

Harvard-Yenching Institute

Working Remotely Handbook

2020-2021



WORKING REMOTELY AT HARVARD

Welcome to the Harvard-Yenching Institute! Below is some information you will need to join the Harvard community, and some guidelines for operating remotely.

As a Visiting Scholar or a Visiting Fellow, your primary responsibility is to focus on your research. Scholars and Fellows may also gather for occasional informal seminars to present and discuss research with each other. Those in the Visiting Scholars program will each give a public talk on their research sometime during the academic year. Visiting Fellows (doctoral candidates) and Training Program Scholars will attend a regularly scheduled workshop to present on the progress of their dissertation or research project. Throughout the year, all HYI affiliates are welcome to meet with faculty and students in their field for lectures, colloquia and/or seminars, as well as informal discussions. We hope that you will take full advantage of these and other HYI events. All activities will be conducted remotely.

Everything presented here is subject to frequent updates! New information may come from the University and Harvard's IT Department (HUIT). We will do our best to keep you informed of any news or changes relating to your affiliation. The HYI staff and most of the Harvard staff are all working remotely, too. Our own contact information is listed at the end of this guide.

First Steps as Harvard affiliates

1. A **Harvard ID number (HUID)** will be assigned to you. You will receive an ID number but not an actual ID card.
 - a. For visiting scholars, your ID number will be active on the first day of your appointment (September 1, 2020).
 - b. For visiting fellows (doctoral candidates), you will receive an email from the Graduate School of Arts and Sciences (GSAS) with instructions on how to obtain your ID number. If you do not receive an email within 7 to 10 days after accepting your GSAS offer of admission, please email gsas_apphelp@fas.harvard.edu.
2. Obtain your **HarvardKey** <<https://key.harvard.edu/>>
This is your username and password which connects you electronically to resources at Harvard including full access to the Harvard University Library System and its collections.
3. Sign up for a **Harvard e-mail account**:

Visiting Scholars: Please email <ithelp@harvard.edu> and tell them you are a Harvard-Yenching Institute Visiting Scholar, provide them with your HUID number, and explain that you would like to open a Faculty of Arts and Sciences (FAS) email account.

Visiting Fellows: If you would like to have a "@g.harvard.edu" email address, please email ithelp@harvard.edu and tell them you are a Harvard-Yenching Institute Visiting Fellow, provide

them with your HUID number, and explain that you would like to open a g.harvard.edu account.

4. Activate **two-step verification**: This provides security so that you can remotely access Harvard's systems with your laptop or other device. For instructions, please go to:
https://harvard.service-now.com/ithelp?id=kb_article&sys_id=0e04bf8a37ce72803dc68ff1b3990e66
5. **Ensure that your personal computer is updated and secure**. Find security guidelines at <https://security.harvard.edu/personal-device-security-guides>

If you encounter any difficulties, you can contact the **Harvard University IT services group** at ithelp@harvard.edu for help.

Software

The following software will be available to you once you have obtained your HUID, Harvard e-mail account and HarvardKey.

- MS Office 365 for Harvard <https://mso.harvard.edu>
- **Zoom, MS- and non-MS products available** by Harvard subscription
https://harvard.service-now.com/ithelp?id=kb_category&kb_category=ca24427c4fec7200b92fdbb5f110c7d8

Harvard University IT (HUIT)

Once you have your HarvardKey and have determined which apps meet your needs, HUIT can guide you through any set-up help.

For all Computer Support contact HUIT at 617-495-9000 or huit.harvard.edu/ithelp

- <https://huit.harvard.edu/>
- <https://huit.harvard.edu/frequently-asked-questions>
- <https://huit.harvard.edu/remote>
- <https://harvard.service-now.com/ithelp> (IT help including Knowledge Bases)

The Institute staff are happy to answer any questions as best we can regarding Harvard's remote work set-up and how it applies to you, but if we are unable to answer your questions, HUIT will be the best resource for helping you with the technical aspects of set-up and troubleshooting.

