

Graduate Advising Checklist

- Before interview, find out about the student's academic background and preparation through file available from Evie. Confirm deficiencies, listed in a letter from us to the student upon admission (generally EALL 271-272, LING 320 and JPN 370 in Japanese; KOR 281-282 in Korean; see "BA Requirements" sheet for Chinese).
- Confirm that student has received the "red folder" containing the necessary documents, including degree Time Table, Requirements sheet, Reading List, etc..
- Find out if student intends to do Plan A (thesis -- keep in mind this option requires departmental approval) or Plan B (non-thesis) and confirm the procedures and timetable for the appropriate plan (or both if the student is undecided). Note also that students going on for a Ph.D. may have the Ph.D. qualifying exams waived if their MA committee feels their performance on the MA Comps warrants it.
- Remind student s/he is responsible for knowing the requirements, regulations, and deadlines as spelled out in the above documents, and in the catalog.
- During interview, confirm deficiencies and discuss remedies. Send students of Japanese to literature coordinator for 271-272 deficiencies, to linguistics coordinator for linguistic deficiencies if the student seems reluctant to take the appropriate course for credit. (There are other options.)
- As you discover student's interests, mention appropriate faculty specializations.
- Tell student what courses are offered in the upcoming semester, and what courses are generally offered in any given semester.
- Strongly encourage student to start taking basic core courses in the first semester if their preparation allows it:
 - for **All** students: EALL 601, EALL 603 (or JPN 604, JPN 605 for Japanese Pedagogy MAs)
 - for **Japanese Literature** students: JPN 466
 - for **Japanese Language** students: JPN 601-2
 - for **Chinese Literature** students: (none at this time)
 - for **Chinese Language** students: CHN 452
 - for **Korean Literature** students: KOR 463
 - for **Korean Language** students: KOR 452
- Note that foreign students must take their ELI courses first if ELI placement test results make such course work necessary.
- Encourage student planning to take fewer than 9 credits to get started on electives. Foreign students must take a minimum of 8 credits per semester to maintain their full-time status.
- Tell student to see adviser at registration time to get okay for course selection (especially important now that phone registration makes adviser's signature moot). Adviser's signature is required in the Chinese section.

- Discuss reading list and emphasize its importance, especially to Plan B students. Encourage student to match reading list to course work.
- "Warn" student of upcoming general exam. Discuss its diagnostic nature, the rationale behind it, and the procedures surrounding it.
- Tell the student to put a committee together no later than the first part of his/her third semester, or soon after her/his advancement to candidacy (a thesis committee for Plan A and an exam committee for Plan B).
- Talk about financial aid (in-house tuition waivers and GAships; SHAPS money, which can be applied for with a single, "universal" application)
- Tell student where his/her mailbox is and tell him/her to check it regularly.

For continuing students:

- Monitor progress on the reading list, helping student match it to his/her course selections
- Remind them of the "next step" in their program, be it forming a committee, arranging an exam, etc.. Students wishing to move on to a PhD must understand that there is an independent set of admissions requirements. They cannot simply recycle their MA admissions materials (letters of recommendation, and so on).