NOTE: The policies represented the Handbook represent general department policies and do not reflect the ever fluctuating changes due to COVID. Please check your email for these alterations.

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How to Find Information

- For questions about academic policies and progress:
  - ask the Departmental Program Coordinator (Lisa Jo Keefer lisajo@usc.edu)
  - ask the Director of Graduate Studies (Mary Byram Washburn byram@usc.edu)
  - check the Graduate School Graduate Student Handbook
    - https://catalogue.usc.edu/content.php?catoid=11&navoid=3686
- For questions about your stipend and funding from awards:
  - Ask the Departmental Program Coordinator (Lisa Jo Keefer lisajo@usc.edu)
- For questions about room scheduling, reimbursements, and conference travel funding:
  - ask the Office Manager Guillermo Ruiz: gruiz@usc.edu

- Forms
  - department website > research > forms
    - https://dornsife.usc.edu/ling/forms/
  - Graduate School
    - Most Quals and Dissertation paperwork is through the Graduate School.
    - https://graduateschool.usc.edu/current-students/guidelines-forms-requests/

- Policies come from three sources:
  - Department of Linguistics (https://dornsife.usc.edu/ling/)
    - Your representation: GSiL
      - 2020-2021 GSiL President: Tommy Lee tszmingl@usc.edu
  - Graduate School (https://graduateschool.usc.edu/)
    - Your representation: GSG (https://gsg.usc.edu/)
    - Deadlines from the Graduate School cannot be missed or extended!
  - USC Dornsife College of Letters, Arts, and Sciences
    - https://catalogue.usc.edu/content.php?catoid=12&navoid=4241
Structure of the Program

**Year 1: Choose an Advisor**

- Deadline: last day of classes of the first year.
  - The student has the option of selecting a faculty advisor anytime during the first year.
  - The Graduate Studies Committee (GSC) will serve as a provisional advisor until the student makes a selection.
- Co-advisors are possible. It’s possible to change your advisor later.
- [https://dornsife.usc.edu/assets/sites/56/docs/Department_Specific_Forms/Appointment_Change_of_Advisor_Form.pdf](https://dornsife.usc.edu/assets/sites/56/docs/Department_Specific_Forms/Appointment_Change_of_Advisor_Form.pdf)

**Year 2 and 3: The Screening Process**

“Before a doctoral guidance committee can be established for applicants to the Ph.D. program, a student must pass a screening procedure. This procedure consists of a review of the student’s graduate work at USC by the Linguistics department faculty. The review will be based on the following criteria: course work completed, including grades and papers; faculty recommendations; and evaluation of both the M.A. research paper and a Ph.D. screening paper.”

[https://catalogue.usc.edu/preview_program.php?catoid=12&poid=12760&returnto=4314](https://catalogue.usc.edu/preview_program.php?catoid=12&poid=12760&returnto=4314)