HUIT Service Desk Hours (EST):

Monday - Friday: 7:30 a.m. – 6:00 p.m.;

Saturday: 12:00 p.m. – 4:00 p.m.;

Sunday: 12:00 p.m. – 4:00 p.m.

You can reach them by email: ithelp@harvard.edu or by phone at (001) 617.495.7777.

Your Fellowship Payment

Visiting Scholars (including those in the Training Programs) will receive their stipends via an international bank wire. Wires will be processed every other month, and your first stipend should arrive during the first week of September. Please contact Susan Scott <susan_scott@harvard.edu> if you have any questions or concerns.

Visiting Fellows will also receive their stipends via an international bank wire, and will receive an email with instructions on how to sign up for this service in their GSAS admission letter, as well as in a monthly email around each disbursement date. For more information, visit the [GSAS website](#) and click the “International Stipend & Tax Information” section or contact Alex Kent at Visiting Fellows Office (akent@fas.harvard.edu).

Library Resources

HYI will arrange an introductory meeting in early September for all HYI Visiting Scholars and Visiting Fellows to meet with the librarians at the Harvard-Yenching Library. In early fall, we will also arrange information sessions on how to use Harvard University Library’s Western-language digital resources.

The following websites provide you with helpful general information on the Harvard University Library System.

- **Harvard-Yenching Library website** <https://library.harvard.edu/libraries/yenching>
- **Widener Library website** library.harvard.edu/libraries/widener
- **Many other libraries at Harvard:** <https://library.harvard.edu/libraries>

Harvard University Library System has resumed some on-campus services, including book pickup (please feel free to ask your research assistant for help), virtual consultations, and fulfilling scanning/digitization requests. Many library materials are available online, but library buildings remain closed until further notice. For more information on HU library services and collections, please refer to the following resources.

- HOLLIS: Harvard Library's catalog. Search HOLLIS for books, articles, media, and more: <https://library.harvard.edu/services-tools/hollis>
- [Virtual tour of Widener Library](#)
- Widener Library will be scheduling some info. sessions this fall for faculty and scholars. The following link lists some that you may find helpful: <https://libcal.library.harvard.edu/calendar/faspub/?t=d&q=library%20&cid=8413&cal=8413&inc=0>
- Widener Library and Harvard-Yenching Library offer one-on-one sessions for individual scholars and provide detailed instructions on how to access and use digital resources. You can either send a request through this link <https://library.harvard.edu/services-tools/research-consultations> or directly get in touch via email with a librarian in your field at the Harvard-Yenching Library (see contact info below).

Resources at the Harvard-Yenching Library:

Many of you will regularly use the Harvard-Yenching Library, which holds the most comprehensive East Asian collection of any American university. Listed below is the librarian contact information. Please feel free to contact the librarian with the relevant East Asian language specific expertise.

- Chinese:
 - Xiaohe Ma xhma@fas.harvard.edu
 - Sharon Yang yang8@fas.harvard.edu
- Japanese: Kuniko McVey kmcvey@fas.harvard.edu
- Korean: Mikyung Kang mlkang@fas.harvard.edu
- Vietnamese: Phan Chan phan@fas.harvard.edu

You will also find the following HYL Research Guides helpful to your research:

- [Research Guide for Chinese Studies](#)
- [Research Guide for Japanese Studies](#)
- [Research Guide for Korean Studies](#)

Auditing Classes

Many courses are offered by the Faculty of Arts and Sciences and by other schools across the university. You can find all the course catalogs at my.harvard.edu.

You may audit (remotely) classes with the course instructor's permission. Please note that non-lab classes are offered remotely for 2020-21. If there is a specific course that you are very interested in auditing, please obtain the instructor's permission. You can contact the instructor by email prior to the first meeting of the class, introduce yourself and share your research interests and the reasons why you would like to take the course. If the instructor does not respond to you, please do not take this as an outright rejection. Try to contact them again after a few days. Usually a big lecture course is more accommodating than a small graduate seminar, but whether or not a course allows an auditor really depends on the policy that individual faculty members set for their courses. If you need help, please let us know. Many faculty instructors happily accept auditors, but during these unusual times, there may be new rules and policies implemented for online classes in 2020-21. We will share updates as they become available.

