What to do and not to do as a grad student
A few tips…

- Use common sense
- Communication is important
- Think about your own expectations as a student
  - For your professors
  - For yourself as a student
Grad school rules...

- **Be on time in class** and always be there
  - talk to your professor if you are to be absent (note that you will need a really good reason!)

- **Be prepared** to discuss the readings (and ask questions): actively participate
  - Classes are the place to rehearse ideas and to rehearse your own thinking. It is where you hone skills in presenting ideas in front of and to others.

- **Be respectful:**
  - Give everyone a chance to participate in class discussions
  - Remember that you may not all have the same opinion on the various topics, but such disagreements should always be discussed in a courteous manner
Grad school rules...

- **Be responsible:** it is your responsibility to turn in your assignments on time, or to make arrangements with your professor before the due date
  - If the instructor provides guidelines for an assignment, follow them!
  - Do not disappear from the class and, if you come back, expect to be allowed to make up all missed assignments AND pass the course with an A
  - Do not expect an A just because you completed the assignment
  - Try to avoid incompletes. Not only are they granted at the discretion of the professor, but they also are more of a disadvantage (they are difficult to complete)
  - Don’t use other students’ academic experiences to justify your requests
Grad school rules...

- **Be mindful of people’s time:**
  - Do your research and think a little before asking a question! Ask your friends/classmates first.
  - Do not expect professors to be in their office whenever you decide to drop by—they have other classes to teach, meetings to go to, and their own research and writing to conduct as part of their professional positions.
  - Similarly, do not ask for a meeting for the very next day.
  - Do not expect an answer to your messages within an hour of your sending them!
  - If you need letters of recommendation or forms filled out, make sure to give your professors as much lead time as you can and follow up with reminders.
  - Write down questions you would like to discuss so that you are ready when you approach your professors.
Grad school rules...

- Make sure **the assignments you turn in** are clear and understandable: Re-read your work at least once before turning it in!
  - Check your spelling, grammar, punctuation, and organization (seek help from the Writing Center or from an expert writer if needed)
  - Follow “basic” convention of US academic English (e.g., use paragraphs, write in complete sentences, capitalize the first letter of each sentence, end each sentence with a period)
  - Make sure your work is carefully prepared and edited to the best of your ability (and the content of the idea is communicated clearly).
    - Using MS Word’s spelling and grammar check is not enough (it often over- and under-corrects)
Grad school rules...

- **Be proactive:** don’t wait for your professor to send you reminders and so on
  - Read syllabus and ask questions at the beginning of the course, not the day when an assignment is due or after the final grade has been posted
  - Read outside required readings. Grad school is not about getting by with the minimum required but the goal is to develop a level of mastery and competence.
  - Visit your professor during office hours. These are not meant to just say Hi, but at least once a semester you should make an effort to discuss course material relevant for you.
  - Go and see your advisor! His or her role is to guide you throughout the program in terms of class selection and such.
Grad school rules...

- **Get involved!**
  - Participate in workshops (e.g., organized by GSEA)
  - Go to lectures on topics related to your interests (or in your field in general)
  - Participate in students’ organizations (e.g., GSEA)
  - Participate in reading groups (e.g., Syntax, SLA)
  - Start working on a project to be presented at a conference and/or submitted as an article (you should seek advice from a professor who can help you along the way)
Things you should familiarize yourself with

- Citation styles (may be different depending on the discipline or journals)
  - For some basic facts on APA, see http://owl.english.purdue.edu/owl/resource/560/01/
- Knowing how to cite sources
- Knowing different genres of writing and how this influences what is included in different assignments (e.g., a lit review, a proposal)
- Knowing how to use library resources most effectively (Think about databases, Eric, ILL, etc.)
- Know your professors. Look at their online profiles and know what they are researching. In some cases, it is beneficial to read some of their work as they are teaching from what they are writing and thinking.
Additional resources

  - [link](http://www.press.umich.edu/titleDetailDesc.do?id=9059)