- The Paperwork
  - It is the student’s responsibility to hand in all forms to the Program Coordinator by the deadline.
    - All papers and abstracts should additionally be given to the committee.
    - Deadlines are typically 5pm if hardcopy, midnight if electronic.
  - Screening Guidance Committee Form
    - [https://dornsife.usc.edu/assets/sites/56/docs/ScreeningCommittee.pdf](https://dornsife.usc.edu/assets/sites/56/docs/ScreeningCommittee.pdf)
  - Human subjects/IRB
    - Note that this approval can take 4 weeks or longer. Start early.
    - [https://istar.usc.edu](https://istar.usc.edu)
  - Report your committee members will sign for the 1st Screening (MA Screening):
    - [https://dornsife.usc.edu/assets/sites/56/docs/Department_Specific_Forms/screening_report.pdf](https://dornsife.usc.edu/assets/sites/56/docs/Department_Specific_Forms/screening_report.pdf)
  - Report your committee members will sign for the 2nd Screening (PhD Screening):
    - [https://dornsife.usc.edu/assets/sites/56/docs/Department_Specific_Forms/PH_D_Screening_Report.pdf](https://dornsife.usc.edu/assets/sites/56/docs/Department_Specific_Forms/PH_D_Screening_Report.pdf)
• Coursework for each subfield:
  o https://dornsife.usc.edu/assets/sites/56/docs/GuidelinesScreening.pdf
  o It is your responsibility to plan ahead to complete your coursework.
    ▪ The chair can usually let you know whether courses will be offered next semester/year.
  o Substitutions of coursework require the approval of your committee, the GSC, and the faculty.
• Choosing a subfield
  o The M.A. research paper (screening #1) and Ph.D. screening paper (screening #2) must be in two different sub-areas of linguistics, for example: syntax and psycholinguistics, or phonology and semantics
  o Students are highly encouraged to continue working on these papers after the defense to turn them into publishable manuscripts. This is a factor to keep in mind when choosing a topic.
• Committees
  o A minimum of three screening committee members must be listed.
  o A student’s Academic Advisor serves on both the first and the second screening committees (unless they are on leave), and usually chairs one of them.
  o Guidance Committee members are subject to the approval of the Graduate Studies Committee (GSC).
  o Meet with your committee during the process of writing your paper!
• Defense
  o Begin arranging the time/place for your defense immediately once you’ve submitted the paper (or before…)
  o The Office Manager can help with classroom scheduling.
  o Outcomes for the defense:
    ▪ Pass: Your paper and overall progress recommend that you continue in the program.
      • For the MA screening, you will be automatically awarded an Masters degree.
    ▪ No Pass, With Option to Resubmit: Your paper and overall progress do not currently recommend that you continue in the program, but the committee feels that you might be able to improve the paper enough that it is satisfactory. The committee will determine the deadline for when the revision should be submitted.
      • Note that this is NOT an extension. It doesn’t affect any other deadlines. For instance, the second screening or quals would be due on schedule.
    ▪ No Pass: Your paper and overall performance do not recommend that further progress is possible.
      • Terminal MA: This option is only available for the MA screening. The committee recommends that you have earned a Masters degree, but further progress is not possible. If this option is not
selected for the MA screening, then a Masters degree will not be awarded.

- Extensions for the screening papers
  - Only under exceptional circumstances and clear need.
    - Requested by the screening chair with the support of the committee
    - Please speak with your committee member asap if you believe an extension might be needed.
  - If the extension is less than one week:
    - Decision to grant is made by the GSC and the department chair.
  - If the extension is more than one week:
    - Entire faculty must vote whether to grant the extension.

**Second Year timeline:** First Screening Paper (‘MA Screening’)

- Fall 2nd year
  - First Screening Guidance Committee Form due in November
    - *Meet with your committee regularly throughout the process.*
  - First Screening Abstract due in December.

- Spring 2nd year
  - **LING 610**
    - IRB forms, it is *highly recommended*, should be submitted by the end of the 3rd week of classes. Approval can take 4 weeks.
    - **First Screening Paper Due in March.**
  - Second Screening Guidance Committee Form due in April.
  - First Screening Defended by Friday before the last week of classes.

**Third Year timeline:** Second Screening Paper (‘PhD Screening’)

- Fall 3rd year
  - **LING 610**
    - It is possible to submit your 2nd Screening Paper during the Fall.
  - Second Screening Abstract due in September.

- Spring 3rd year
  - IRB forms, it is *highly recommended*, should be submitted by the end of the 1st week of classes. Approval can take 4 weeks.
    - **Second Screening Paper due in March,** the Friday before Spring Break.
  - Second Screening Defended by the Friday before the last week of classes.