Zoom course link (after you have permission to audit the course): From the course catalog listing in my.harvard.edu, you should be able to click on the Course Site at the top right, which goes to another page where you click on "course website." The instructor should post the Zoom link to the first class on that page. If you get permission to audit a course from the instructor, we suggest that you also check on where to find the Zoom link for the first class.

You may also find the following Harvard University Academic calendar useful while planning to audit classes: <https://registrar.fas.harvard.edu/ten-year-calendar>

Working with Your Mentor

The Harvard-Yenching Institute arranges mentorships for visiting scholars and visiting fellows. Each HYI affiliate has been assigned a mentor to work with during their remote affiliation with the HYI. Mentors are faculty members at Harvard or another university in the greater Boston area. Professor Elizabeth Perry, Director of the HYI, has written to your mentor and notified them of the arrangement of remote affiliation we made for you during 2020-21. Please contact Ruohong ruohong_li@harvard.edu if you have any questions about the mentorship.

For visiting scholars, your mentor will be invited to chair your public talk and serve as the discussant as well. For visiting fellows and visiting scholars in the training program, your mentor will join the workshop as a discussant when you present your dissertation research or your proposed research project. Francesca will work with regular program visiting scholars and their mentors to arrange the public talk series, and James will work with visiting fellows and training program visiting scholars to arrange their workshop presentations. In addition, you may want to make an appointment to meet with your mentor for a few times throughout the academic year. This mentor-mentee affiliation is quite informal, but

please don't hesitate to reach out to your mentor for advice on your research project and ask them to help introduce you to scholars and doctoral students in your field.

Please get in touch with your mentor shortly after the start of the academic year in early September. With your mentor's support, the HYI staff are committed to making this a meaningful and productive year for all our affiliates.

Working with Your Research Assistant

The Harvard-Yenching Institute will help arrange research assistance for each of our visiting scholars and visiting fellows through their mentor's introduction and HYI's own network. Please feel free to ask your research assistant for help in the following areas:

- Accessing Harvard library materials that are not digitally accessible or available;
- Participating in weekly or bi-weekly informal conversations about teaching, training and research methods and approaches;
- Helping with your English writing and practicing your talk in English;
- Introducing you to other students and scholars who share your research interests.

Please feel free to discuss with your research assistant the best way to utilize their time. We suggest hiring an RA for 2-3 hours per week; the Harvard-Yenching Institute will provide up to \$2,500 for each affiliate to hire a research assistant. It is important to contact Francesca (for visiting scholars) or James (for visiting fellows) in advance to make sure that your RA is eligible to work. If you plan to hire a professional editor for a manuscript that has already been accepted by a press, please contact Susan for further information.

Your Contact Information

Since our program is operating remotely, it is essential for the HYI staff to have your most up-to-date contact information. **Visiting Scholars:** please send Francesca your best mailing address and home address if it is different, your mobile number, and email address. **Visiting Fellows:** please send the same set of contact information to James. Please notify us of any change to your contact information during your fellowship year and after.

Useful Links

Follow the latest updates on Covid-19:

- Harvard COVID site <https://www.harvard.edu/coronavirus>
- Harvard FAS COVID site: <https://www.fas.harvard.edu/fas-coronavirus-updates>
- Harvard International Office <https://hio.harvard.edu/coronavirus>

Visit the HYI website: <https://harvard-yenching.org/>

Scholars and fellows are welcome to update their profiles anytime. Please send any publication or other news to Lindsay for inclusion on the website. Scholars and Fellows are also welcome to submit to the HYI Working Paper Series. Visiting Fellows will submit two book reviews (one per semester) to the New Frontiers in Asian Scholarship book review series. Visiting Scholars are also welcome to submit book reviews of recent Asian-language scholarship. Contact [Lindsay](#) for more information.

