**Dana Bultman’s guidelines for graduate student advisees**

I am always happy to talk to UGA Graduate Students about their work. First year graduate students especially should feel free to stop by and chat generally. All students are welcome to set up a meeting via email. I advise students whose interests overlap with my research or teaching fields. The advice below is for masters or doctoral students who are considering working with me. The clearer we can be about our mutual expectations, the more successful and productive your studies and developing career will be.

**What you can expect from me as your major advisor or committee member:**

* I’ll respect your ideas, goals, personal and academic background, which initially I will invest time in getting to know and understand—so I can better advise you.
* I’ll oversee your preparation for comprehensive exams, as well as provide practical training regarding oral presentations and defenses.
* I’ll advise you in detail on the definition of your research projects as well as their technical, methodological and theoretical aspects.
* I’ll give you a realistic and clear evaluation of the strengths and weaknesses of your written work in a timely manner. If you are still waiting for feedback after two weeks, I may have been struck by lightening or simply juggling; do send me a clear reminder!
* Note: if I am a committee member, I will not evaluate chapters of a dissertation or thesis until your major adviser has first approved a working draft.
* I’ll advise you in disseminating the results of your research. Together we can consider appropriate venues for conference papers and publications, and I will review your abstracts and submissions beforehand.
* I’ll encourage your professional development by being on the lookout (with you) for internal and external opportunities such as grants, fellowships and special training, and will support you in the application process.
* I’ll assist you with preparation for the job market and review your CV and cover letter.

**What I expect from you as a doctoral or masters advisee:**

* To know the requirements and deadlines of UGA’s Graduate School and be familiar with the Graduate Handbook on the Romance Languages website, clarifying all questions you have about policies with the Graduate Coordinator and me as soon as they arise.
* To initiate a meeting with me prior to registering for courses each semester. You should take relevant courses offered by people you want to work with. Professors don’t usually jump at the chance to participate in the committee of an unknown student, so planning ahead to get to know your all the possibilities in the program is important.
* To develop a written master plan for progress in which you list your range of goals in your program for research, teaching and other professional skills (such as communication and collaboration). Your plan should include steps for achieving each goal and a long-term timeline with due dates.
* To commit to regular meetings or email check-ins initiated by you monthly. To manage our meeting time efficiently, I prefer that you send a list of items for us to cover, formulated in advance, in an email before our meeting as our agenda. We will then discuss accordingly. Our standing agenda item will always be to review where you are in your plan.
* To be dedicated to consistent professional communication equally with staff, students, and faculty. Regarding discussions of your written work with me, this includes being able to consider criticism, to argue your points with confidence and to disagree. This will allow us to not waste time with niceties and get to the substance of your work.
* You are the author of your dissertation or thesis. With this in mind, I recommend that you keep a log of the results of our meetings. This can be done via email, sent to me afterwards to serve us both as a written record of our mutual agreements. Without it, we just have our wild and windy memories.
* To be self-sufficient, finding out about and exploring unfamiliar resources and methods of research and collaboration with peer colleagues, staff, librarians, and faculty mentors. Strong efforts should come from the student to fill in gaps independently and in conjunction with the networks and contacts she or he is building at UGA and beyond.

Feel free to stop by or get in touch,

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