing the negative consequences associated with heavy, episodic drink and substance abuse through prevention, education, and intervention. AODS offers the following confidential services for graduate students at Harvard: individual consultations, alcohol screening, tobacco cessation, and referrals for treatment.

HARVARD CHAPLAINS

Memorial Church, 617-495-5529

chaplains.harvard.edu

The Harvard Chaplains represent many of the world's religious, spiritual, and ethical traditions, and seek to meet the spiritual needs of the students, faculty, and staff of Harvard University.

TECHNOLOGY SALES AND SERVICES

huit.harvard.edu/pages/computers-software

TERM BILL ON THE WEB

Keep up with your account online.

sfs.harvard.edu/

MUSEUMS

Explore museums at Harvard.

www.harvard.edu/on-campus/museums

TITLE IX RESOURCES

Harvard seeks to foster a learning environment that is safe and inclusive for everyone and free from discrimination or harassment on the basis of sex, sexual orientation, or gender identity. Please see the GSAS handbook under Discrimination and Harassment as well as the Harvard Title IX Office for more information or support.

handbook.gsas.harvard.edu/gsas-guide-professional-relationships

titleix.harvard.edu

GSAS has two Title IX program coordinators:

SETH AVAKIAN, TITLE IX COORDINATOR FOR STUDENTS AND STAFF (GSAS) & FACULTY AND RESEARCHERS (FAS, SEAS)

617-495-9583 | avakian@fas.harvard.edu

DANIELLE FARRELL, TITLE IX COORDINATOR FOR STUDENTS

617-495-1326 | farrell@fas.harvard.edu

SPORTS AT HARVARD

There are many recreational facilities at Harvard that you can use free of charge.

www.gocrimson.com

LIFE AFTER HARVARD

CAREER WORKSHOPS

CMES organizes career workshops designed for our graduate students. Professionals from business, politics, government, NGOs, academia, journalism, teaching and others meet with students to discuss career paths, training, and concrete strategies for putting their graduate degrees in Middle Eastern Studies to work.

JOB, GRANTS, AND FELLOWSHIPS ANNOUNCEMENTS

Job notices sent to CMES and information on grants and fellowships are forwarded to the Mideast List and posted on the bulletin board at 38 Kirkland Street.

OFFICE OF CAREER SERVICES (OCS)

The Office of Career Services, located at 54 Dunster Street (617-495-2595), helps students to find employment in their field of interest. The OCS/GSAS staff advise specifically on public- and private-sector employment. The OCS offers individual, confidential job-counseling advice including guidance on exploring career options; assistance with writing résumés, CVs, and cover letters; guidance on networking with alumni and other professionals; help with interview preparation and negotiations; advice on applying to PhD and other graduate programs, and more. All GSAS students receive “The Week Ahead@GSAS” email newsletter, published weekly during the academic year, which includes announcements of OCS programs and job search tips. Students can also elect to receive emails focused on targeted career sectors such as government and non-profits, education, and technology. Check out Crimson Careers for job and internship opportunities for Harvard students, to schedule an advising appointment, and to register for career workshops and programs. The OCS

website has information about upcoming workshops and career fairs, career research and job search resources, and career-related online platforms. Laura Stark is the Director of Graduate Career Services lstark@fas.harvard.edu.

POSTDOCTORAL FELLOWSHIPS

The GSAS Postdoctoral Fellowships is a searchable database available to GSAS students. The GSAS Fellowships Office offers counseling on how to apply for these fellowships and grants.

gsas.harvard.edu/financial-support/fellowships

TEACHING PORTFOLIO AND PHILOSOPHY STATEMENT

The Bok Center and Office of Career Services advise TFs to develop and then update Teaching Portfolios early in their teaching careers at Harvard. TFs can begin the process during a regular teaching consultation appointment at the Bok Center. In preparation, TFs should save course materials, draft a teaching philosophy, request faculty and student references, keep copies of videotaped lectures, and collect student or CUE evaluations.

HARVARD ALUMNI WEBSITE

The Harvard Alumni site is an online community for Harvard alumni. Services include email forwarding, a searchable directory with contact information for Harvard alumni, electronic newsletters, discussion groups, clubs, a career networking service, and a number of alumni benefits and memorabilia for sale. In addition, the Harvard Alumni Association maintains an online database of alumni willing to help students with their career choices and job searches in their Career Connections page. Visit the Harvard Alumni website to register.

alumni.harvard.edu/

alumni.harvard.edu/haa/alumni-services/career-connections