

HTUP 2024 ORIENTATION INFORMATION

Welcome to the 111th Session of the Harvard Trade Union Program. The following information will help you plan your travel to and from Harvard, explain your living arrangements and provide other details of the program. Throughout the program, all information and forms are accessible on the 2024 HTUP website: <https://htup.law.harvard.edu/2024-htup>

Please read this letter carefully and call or email us if you require any additional information. Contact Alida Castillo at acastillo@law.harvard.edu or 617-947-8834.

At the end of this communication is a **To Do List** of the forms and information that you must fill out before you come in January. The earlier that you can give us the information, the better we will be prepared for you.

ARRIVAL AND ORIENTATION

Please **arrive on Sunday, January 7th**. You will be staying in one-bedroom apartments in Cambridge or Boston near a Boston subway station to facilitate your travel to the university. We will send you the exact address and unit number later in the fall. These apartments are fully furnished with linen, towels, kitchen amenities and access to laundry in the building or unit.

The program begins on **Monday, January 8, 2024**.

- **Between 9-10 am Get your Harvard ID Card** - go first to the Smith Center (8th floor). You will need your ID card to enter Harvard buildings. Make sure to have your government issued ID (driver's license or passport) with you to get your ID card. The Smith Center is in the middle of Harvard Square, at 1350 Massachusetts Ave, Cambridge, MA 02138. I will be in the lobby of Smith Center from 9-9:30 to welcome and direct you. At 9:30 I will leave for the Law School campus to set up for Orientation.
- **10:00 am Orientation program will begin** at the Harvard Law School Campus; the exact room number will be distributed in December. If you have not received your ID card by 9:45, then you can return during lunch to get it. By 9:45 at the latest leave the Smith Center for the location of the orientation program.
- **6:00 pm HTUP Welcome Dinner** at the Sheraton Commander. Other guests at the dinner will include HTUP faculty and local HTUP alumni.

EARLY ARRIVAL AND LATE DEPARTURES

The cost of your accommodation from Sunday, January 7- Saturday, February 10 is covered in your tuition payment. Graduation will be midday February 9. You must check out of your rooms on Saturday, February 10 by 11 AM, or you will be charged for an extra day.

If you need to arrive before or stay after these dates, we can try to extend your stay for about \$200/night. Or you can make your own arrangements.

As soon as you have your travel arrangements, please fill out the [Travel Arrangements form](#) on the 2024 HTUP website so we will be ready for you.

Parking in Cambridge and Boston is limited and expensive. Be prepared to pay \$15-\$20/day for parking, about \$450-\$700 for the length of the program. If possible, it is best to leave your car at home. If you plan to have a car while you are here, please tell us on the [Travel Arrangements form](#) so we can help you arrange for parking. Parking is an extra cost to tuition which you or your sponsor must pay.

DAILY TRANSPORTATION

All of the apartments will be within walking distance of a Boston subway (MBTA) red line station, which will be a direct ride to Harvard Square and the University. You will be provided with an MBTA pass which will cover your rides to class.

MAIL

Mail can be sent to the following address: **c/o Attn: Center for Labor and a Just Economy, Harvard Law School, 1585 Massachusetts Ave. Room B086 Cambridge MA, 02138.**

Please do not process a postal change of address for your 5-week stay. Have your mail held by the post office or forwarded to you by someone else.

VISA

Most participants who are not U.S. citizens or residents will need a non-immigrant visa to attend our programs in the United States. [Information on visa](#)

WHAT TO BRING

Clothing: Harvard is located in a cold and snowy region. Please bring warm clothing with you, including a warm jacket or coat and insulated, waterproof boots to wear in the snow and slush. In addition, a hat, gloves and thermal underwear are a good idea. You will be walking a fair amount so comfortable shoes are a must. Day-to-day dress is casual, but you should bring appropriate clothing for a couple formal functions as well (including graduation). You will be given a cotton tote bag with books and readings for the program. You may want to bring a backpack or book bag that is more weatherproof to transport your belongings back and forth to class. Because it will be cold outside and warm in the classroom, layers are a good option.