**Year 4: Qualifying**

- Paperwork
  - *These are graduate school deadlines so they are not negotiable at all!*
  - The linguistics Post Code for this paperwork is 425.
  - Appointment of Committee
- An accurate form needs to be turned in 1 month before the defense.
  - The chair and the dean need to sign it BEFORE your defense!
  - [http://graduateschool.usc.edu/current-students/guidelines-forms-requests/](http://graduateschool.usc.edu/current-students/guidelines-forms-requests/)
- Report on Qualifying Exam
  - Your committee will sign this after your defense.
  - Generated by the Program Coordinator (you can’t touch it) so she needs to know your defense date 1 month before!
- Register for GRSC 800a,b,z
  - Needed to maintain continuous enrollment during quals (It’s worth 6 units.)
    - not otherwise required
  - The expectation is that you will need at most 2 semesters of GRSC 800 (a,b).
  - If you need to take a third semester of GRSC 800 (GRSC 800z), you will receive a warning letter. This is required by the Graduate School.
- Timeline: 8 week process!
  - Ex: if you defend on May 1st, you’d need to submit your prospectus by March 1st.
    - Which means your committee should have a draft by mid February.
  - At the latest, March 16th (60 days prior to May 15th): Dissertation Prospectus
    - The Dissertation Prospectus will be expected to have preliminary results/a preliminary analysis/data to be analyzed.
      - It’s helpful to think of it like a grant proposal.
    - Individual sub-disciplines and advisers will have different formatting expectations for the Dissertation Prospectus. Be sure that you talk to your adviser and committee members about what they are expecting!
    - A draft of this should be given to your committee at least 2 weeks before your official submission.
  - 2 weeks later: Committee Questions to Student
    - Based on the topics in the Prospectus
  - 30 days later: Student Response to Questions
  - By May 15th and 2 weeks after student responds: Oral Defense
    - Start scheduling this at least a month in advance!
    - Only two members can attend remotely and cannot be the chair.

<table>
<thead>
<tr>
<th>Event</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student submits prospectus</td>
<td>Day 1</td>
</tr>
<tr>
<td>Committee reads prospectus</td>
<td>Committee has max 2 weeks to write questions</td>
</tr>
<tr>
<td>Questions sent to student</td>
<td>Student has 30 days to answer questions (cannot be less!)</td>
</tr>
<tr>
<td>Answers sent to committee</td>
<td>Committee has max 2 weeks to read answers before defense</td>
</tr>
<tr>
<td>Defense</td>
<td>Day 58 (cannot be over 60)</td>
</tr>
</tbody>
</table>
• Quals committee
  • Exactly 5 people
  • At most, 2 can participate in the defense remotely. (Cannot be the chair)
  • Inside Members: joint or full appointment in linguistics dept.
    ▪ The committee chair and at least two additional members must be.
    ▪ If joint appointment, this person cannot be switched to be an Outside Member if they are included on your Dissertation Committee.
  • External Member: Not part of USC [external members are not required]
  • You need an Outside Member (Joint appointment in ling or fully outside linguistics dept).
    ▪ If joint appointment, this person cannot be switched to be an Inside Member if they are included on your Dissertation Committee.

Year 5: Dissertation
• Paperwork
  • These are graduate school deadlines so they are not negotiable at all!
    ▪ If any deadlines are missed, the degree will be processed in the following semester.
  • Everything is through the Thesis Center: http://grad.usc.edu/ThesisCenter
  • The linguistics Post Code for this paperwork is 425.
  • All forms, steps of the process, and deadlines:
    https://graduateschool.usc.edu/current-students/thesis-dissertation-submission/
  • The Checklist consists of:
    ▪ Appointment of Committee
      • http://graduateschool.usc.edu/current-students/guidelines-forms-requests/
      • This PDF is first given to the Program Coordinator.
      • You’ll then enter this information manually into the Thesis Center, but what you enter must match the PDF you submitted.
    ▪ Certificate of Completion of Survey of Earned Doctorates
      • https://sed-ncses.org/login.aspx
      • Once you complete the survey, you’ll be emailed a pdf saying so. Upload this pdf to the Thesis Center.
    ▪ Approval to Submit
      • Student will create this form when registering with the Thesis Center. You’ll need the names, emails, and appointment type (ex: associate professor) of your committee members.

