

Proposition Timeline 2021-2022

Spring 2021:

1. Over the second half of the Spring Quarter you should start thinking seriously about possible proposition topics. A topic could originate with a paper you've already written or simply an interest you have. You are encouraged to use faculty as sounding boards for your ideas.
2. As your ideas start to coalesce, you should begin to put together a reading list. Feel free to seek the assistance of faculty in doing so.
3. By **July 1**, you should locate a temporary summer advisor and ask for his or her advice about how to refine your topic and how to supplement and hone the reading list you've compiled. Email the graduate advisor and the SAO with the name of the temporary summer advisor and your tentative topic area. If you are considering more than one topic area, get reading relevant to both. You should settle on a topic by the middle of August.

Summer 2021

1. Read. Consider writing summaries and comments on what you've read, and consider keeping notes to help you refine a topic. Where you can, write paragraphs with ideas. By the end of the summer, it would be good to have a few pages written that develop your topic and identify the direction your paper will take.
2. In **the first week of August**, you should start settling on a topic area and looking for a proposition advisor for the year. That person might turn out to be your summer advisor or you might decide someone else is more suitable if your area changes or if your summer advisor is busy or for any other reason. Ask your summer advisor for advice.
3. By **September 1st**, send an email to the SAO and the grad advisor with the name of your primary proposition advisor.

Fall 2021

1. You must enroll in 596 for 4 units for a grade with your primary advisor.
2. By **October 29th at 2:00pm (this is the Friday of week 5)**, submit to the SAO a **half-page Proposition Proposal** containing a tentative proposition title, a short paragraph containing the topic of the proposition, and the signature of the Faculty Advisor. (The Proposition Proposal is for tracking purposes.)

3. Try to meet regularly with your advisor and to submit work weekly or bi-weekly.
4. A preliminary but polished and complete draft of the proposition is due to the student's principal advisor (and the graduate advisor) by the last day of the fall quarter and your advisor should assign a grade for the fall term based on this draft. The departmental policy is that the student may not take an incomplete and the deadline is truly the last day of the fall quarter. This fall, that date is **Friday December 10th** and the deadline is **11:30am** given office closures. Arrangements to submit electronically should match this schedule.
5. Students doing the proposition will, in consultation with the graduate advisor(s), organize a workshop series to give presentations on their propositions in Weeks 3-8 of Winter quarter (See item 5 below in Winter 2022). The schedule for this will be set by the last day of Fall.

Winter 2022

1. Enroll for 2 units with the second reader S/U and with your primary advisor S/U.

The second reader will have been appointed by the start of the Winter Quarter.

The reader has a more limited role than the primary advisor. It is to give feedback to help the student substantially revise the proposition before its final draft.

The appointment is made by the graduate advisor in consultation with the principal advisor, and the prospective readers. At the end of the preceding Fall quarter the principal advisor consults with the student and then suggests 2-3 prospective second readers to the graduate advisor. (The graduate advisors do their best to accommodate preferences, but there are no guarantees.)

2. **Joint Meeting:** In the **first two weeks** of the winter quarter the student arranges a joint meeting with both advisor and reader. In this the student gives a 10-15 minute presentation of the proposition's principal thesis and argument and gets comments.

3. **Revised Draft:** Another revised draft of the proposition is then due on **Monday, January 24th** (Monday of the fourth week). This is submitted to the advisor, the reader, **and** the graduate advisor. Shortly thereafter the student meets with both advisor and reader for their comments. (The submission to the graduate advisor is for the purpose of monitoring progress.)

4. **Peer Feedback:** During the winter quarter, each student gives a proposition draft to at least two peers (one should be a member of his/ her cohort and one a more senior graduate student). The student should make clear that the peer comments are needed **before Week 8** in time to benefit the final draft.

If there is difficulty securing peer feedback, students should ask the graduate advisor for assistance.

5. Oral Presentation: By **Week 8**, each student should arrange to workshop their proposition to an audience of invited students, invited faculty, and their proposition cohort. The *default format* is an oral APA-style presentation of 15-25 minutes, leaving at least 30 minutes for questions. The aim is to practice presenting and to get feedback that will benefit the final draft. (Pizza or other suitable comestible is provided).

The presentation is a requirement for passing the proposition.

Spring 2022

The final draft of the proposition is due at **2:00pm** on the first day of classes of the Spring Quarter which is **March 28th**. It should be accompanied with a sheet of information specifying how and when (4) and (5) above were satisfied. Readers will be asked to evaluate the proposition by the end of week 3.