Laptop/Tablet/Netbook: Almost all program communication will take place through email. The HTUP website will have the most current version of the schedule, syllabus, and links to readings. There will be limited paper versions available also. We will rely primarily on digital communication for the program. You must be able to read your email daily to have access to last minute program changes. You will also have some writing assignments throughout the program that you submit electronically. We recommend having a netbook, tablet or laptop so you can access the internet and email. If you cannot secure access to such a device for the duration of the program, please let us know in advance.

Prescription Medications: Best to bring an adequate supply for the 5-week period. Most domestic prescriptions can be transferred and refilled at local CVS or Walgreens. Check with your local pharmacy and health insurance. International prescriptions must be rewritten by a Massachusetts doctor.

Firearms: Please note that Harvard University regulations prohibit possession of any firearms on university property, regardless of if you have a valid permit.

Union Paraphernalia: You may wish to bring samples of your unions' publications or other materials that you think might be of interest to program participants. Union pins, badges, caps, T-shirts, stickers, buttons and such are always popular with your fellow participants and program guests.

We have limited HTUP logo merchandise for sale. We will have time for all the participants to purchase the HTUP merchandise.

FINANCES AND HEALTH INSURANCE

The Trade Union Program cannot accept cash nor credit card payments. We will accept only personal checks, money orders, or travelers' checks written for the exact amount due.

If you are an **international participant**, you will need to get travel health insurance to be covered in the US and you will be asked to confirm that your coverage is in place before you start the program.

COVID PROTOCOL

Even though many COVID-19 protocols have been relaxed, Harvard University still requires their students to be up to date on their Covid vaccinations. If you will not be up to date on your vaccines or you require a medical or religious exemption, please contact me so we can work to resolve the issue and you can participate in the program.

In December, we will inform you of the current Covid and health protocols that must be complied with.

CLASSES and SCHEDULE

There will be four 90-minute classes daily between 8:30am-4:30pm Monday-Friday. There will also be occasional evening forums and one Saturday seminar. Sundays will always be free. There will be no classes on Martin Luther King Day, Monday, January 15, 2024.

The curriculum is organized by an interdisciplinary team of Harvard and outside faculty and taught as a series of thematically related seminars and cases. The themes include technology, negotiations, capital strategies, leadership, community relations, history, economics, organizing and legal issues.

For most classes there will be assigned readings and/or cases. You will be expected to prepare cases to discuss in class. The quality of the discussion and learning experiences of cases is dependent on how well prepared the class is. Here is a short article that explains [how to prepare a case](#). The syllabus, which you will receive when you arrive, will detail all readings and cases.

For the labor history class, you will be expected to read all of Steven Greenhouse's *Beaten Down, Worked Up: The Past, Present, and Future of American Labor*. This is the largest reading assignment that you will be expected to complete. Even though we will provide all the rest of your readings, we feel it is best for you to acquire this book and read it before you arrive. Once you arrive it will be difficult for you to read this book in addition to all your other readings and assignments. Personally, I like to listen to books on tape when I walk or commute and have, in fact, listened to this book in audio format.

In mid-December, a preliminary schedule and readings for the first week of classes will be sent to you.

GRADUATION

Graduation will be held on Friday, February 9, 2024, from 11:00 am to 2:00 pm. Your family and friends are invited to attend the ceremony and reception.

We are very excited about this upcoming program and are looking forward to meeting you. If you have any questions or concerns, please feel free to contact me at acastillo@law.harvard.edu or 617-947-8834.

Sincerely,

Alida

Alida J. Castillo
Director
Harvard Trade Union Program

TO DO LIST

BEFORE YOU ARRIVE: Links for all of these tasks can be found on the HTUP website at: <https://htup.law.harvard.edu/2024-htup>.

Complete these tasks as soon as your acceptance to the program is confirmed:

- *Email Your Picture - headshot* - (can be taken with a phone) Send your picture to acastillo@law.harvard.edu
- *Email Personal statement* - (150 words max) to acastillo@law.harvard.edu. Personal statement is a short description of who you are and why you are at the program. This statement should be concise and will be shared with the other participants and the instructors of the program. Please write it in first person.
- *Fill out [Extra information form](#)* at the 2024 HTUP website.
- Acquire and read Steven Greenhouse's *Beaten Down, Worked Up: The Past, Present, and Future of American Labor*.

Complete these tasks before December 1, 2024:

- Fill out [Travel Arrangement Form](#) at the 2024 HTUP website.