

Q Guide
Writer/Associate Editor Application

This is the first part of an application process to choose fourteen individuals for the 2008-2009 *Q Guide* staff. Work runs from March until mid-August and consists of tallying, writing, and editing student comments from the Q course evaluations. Working for the *Q Guide* is a great opportunity to get “insider” information on Harvard’s classes, give back to the University, and gain money while still pursuing other activities at Harvard -- like taking a summer class, volunteering with PBHA, giving summer tours for the Admissions Office, or doing thesis research.

Term-time work is ten hours per week and is completed at the writer’s home. Immediately after Memorial Day, Q staff members begin working full time in an office building in Harvard Square.

Over the summer, we will have free Harvard housing. The summer salary is \$10/hour for a forty-hour week. Work takes place during flexible business hours. An hour of daily paid lunch is included, as is a week of paid vacation. The pay rate during the spring term is also \$10/hour, and work is take-home.

Please fill out the attached application and return it via email it to me at **qguide.2008@gmail.com** by 9 pm on **Monday, February 18th**. I will notify all applicants by email about whether they have qualified for an interview. I will conduct interviews beginning February 21 and inform interviewees of my decision by telephone or e-mail in approximately a week. Those who are selected must inform me of their decision by 5:00 pm on Monday, March 3rd.

If you have any questions, please don’t hesitate to e-mail me at qguide.2008@gmail.com. Thank you for your application.

Lindsey Rosse Canant
Editor-in-Chief
2008-2009 *Q Guide*

Q Guide Writer/Associate Editor Application

Name: _____ Class: _____

Harvard Address: _____ Phone: _____

E-mail: _____ Concentration: _____

Would you like to be considered for a part-time position as *Q Guide* webmaster? ____

Please type or neatly print your responses. If you need more space, feel free to use another page.

What qualities do you feel are necessary for a *Q Guide* writer/editor?

Briefly list and describe any experiences you have had that would enhance your ability as a *Q Guide* writer/editor.

What do you like about the *Q Guide*? What do you like least? How would you improve it?

Writers on the *Q Guide* staff sometimes work on editing teams. Please describe an experience you have had that required working closely with others and how you handled the situation.

Please list any commitments, activities, trips, or other plans you may have this summer from Memorial Day to mid-August. (Please be honest and note that these will not disqualify you as a candidate).

If there is anything else you would like to add to strengthen your application, please do so here.

Please attach a copy of your resume to this application.
Writing Sample

Please complete the writing exercise below and attach it to your application.

Directions: Please choose a course (your favorite course, your least favorite course, some course you would really like to take) and compose a *Q Guide* write-up for it. You do not need to include the course description or a statistics table. Instead, we are asking you to create just the body of the write-up where student comments are found. You get to make up all the comments and percentages for the various sections of the write-up (Instructor, Sections, Reading, Requirements, Preparation, Strengths/Weaknesses, and Summary). The purpose of this exercise is to exhibit your writing ability, knowledge of grammar, and attention to detail. Be sure your write-up is accurate, and try to make it clear and readable.

Note: Feel free to use the following sample data in your write-up or make up your own.

Instructor

Good – 42%
Interesting – 25%
Clear – 18%
Disorganized – 12%

Preparation

Familiarity with linear algebra – 39%

Sections

Helpful – 22%
Organized – 20%
Disorganized – 11%
Engaging – 38%
Boring – 15%

Reading

Interesting – 45%
Too much – 10%
Not necessary to complete – 30%

Requirements

Midterms appropriate difficulty – 18%
Final paper fair – 25%
Too many response papers – 15%

Thank you for your application to the 2008-2009 *Q Guide*!