• LING 794a,b,c,z
  • You must enroll for this twice (794a and b) before you are eligible to submit your dissertation.
  • The graduate school requires the department to send students in their 7th+ year a letter of warning.
• Dissertation committee
  • 3-5 people
    ▪ At most, 1 person can attend the defense remotely. (Cannot be the chair)
  • Inside Members: joint or full appointment in linguistics dept.
    ▪ The committee chair and the majority of the committee must be.
    ▪ Inside Members from quals must remain Inside if included on the Diss. Committee
  • External Member: Not part of USC [external members are not required]
  • You need an Outside Member (Joint appointment in ling or fully outside linguistics dept).
    ▪ Outside Members from quals must remain Outside if included on the Diss. Committee.

• Dissertation Formatting
  • Look here: https://graduateschool.usc.edu/current-students/thesis-dissertation-submission/guidelines-for-format-and-presentation/
  • Linguistics does not require a signature page.

• Process
  • Read through this before beginning the process of dissertation submission: https://graduateschool.usc.edu/current-students/thesis-dissertation-submission/guidelines-for-submission/
  1) You should be giving drafts of each chapter to your advisor (and committee members) as you work on them. You are ready to schedule your defense when your advisor and you think the manuscript is ready.
    ▪ Make sure you schedule your defense at least 1 week before the Manuscript Submission Deadline since it can take up to a week for the Approval to Submit Form to be processed.
  2) Give your dissertation to your committee at least 2 weeks before the defense.
  3) Checklist (see Forms above) and register with the Thesis Center.
    ▪ On the day of the defense (not before), student clicks a button in Thesis Center that sends the form to their committee members.
      • Student will get an email every time one of the committee members approves. They should monitor the approvals if it’s close to the deadline to make sure that everyone gets them in before the deadline. Please realize that the email the faculty receives does not have any deadlines on it so it will be your responsibility to let your committee members know when this needs to be signed by.
  4) Manuscript Submission
    ▪ This can only be done once the committee has signed the Approval to Submit Form. This form usually takes about a week to process once the committee signs it.
    ▪ The Manuscript will be checked for formatting and errors.
      • You’ll be sent an email with any changes that need to be made.
5) Library Submission
   - You’ll receive a link to make this upload once the dissertation is considered error-free.
   - This is the Degree Conferral Date.

   - We recommend that you register with ProQuest as well, but this is up to you.

   - **Dissertation filing fee:**
     - Filing a dissertation involves a fee (around $115). We have made arrangements for the department to pay this on the behalf of the students filing their dissertations. To ensure that your fee is paid, please do the following:
       - Contact the Dornsife Program Coordinator (Kim Allen allenk@usc.edu), the chair of linguistics, the GSC chair, as well as the linguistics Office Manager at least *eight weeks* before the point at which you would be expected to pay the fee, and explain that you are requesting for linguistics department funds to be used for covering the dissertation filing fee.
         - Ask them what the concrete next steps are that you need to take, if any, to ensure that the filing fee is paid on your behalf.
         - Ensure that you get a reply from the relevant people ensuring that the fee is being paid on your behalf, and follow-up to confirm.

   - Deadlines for degree conferral can be found here:
     - [https://graduateschool.usc.edu/current-students/thesis-dissertation-submission/submission-deadlines/](https://graduateschool.usc.edu/current-students/thesis-dissertation-submission/submission-deadlines/)

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**Keeping Track of Your Progress**

- **Meet with your advisor regularly!**
  - How is your publication and presentation record shaping up? What have you accomplished this semester? Are you on track with your screening and quals papers? Are there any concerns your advisor would like to make you aware of? How can you and your advisor work together to make sure that you get the most out of your grad school experience?

