

Department of American Studies--Faculty responsibilities to graduate advisees, TAs, students in core courses (November 2015)									
(Student reciprocal responsibilities in parentheses)									
	Admissions/General	AMST PhD from BA year 1	AMST PhD from BA year 2 (simultaneous with PhD from MA year 1)	AMST PhD from MA year 1		AMST PhD from MA year 2/from BA year 3	AMST PhD from MA years 3 & 4/from BA 4 & 5	FOLK MA year 1	FOLK MA year 2
August	new student orientation TA orientation	(participate in new student orientation) (participate in TA orientation)	set up regular meetings for AMST 901	(participate in new student orientation) (participate in TA orientation)	August			(participate in new student orientation) (participate in TA orientation)	(CLR drafted over summer) (thesis proposal begun)
September		meet with preliminary advisees	regular meetings [as often as weekly] discuss previous Spring evaluations	meet with preliminary advisees	September	regular meetings [as often as weekly] (developing portfolio in 902) discuss previous Spring evaluations	regular meetings discuss previous Spring evaluations	meet with preliminary advisees	read drafts of CLR & thesis proposal set up weekly meetings discuss previous Spring evaluations (proposal defense)
October		advise re Spring courses & profs to meet	regular meetings advise re Spring courses	advise re Spring courses & profs to meet	October	regular meetings (developing portfolio in 902)	regular meetings	advise re Spring courses & profs to meet	weekly meetings (complete readings/research)
November	second TA orientation	end of semester check-in (participate in second TA orientation)	regular meetings advise on two readers for capstone	end of semester check-in (participate in second TA orientation)	November	regular meetings (complete portfolio and dissertation proposal) advise re 5-person dissertation committee	regular meetings	end of semester check-in (participate in second TA orientation)	weekly meetings (detailed thesis outline)
December	last day of exams--submit grad student evaluations	evaluate TAs and AMST 700 students	evaluate TAs	evaluate TAs and AMST 700 students	December	evaluate TAs	evaluate TAs	evaluate TAs and FOLK 850 students	evaluate TAs
January	review admission files contact admitted applicants third TA orientation	discuss Fall evaluations with advisees (participate in third TA orientation)	set up regular meetings for AMST 992 discuss Fall evaluations	(student picks comps advisor) discuss Fall evaluations (participate in third TA orientation)	January	regular meetings strategize re dissertation funding discuss Fall evaluations	regular meetings discuss Fall evaluations	discuss Fall evaluations (participate in third TA orientation)	weekly meetings on thesis Discuss Fall evaluations
February	weeks 1, 2, 3--avoid conflicts for students, TAs, self for PhD comps & orals	(choose capstone advisor) meet to discuss plans	regular meetings	advise re field areas & comps (choose 2 more comps committee members) regular meetings	February	(comps & proposal wk 1; orals wk 2 or 3) regular meetings	regular meetings	advise re thesis plans and committee members	weekly meetings (thesis draft to advisor 2/15)
March	prospective students' visit	advise re Fall courses & profs to meet	regular meetings (capstone draft to advisor) advise re Fall courses	advise re Fall courses (specify field areas & committee by 3/15) advise re reading lists	March	(prospectus to advisor, then diss committee) (dissertation fellowship applications) weekly meetings	regular meetings (dissertation defense)	advise re fall courses (select 2 more thesis committee members)	thesis feedback from advisor by 3/1 (thesis to committee by 3/15) (thesis defense by 3/30)
April	review applications for Green, Wilgus, & Patterson fellowships	meet re summer plans (Green & Wilgus applications)	(capstone to readers & defense) (capstone due last day of classes)	regular meetings (reading lists due by last day of classes)	April	regular meetings	regular meetings (dis to Grad School before second Monday)	(preliminary thesis proposal 4/1) (Green, Wilgus, Patterson applications)	(thesis to Grad School before second Monday)
May	last day of exams--submit grad student evaluations	make sure launched for capstone research evaluate TAs, advisees, and AMST 701 or 702 students (students submit self-evaluations)	evaluate TAs, advisees, and AMST 701 students	make sure launched for area readings and preliminary dissertation research evaluate TAs, advisees, and AMST 701 students	May	(prospectus defense by 5/5) make sure launched for dissertation research and writing (plan for Fall funding applications) evaluate TAs and advisees	evaluate TAs and advisees	make sure launched for summer thesis research & CLR evaluate TAs, advisees, and FOLK 860 students	evaluate TAs and advisees