Asia-related resources at Harvard:

All HYI affiliates will be subscribed to the Asia Center's "Asia Bulletin" email newsletter, which provides weekly updates about online events and other news. Affiliates will also be subscribed to HYI's email newsletter. With subscriptions to the HYI and other Centers' mailing list, you will regularly receive emails and notifications of events, talks, conferences and seminars hosted by the HYI and other centers. This is also a good way to learn about and reach out to visiting scholars and fellows as well as graduate students and faculty members at various centers at Harvard to enlarge your academic network.

- [Asia Collections, Peabody Museum of Archaeology & Ethnology](#)
- [Department of East Asian Languages and Civilizations](#)
- [Department of South Asian Studies](#)
- [Division of Asian and Mediterranean Art, Harvard Art Museums](#)
- [East Asian Legal Studies, Harvard Law School](#)
- [Fairbank Center for Chinese Studies](#)
- [Fung Library](#)
- [Harvard China Fund](#)
- [Harvard-China Project on Energy, Economy and Environment](#)
- [Harvard University Asia Center](#)
- [Korea Institute](#)
- [Lakshmi Mittal and Family South Asia Institute](#)
- [Rajawali Foundation Institute for Asia](#)
- [Regional Studies - East Asia](#)
- [Reischauer Institute of Japanese Studies](#)

- [Weatherhead Center for International Affairs](#)

FAS (Faculty of Arts & Sciences) Departments at Harvard:

- [Anthropology](#) ([link to mailing list](#))
- [Archaeology - East Asian Archaeology](#) (EAAS) ([link to mailing list](#))
- [Comparative Literature](#)
 - To join mailing list: Go to <https://complit.fas.harvard.edu/> and click "Subscribe to our Events Mailing List" (below Upcoming Events calendar)
- [East Asian Languages and Civilizations](#) (EALC)
- [Government](#)
 - Visit <http://cgis.fas.harvard.edu/academic-departments-research-centers> for list of research centers that focus on International/Area Studies
- [History](#)
 - To join mailing list: <http://history.fas.harvard.edu/calendar/upcoming> and click on "Join the Events List" on the right-hand menu
- [History of Art & Architecture](#) ([link to mailing list](#))
- [History of Science](#)
- [Linguistics](#)
- [Philosophy](#)
- [Religious Studies](#) ([link to mailing list](#))
- [Sociology](#)
 - To join mailing list: email sociology@fas.harvard.edu
- [South Asian Studies](#)

Harvard-Yenching Institute Staff Members:

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HYI staff members will have office hours available, twice a week during September, for our visiting scholars and fellows to check in via Zoom to ask questions or just simply to come online for a chat. We will be available during the month of September in the following time slots:

- 9:00 to 10:00 pm (EST in the US) every Tuesday
(9:00 to 10:00 am in China, 8:00 to 9:00 am in Vietnam, 6:30 - 7:30 am in India)
- 9:00 to 10:00 am (EST in the US) every Thursday
(9:00 to 10:00 pm in China and 8:00 to 9:00 pm in Vietnam, and 6:30 - 7:30 pm in India)

After September, we will continue to have office hours, once a week, available throughout the academic year. Zoom links will be emailed to you weekly.

In the meantime, please don't hesitate to get in touch with:

Francesca with questions regarding a visiting scholar's HUID and HarvardKey set-up, public presentation and informal seminar as well as arrangement for your research assistant

James with questions regarding a visiting fellow's HUID and HarvardKey set-up and the workshop for visiting fellows and training program visiting scholars as well as arrangement for your research assistant

Ruohong with questions regarding your mentorship, how to get in touch with former HYI affiliates in your field and questions about library services and resources.

Susan with questions on the bank wire transaction of your fellowship stipends and HYI support to your research assistant and editor.

Lindsay regarding your profile as an HYI affiliate for the HYI website, working papers, news on your publications.