- The Student Progress Meeting is always held on the Monday of the last day of classes, in every semester. This is when the faculty discuss among themselves every student in the program and how they are doing.
  - Before then, schedule a meeting with your advisor to take place during the last week of classes so that you can discuss what was said during the Student Progress Meeting. It’s a good idea to bring your CV as well when you meet with your advisor.
  - You will receive an email after the meeting that documents the general feedback on your progress. There are only two versions of this email: the “satisfactory progress” version and the “cause for concern” version. For more detailed feedback, the GSC recommends meeting with your advisor.
Choosing Classes

Students pursuing the Ph.D. in Linguistics are required to complete a minimum of 60 units of course work beyond the baccalaureate. Students are also required to take three 600-level seminars in Linguistics (610 doesn’t count starting with the 2019 cohort) and a minimum of 4 units of 794 Doctoral Dissertation (2 classes).

https://catalogue.usc.edu/preview_program.php?catoid=12&poid=12760&returnto=4314

• Be sure to always register by the end of previous semester so that your stipend is never delayed, and you don’t incur any late fees (which you’d be responsible for).
  • Remember that you need to fill out the Advisor Approval form for your classes!
    • https://dornsife.usc.edu/assets/sites/56/docs/Advisor_Approval_Form-Fillable.pdf

• Continuous Enrollment/Full Time Status is 6 units in the Fall and 6 in the Spring.
  • This is especially important for International Students.

• Courses outside the Department
  • Tell the Program Coordinator whenever you take a course outside the department!
    • These often have more units, so you will be charged unless you do this.
    • You’ll need D-clearance from that department.

• Tuition refund insurance: You don’t need it, so waive it.
• Check your STARS report regularly; tell the Program Coordinator immediately if you notice anything odd.

• Semester 1
  • LING 530 – Generative Syntax      3 Units
  • LING 531a – Phonology            3 Units
  • LING 505a                        1 Unit
  • Students should also enroll in two or three additional courses selected in consultation with the Graduate Studies Committee or the faculty advisor.

• By end of year 3: Semesters 2-6
  • LING 534 – Logic and the Theory of Meaning    3 Units
  • LING 576 – Psycholinguistics           3 Units
  • LING 580 – General Phonetics           3 Units

• Special Classes
  • LING 505a                   Intro to the ling. professional world     semester 1
  • LING 593x                   Teaching practicum                    semester 3
  • LING 505b                   Advice about looking for a job          Year 4 or 5
  • LING 610                   Support during screening                semesters 4,5
  • GRSC 800a,b,z               Qualifying                                 semesters 7, 8
  • LING 794a,b,c,z             Dissertation                               semesters 9, 10
  • LING 590/595/790 Directed Reading/Research (590&790: P/NP)
  • GRSC 802                   for students on campus over the summer

10
Funding

Check your financial account regularly, let the Program Coordinator know immediately if you see anything odd.

Typical Funding Schedule:

- **Year 1:** Fellowship provided by the department
- **Year 2-4:** TAship
- **Year 5:** Fellowship provided by the department

TAships

- If you are in Year 2-4, you receive your TAship by responding to the email asking for your schedule and then accepting your TA offer letter in a timely manner when it is emailed to your USC account (usually June).
- LING 593x will help teach you what to do.
  - Also more experienced TAs in your class and the professor you are TAing for.
- On average, this work should not exceed 20 hrs/week.
- Note that you are taxed differently when TAing than when on Fellowship.
- You are responsible for certain University fees during TAships. (These are covered when you are on Fellowship.)
- If you are an international student, you will need to check with the business office before beginning to TA to make sure that you are cleared to work.
  - Note: the Social Security Administration requires that you set up an appointment to receive a Social Security Number within 3 months of the date on your offer letter. (Offer letters are dated for June so this needs to be done before Sept.)

Travel Funding

- From the department (In AY 2019/2020: each student was eligible for $1000/year):
  - All forms and questions should be directed to the Office Manager.
  - You are required to apply for any grants offered by the conference.
  - At least 3 weeks before you go: Fill out the pre-conference travel approval form, and have your advisor sign it.
    - [https://dornsife.usc.edu/assets/sites/56/docs/Preconference_Travel_Form.pdf](https://dornsife.usc.edu/assets/sites/56/docs/Preconference_Travel_Form.pdf)
  - While you’re traveling: Put expenses on credit/debit card (for GSG) and keep receipts for eligible expenses.
    - Eligible expenses include: airfare, gas, hotel, meals (no alcohol), conference registration, poster printing (for LING, not GSG)
  - As soon as you get back: Fill out the Travel Expense Report
• Include your receipts, taped to a piece of paper. Make a copy for yourself!

