

Easing the way
FOR GRADUATE STUDENTS

Easing the Way for Graduate Students

*A Guide to Successful Departmental Activities
in Support of Graduate Students*

Graduate Division
University of California at Berkeley

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Introducing the Guide

Easing the Way for Graduate Students: A Guide to Successful Departmental Activities in Support of Graduate Students, has been compiled for departmental chairs, graduate advisers, graduate assistants, and our graduate students. It is intended to be both a resource and a means for exchanging ideas for activities that help graduate students successfully complete their degree programs. The guide has its origins in the Graduate Division's three-year study of the graduate experience at Berkeley. As part of this process, Dr. Maresi Nerad conducted interviews with graduate students, both individually and in focus groups. During these interviews, students who were satisfied with their graduate experiences and who had progressed at a reasonable rate toward their degree goals frequently mentioned special departmental activities which supported students at various stages of their doctoral programs. Students whose departments did not offer such activities further inquired how their departments might adopt similar activities. This exchange of ideas prompted a systematic investigation of successful activities and led directly to this guide.

The programs described on the following pages are a tribute to departments' active participation in the success of their graduate students. Many of the programs cost little or nothing in staff time or supplies; many depend on student support and participation for their success; all enhance students' experience and promote a successful graduate career. I want to congratulate those of you who contributed to this guide for your creativity and for your support of your students at all stages of graduate study. I particularly want to applaud the graduate assistants whose able service and dedication to Berkeley and its graduate students is extensively documented here.

The Graduate Division hopes that many departments will find this guide of use in implementing a number of activities in an effort to make graduate education at Berkeley even more rewarding and successful. As your department implements new programs, please submit descriptions to us, and we will disseminate this helpful information to all departments as another model to be considered.

Joseph Cerny
Dean of the Graduate Division

USING THIS GUIDE

The basic structure of this guide corresponds to the four stages of a doctoral degree program: (1) taking courses; (2) preparing for and taking the qualifying exam; (3) finding a dissertation topic and writing a dissertation prospectus; and (4) undertaking the research and writing the dissertation. As you will see, the section headings more broadly reflect the graduate students' experience from recruitment through the job search: (I) **Recruitment**; (II) **Orientation**; (III) **Coursework**; (IV) **Oral Examinations**; (V) **Research and Dissertation Writing**; (VI) **Opportunities to Present Research**; and (VII) **The Job Search**. The final section, (VIII) **Graduate Student Handbooks**, contains examples of departmental graduate student handbooks.

Many departments have already established activities and have contributed write-ups to the Graduate Division. In cases where several departments offer the same activity, we present only one description. The sponsoring department and the activity are listed in the table of contents under each section heading. On the colored page beginning each section, an introduction and table of contents for that section appear, with the activity listed first.

Please feel free to call departments sponsoring an activity that interests you. And remember, it's not too late to send a program description to the Graduate Division (Debra Sands Miller, 302 Sproul Hall, 643-5437). We hope that this guide will promote a fruitful exchange of ideas and encourage the development of new programs in all departments.

We look forward to a second edition of this guide with a substantially expanded listing of successful departmental activities.