

DEPARTMENT OF SCANDINAVIAN STUDIES

Fall 2008

TO: Graduate Students
FROM: Graduate Program Coordinator, Professor Christine Ingebritsen
RE: Graduate Student Annual Report, **due January 30, 2009**

In order to encourage graduate student progress toward the degree and to determine the status of a student's program, the graduate faculty in Scandinavian Studies requests an annual report from **all** graduate students. In the case of first-year graduate students, the report will, of course, only cover work done during Autumn Quarter 2008. A copy of this report will be placed in the student's permanent file in the main office. This report should include:

1. Indicate whether you are an M.A. or Ph.D. student and your area(s) of emphasis (e.g., M.A., Area Studies/or Languages and Literature,). Indicate your target language (TL).
2. A list of courses taken with grade earned.
3. Names of M.A. or Ph.D. Committee Chair and committee members (incoming and first-year students should ask to have a committee chair assigned on a temporary basis, if none has been selected).
4. Date of completion, or expected completion, of language requirement (list language).
5. RA or TA experience, if any.
6. Status and topic of MA thesis or Ph.D. dissertation. MA, non-thesis is also an option.
7. Titles of article(s) published, conference paper(s) presented, or manuscript(s) submitted for publication.
8. Scholarships, stipends or grants applied for or received.
9. Courses to be taken and when these are planned.
10. Date(s) for written exams - scheduled or planned. It is strongly recommended that M.A. students who also hold an Assistantship complete all the requirements for the degree by the end of the second year.
11. Titles of seminar papers placed in permanent file. (Three, graded seminar papers must be on file by the time the final exams are taken).

Please make this report as complete and easy to read as possible. Please submit your report to Christine Ingebritsen, Graduate Program Coordinator, by **January 30, 2009**. If you need assistance with this task, please see your Committee Chair and/or Prof. Ingebritsen. Thank you!

If you wish to be considered for a TA/RAship for the 2009-2010 academic year, please attach a short letter requesting a TAsip to your annual report.