From the Graduate Student Government (GSG)
  o Look here for forms and policies: https://gsg.knack.com/tg#policies/
  o Only after student has exhausted their departmental funds
    ▪ Office Manager can give you a letter saying this.
  o Purchases have to have been made with a credit/debit card.
  o Will reimburse up to 50% of travel only if student is presenting.
    ▪ First come, first serve!
  o GSiL can help with the process.

Other Funding Opportunities

RAships
  • RAships are determined by the lab director. It’s based on the lab’s funding. They usually hire from within the set of students already doing research with the lab.

Other USC Fellowships (ex: Advanced Fellowships and Summer Funding)
  • There will be periodic emails informing you of fellowship opportunities. These range from $1000 for a specific project to a full year’s funding. Each of these will have their own requirements.
    o It’s recommended that you have an updated CV and a 1-2 page description of your research ready by the end of January for applying to any of these fellowships. The deadlines for these can be very fast!
      ▪ Do not wait for the official announcement to start working on this.
      ▪ Remember that these should be accessible to non-linguists.
      ▪ Consult with your advisor when writing these applications!

External Nationally Competitive Scholarships
  o USC offers a bootcamp every August for incoming and 2nd year students for applying to the NSF, GRFP, Ford, and Soros Fellowships. Sign-ups will happen in June. You’ll be sent an email when it’s available.
    ▪ This bootcamp is highly recommended!

Summer
  • See “Other USC Fellowships” above for grant opportunities information
  • At the end of the spring semester, the department will often distribute some of its leftover budget (if it has any) as summer stipends, additional travel funding, and/or summer school funding. You may be asked to provide information about additional funding needs in April or May. There are lots of considerations that go into how much money, if any, is available for this distribution.

GSG (Graduate Student Government) opportunities
  o Childcare subsidy
    ▪ $700 per semester max to assist with daycare costs
- Usually due about a month into the semester.
  - [https://gsg.knack.com/tg#policies/](https://gsg.knack.com/tg#policies/)

  o Emergency Fund
    - $700/student/year
    - Example emergencies: DACA renewal fees, natural disasters, asylum seeking, travel expenses related to the White House travel ban, certain legal fees, certain medical expenses
    - [https://gsg.usc.edu/emergency-fund-program/](https://gsg.usc.edu/emergency-fund-program/)

Leaves of Absence
  - Talk this over with the GSC and your advisor right away if you are considering leaving the program for a while.
    - Form: [https://dornsife.usc.edu/assets/sites/56/docs/Leave_of_Absence_Form_for_Linguistics.pdf](https://dornsife.usc.edu/assets/sites/56/docs/Leave_of_Absence_Form_for_Linguistics.pdf)
    - Health insurance is available for a fee.
      - There is a Health Leave of Absence that includes health insurance and a stipend in extreme health situations.

  o Parental Leaves of Absence:
    - Let the DGS (Mary) and the Program Coordinator know.
    - [http://graduateschool.usc.edu/current-students/guidelines-forms-requests/#parental-leave](http://graduateschool.usc.edu/current-students/guidelines-forms-requests/#parental-leave)

Human Subjects Reimbursement
  - Get a receipt with the experiment’s name, your name, date, amount received, and subject’s signature on it.
    - Include in your IRB that you’ll be collecting receipts that will be submitted to the business office.
  - Fill out this form at the end of the experiment, include your receipts: [https://dornsife.usc.edu/assets/sites/56/docs/Department_Specific_Forms/Human_Subject_Reimbursement_Form.pdf](https://dornsife.usc.edu/assets/sites/56/docs/Department_Specific_Forms/Human_Subject_Reimbursement_Form.pdf)
Advising and TAing Expectations

