

Graduate Study Timeline

Years 1-2:

- Meet with your mentor and [review your course work](#). Take a wide range of courses with an eye toward fulfilling requirements and shaping an intellectual profile by the end of the second year.
- Work on satisfying language requirements to insure they are completed by the end of the second year but at least by the middle of the third year.
- During year two, begin the process of [selecting orals fields and advisor](#), and drafting preliminary lists in your fields.
- Read professional journals, join professional societies, and stay alert to opportunities for converting seminar papers into abstracts for conference panels and essays for journals.
- Cultivate some exchange with faculty members in other departments (by taking courses, visiting office hours, or attending colloquia) to prepare for securing an outside member of your orals and dissertation committees.
- The second year culminates with the [second-year review](#).*
- One full semester before you intend to take the orals, you should submit for the approval of the Graduate Chair an [English Department orals application](#), signed by the orals adviser, listing the two historical fields and a brief description of a third field.*

Year 3:

- Complete orals lists in conversation with orals advisor. Follow Orals Procedure.*
- Begin to shape a teaching profile through the pedagogy course and teaching assistantship in the English 45 sequence. Use resources offered by [GSI Resource Center](#).
- Consider applying for the Outstanding Teaching Assistant award.
- Take orals by the end of the year and try to participate in at least one professional conference (the Berkeley/Stanford Graduate Colloquium provides a user-friendly and accessible opportunity).
- Fill out [the Advancement to Candidacy Form](#) for the Graduate Division.*

Year 4:

- Draft the prospectus during the prospectus workshop in the fall and hold the prospectus conference by early spring semester. Receive [prospectus approval](#) from Graduate Chair and [prospectus conference approval](#) from your dissertation committee.
- Begin drafting a dissertation chapter in the spring.

- If you have not already taken advantage of the publication workshop, submit a chapter or essay to it now with the goal of circulating it for publication.
- Participate in a second professional conference.
- Continue to develop a teaching profile by teaching R&C sections (except for students on Normative Time Fellowship). Make sure to ask the R&C instructor to write and keep on file a teaching letter based on the observation of your class.
- Consider applying for the Outstanding Graduate Student Instructor award (and reapply in subsequent years).
- [Apply for internal and external dissertation fellowships.](#)

Year 5:

- Complete at least two dissertation chapters.
- Continue to develop a teaching profile and apply for the Outstanding Graduate Student Instructor award.
- Participate in a third professional conference.
- Aim to have at least one paper accepted for publication (ideally in print) and another in circulation by the end of the year. Apply for internal and external dissertation fellowships.

Year 6:

- Enter the job market and apply for postdoctoral fellowships.
- Complete at least two more dissertation chapters.
- Continue to develop teaching profile and apply for the Outstanding Graduate Student Instructor award.
- Aim to have two essays in print by the end of the year.
- Apply for internal and external dissertation fellowships if a teaching position or postdoctoral fellowship doesn't come through.

Year 7:

- Participate in the job market and apply for postdoctoral fellowships.
- Be ready to [file the dissertation](#).
- Continue to shape professional profile through conferences, publications, teaching, and plans to begin revising the dissertation as a book.
- 2016 Graduate Cohort/Department of English**

Graduate Student Calendar, 2016-17

<u>August</u>	<u>Date</u>
<u>Teaching Conference for 1st-time GSIs.</u> First Time GSIs are required to participate.	Thursday, August 18
New graduate student orientation meeting, English Department, Hearst Field Annex D-33, 12:30 pm - 2:30 pm.	Monday, August 22
Fall instruction begins	Wednesday, August 24
Reception Honoring Graduate Diversity (sponsored by the Graduate Diversity Program)	Tuesday, August 30
<u>September</u>	
Foreign language translation exams	Early September
Deadline for graduate students to make changes to their schedule (add/drop/grading option/unit values) on Tele-BEARS. All subsequent changes must be made in the major departments with the major adviser's approval.	Friday, September 9
<u>November</u>	
Spring Readership applications available	Early November
Spring Readership appointments offered	Late November
<u>December</u>	
Last day to request fall class schedule changes	Friday, December 2
Fall instruction ends	Friday, December 9
Fall department meeting, 315 Wheeler (Maude Fife Room)	Early December
Final exams	December 12 – 16
Applications for U.C. Dissertation-Year Fellowship and Mentored Research Award available	TBA

<u>January</u>	
Spring instruction begins	Tuesday, January 10
Block Grant, Dissertation Research Grant and Berkeley Connect applications available. Call for applications for Berkeley Lecturer applications	TBA
Reading & Composition teaching applications available	TBA
Foreign language translation exams (3 rd week of instruction)	Late January
<u>February</u>	
UC-Dissertation Fellowship and Mentored Research Award applications due	TBA
Deadline for graduate students to make changes to their schedule (add/drop/grading option/unit values) on Tele-BEARS. All subsequent changes must be made in the major departments with the major adviser's approval.	Friday, February 3
2015-16 GSI and R&C teaching applications due	Late February
<u>March</u>	
Summer foreign language funding applications available (see resources on department website).	Friday, March 4
Prospective student visit weekend	Mid March
Block Grant, Dissertation Research Grants, and Berkeley Connect Applications due	Mid March
2015-16 GSI and R&C teaching appointments offered	TBA
<u>April</u>	
Summer Readership application available	Early April

2nd-Year Review materials due	Mid April
Fall GSI-TA teaching preference forms are online	Mid April
May	
Foreign language translation exams	Early May
Last day to request spring class schedule changes (last day of instruction)	Friday, April 28
Spring department meeting, 315 Wheeler	Mid May
Final exams	May 8-12
2 nd -Year Reviews must be conducted	Mid May
Summer readerships decisions made	Mid May