Advising Expectations

- Advisers and their Student Advisee should:
  - Be in regular communication (ex: meet every other week for an hour and/or exchange detailed email updates once a week)
    - Students should ask their advisor(s) and committee members what their expectations are for how often and by which method they will be communicating
  - Choose the student’s classes together each semester
    - The advisor must give approval for the student’s classes: [https://dornsife.usc.edu/assets/sites/56/docs/Advisor_Approval_Form-Fillable.pdf](https://dornsife.usc.edu/assets/sites/56/docs/Advisor_Approval_Form-Fillable.pdf)
  - Consult during the development of every major paper for the department: MA screening, PhD screening, Quals prospectus, Dissertation.
    - The student should seek feedback about these manuscripts from their advisor and then respond to that feedback through multiple drafts.
  - Consult during the development of conference presentations and journal articles
    - Like with department papers, the student should seek feedback about these submissions from their advisor and then respond to that feedback through multiple drafts.

- The Student can expect that their Advisor:
  - Will provide personalized feedback and advice about the student’s progress in the program during relevant meetings
  - Will arrange a time when the student requests a meeting
    - Remember though that the meeting might need to be scheduled a week or more after when it was requested so the student should give as much notice as possible.
  - Will respond to email communications from the student
    - Within a week is usually a reasonable time period, but, depending on schedules and the detail of the response required, more time might be needed.
  - Will read drafts and provide feedback for all major department papers (not term papers), conference presentation submissions, and journal article submissions.
    - The student should remind the advisor of any deadlines when requesting feedback and ask when feedback might be available.
    - Within two weeks is usually a reasonable time period but this varies widely and, depending on schedules and the length of the draft, more time might be required.
  - Will guide the student through the conference and journal submission process
  - Will provide feedback on any funding application

- The Advisor can expect that their Student Advisee:
  - Will initiate meetings to discuss classes for the following semester before the conclusion of the current semester (so before December for Spring selections and
before April for Fall Selections: class registration should happen before the last week of classes of the previous semester. See Choosing Classes)

- Will initiate meetings to discuss their progress in the program
  - After the student progress meeting at the end of each semester is a good time to ask for this meeting.
- Will ask for meetings during the drafting of any major departmental paper or conference/journal submission.
  - It’s a good idea to provide your advisor with a range of possible meeting times over both the current week and the following week.
- Send their advisor regular drafts of any major departmental paper, conference/journal submission, or funding application
  - The student should generally anticipate that it will take the advisor at least 2 weeks to read any draft, but be sure to ask your advisor about when to anticipate feedback whenever requesting feedback.
- Send their advisor regular updates about their progress on any current project
- Keep current about journals, conferences, and workshops (Linguist List is a good source for this) and bring to their advisor’s attention any of interest to their subject area.
  - The student is recommended to look at past issues/proceedings as well to see what kinds of work are generally accepted.
  - Advisors can provide recommendations.
- Ask for assistance whenever it is needed
  - Examples: time management, submission processes, course requirements, research methods, conference jitters, presentation design, etc

- The Advisor cannot:
  - Guarantee that a submission to a conference or journal will be accepted.
  - Guarantee that a major department paper will pass the defense.
  - Help with financial or administrative concerns (ex: fix a visa issue)
    - The student should contact the Office Manager, the Program Director or the GSC with these concerns.

**TAing Expectations**

- TAs and the Professor they assist should:
  - Both abide by all policies in the Teaching Assistant Handbook: [https://dornsife.usc.edu/your-college-teaching-assistantship/](https://dornsife.usc.edu/your-college-teaching-assistantship/)
  - Be in regular communication (ex: meet once a week, exchange emails before discussion/lab sections, etc)
    - TAs should ask their professor what their expectations are for how often and by which method they will be communicating. This can vary a great deal between different professors.
  - Work to ensure that the TA’s workload—including lecture attendance, section attendance, meetings, and section preparation—does not, on average across the semester, exceed 20 hours a week.
    - If there is a danger of hitting this limit, the TA should keep records of when they are working and on what so that their time is documented.
- The TA can expect that the Professor they assist will:
Create course syllabi, lecture the primary course material, provide grading standards, and bear ultimate responsibility for the content and grading of examinations - The TA Handbook

Provide guidance about how lab/discussion sections should be structured
Answer questions about the course material when asked
Be a resource for the questions about teaching that the TA might have
Provide feedback about section materials when requested
Hold regular office hours each week
Be solely responsible for any grade disputes

The Professor can expect that the TA will:
Be responsible for activities pertinent to the instruction and management of the course as determined by the supervising departmental faculty member. -The TA Handbook
Attend the main lecture
And assist in supporting tasks such as handing out materials, making copies, or setting up the projector
Grade assignments/exams/essays/etc for the students in the TA’s section in the manner that the professor specifies
Grade disputes should be referred to the professor.
Provide feedback about exams/assignments/etc when the professor requests it
Teach their sections to the best of their ability
This will often require that the TA prepare materials.
Answer student questions to the best of their ability
It’s okay to not know the answer, in which case it’s best that the TA refer the student to the professor.
Proctor exams
Hold regular office hours each week, as directed by the professor
At least one hour is required, though 2 is common

The TA will not:
Create the main course syllabus or otherwise decide what material is to be taught
Make decisions about grade changes once a grade has been assigned
Grant exceptions or accommodations to students beyond what the professor has asked of them
Be required to teach the main lecture or create the teaching materials for it
Though this may optionally be offered, as a learning opportunity, in some classes
Be required to know more about the course material than was taught in the main lecture (ex: read additional textbooks or do research on the topic)
Be ultimately responsible for the content of the main lecture’s exams/quizzes/etc
Perform tasks for the professor that are unrelated to the class
Support Systems

- **Counseling and Mental Health** - (213) 740-9355 – 24/7 on call
  [studenthealth.usc.edu/counseling](http://studenthealth.usc.edu/counseling)
  Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

- **National Suicide Prevention Lifeline** - 1 (800) 273-8255 – 24/7 on call
  [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)
  Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

- **Relationship and Sexual Violence Prevention Services (RSVP)** - (213) 740-9355(WELL), press “0” after hours – 24/7 on call
  [studenthealth.usc.edu/sexual-assault](http://studenthealth.usc.edu/sexual-assault)
  Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

- **Office of Equity and Diversity (OED)** - (213) 740-5086 | Title IX – (213) 821-8298
  [equity.usc.edu](http://equity.usc.edu), [titleix.usc.edu](http://titleix.usc.edu)
  Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants.

- **Reporting Incidents of Bias or Harassment** - (213) 740-5086 or (213) 821-8298
  [usc-advocate.symplicity.com/care_report](http://usc-advocate.symplicity.com/care_report)
  Avenue to report incidents of bias, hate crimes, and microaggressions to the Office of Equity and Diversity | Title IX for appropriate investigation, supportive measures, and response.

- **The Office of Disability Services and Programs** - (213) 740-0776
  [dsp.usc.edu](http://dsp.usc.edu)
  Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

- **USC Campus Support and Intervention** - (213) 821-4710
  [campussupport.usc.edu](http://campussupport.usc.edu)
  Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

- **Diversity at USC** - (213) 740-2101
  [diversity.usc.edu](http://diversity.usc.edu)
  Information on events, programs and training, the Provost’s Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

- **USC Emergency - UPC**: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call
  [dps.usc.edu](http://dps.usc.edu), [emergency.usc.edu](http://emergency.usc.edu)
  Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

- **USC Department of Public Safety - UPC**: (213) 740-6000, HSC: (323) 442-120 – 24/7 on call
  [dps.usc.edu](http://dps.usc.edu)
  Non-emergency assistance or information.