Josef Ehm, Electrically Powered Mechanical Classifier, Social Insurance Head Office, (Prague, 1936)
Welcome to the Graduate Program in German at Princeton University,

where you have the opportunity and pleasure of devoting yourself full-time to the study of German literature, culture, and thought. This Handbook has been developed to guide you as you make your way through this course of study and make the transition from student to professional. In addition to the various requirements and expectations, you will also find links to more information and some of the many resources available to you on campus. If you have a question that is not answered here, however, there is a directory of the entire department at the end of the handbook; the Chair, the DGS, the faculty, and the staff all welcome any questions you may have.
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Year-by-Year Expectations

Year One

By the end of the first year, a graduate student will have completed a minimum of six seminars, including at least four in the German Department. The work for those seminars should reflect the gradual development of the primary tools of scholarship:

1) increasing confidence in the identification of what counts as a scholarly problem;
2) growing research skills, including bibliographic competence and the ability to locate special collections and other primary sources;
3) development of the ability to construct a clear and compelling argument;
4) increasing sophistication in the approach to a problem, which will usually entail a broadening of the student’s theoretical horizon. As the student reads and reflects on the “Erudition List” upon which the General Examination to be completed in the fall semester of the third year will be based, the depth and breadth of reference should also begin to become visible in written work.

In addition to demonstrating gradual improvement in the quality of written work, oral participation in seminars should, similarly, show steady improvement. The opportunity to participate in small seminars is a central aspect of the student’s professional development.

Seminars offer training in the “conceptual packaging” of information and ideas and in the communication of those ideas in ways that contribute to the richness and complexity of the seminar discussion. In some seminars, these rhetorical skills will be further developed as the student contributes a scholarly paper to a seminar symposium.

Students should also aim to complete the second foreign language requirement during the first year.

Year Two

By the end of the second year, students should have completed an additional six seminars, including at least four in the German Department, as well as the second foreign language requirement. In addition, those aspects of scholarship and oral communication detailed above should have begun to coalesce around a research agenda, which is to say that the student should have become aware of a (still broad) scholarly terrain within which her research will take place.

By the end of April in the second year, the student will also have assembled a committee for the supervision of the General Examination, and by the end of June in the second year the student will have prepared the individualized reading list and topic statements for the General Examination (see below, Generals). Also by the end of June of the second year, students who are planning to apply for a DAAD or Fulbright Fellowship in the Fall of the third year should consult with the members of the Generals committee about the dissertation research proposals for those applications.
**Year Three**

The third year is a challenging year in our system. The student will normally pursue the following course of study, teaching, and preparation for dissertation research:

1) begin her teaching career in September with a section of German 101 while taking the pedagogy seminar (before the semester begins, students take a week-long pre-teaching workshop with Jamie Rankin);
2) sit the first part of the General Exam (the so-called “Erudition Exam”) in October;
3) sit the second part of the General Exam (the so-called “Special Exam”) in January; and
4) complete the Dissertation Prospectus Defense in April or May.

In addition, many students will submit applications for dissertation research fellowships (e.g., DAAD, Fulbright) in October of the third year. Such applications require a dissertation research proposal. Discussions concerning potential dissertation topics should therefore begin by the end of the second year; typically these discussions begin with the chair of the Generals committee, though other faculty members also should be approached as appropriate to an individual student’s potential dissertation topic and to the student’s broader research interests.

Draft dissertation research proposals should be submitted to potential recommenders no later than early September (NB: this work may need to be completed even earlier, depending on the deadlines for submission of letters of recommendation and the scheduling demands faced by individual recommenders).

The third year is also the year in which, as a prospective dissertation topic comes into focus, the student chooses an adviser or advisers. Since the composition of the Generals, Specials, and Dissertation Prospectus Defense committees may differ for any number of reasons (including faculty leave schedules), and since students’ interests may shift over the course of the summer after the second year and the third year itself, students will do well to consult with a broad range of faculty members regarding the appropriateness and feasibility of the nascent dissertation topic and associated research agenda at least through the winter of the third year. In sum, the end of the third year should find the student with radically improved scholarly abilities; with the beginnings of an extensive “data base” that includes familiarity with a broad array of German cultural material; with a good start at acquiring the abilities of an excellent teacher; and with a good working relationship with the members of the faculty with whom she will work closely on the dissertation.

**Year Four**

Although less structured than the preceding years, the fourth year of the PhD program is crucial to the completion of an excellent dissertation. Whether following a five-year or, for students holding outside dissertation research fellowships such as the Fulbright or the DAAD, a six-year plan for completion of
the PhD program, the student should by the end of the Fall Semester of the fourth year have consulted with her adviser(s) to set a schedule for the completion of the first dissertation chapter. February marks the beginning of the departmental nomination process for honorific fellowships, some of which require a completed chapter as part of the application; before a student can be considered by the department for nomination for an honorific fellowship that requires submission of a dissertation chapter as part of the application, that chapter must have been reviewed and approved by the adviser(s). Depending upon the number of potential nominees for honorific fellowships in a given year, a departmental committee may be convened by the DGS to review the dossiers of potential nominees, including their dissertation chapters. In practice, that may mean that a deadline in February or early March would be set for the submission to the departmental review committee of chapters by potential honorific fellowship nominees. Students and advisers should therefore confer during the Fall Semester of the fourth year about eligibility for honorific fellowships and the requirements for the application process.

**Year Five and Beyond**

Students will typically teach again in the fifth and sixth years and this teaching likely will be at the intermediate level. Some students also find positions as preceptors (discussion section leaders) for lecture courses including our GER 210, or those in other departments. The main goal of these years, however, is to complete the dissertation. Students at this stage are encouraged to present their work in the department Works in Progress Series, as well as at conferences. A publication of an article in a peer-reviewed journal is also an important goal for this period of study.

**Pre-Generals Adviser**

When students enter the program, the DGS will assign a Pre-Generals Adviser to them. Students may consult this adviser (in addition to their regular meetings with the DGS) about their coursework choices and about any other academic matters about which they have questions leading up to the General examinations. While assignments are made with students’ interests in mind, there is no official connection between this adviser and whomever the student chooses to chair her generals committees or as a dissertation adviser. The Pre-Generals Adviser is merely an additional faculty member (i.e., in addition to the DGS) to whom students may turn for academic advice during their first two years in the program.

**Coursework Guidelines**

**Course-Requirements:**

Students are required to take a minimum of twelve courses over two years, eight of which must be in the German department, not including the mandatory Second Language Acquisition and Pedagogy course. All twelve of these courses must be taken for a letter grade. In general, this will mean that students write one research paper per seminar taken for credit.

In two of the twelve courses, however, students may opt to submit an alternative final exercise. Alternative final exercises could include but are not limited to extensive annotated bibliographies pertaining to a particular field or problem, translations, or conference talks. The decision to use this option in a given course must be made by the end of the third full week of the semester, and the precise shape of the alternative final
exercise must be negotiated with the instructor of the course in question. Only students in good academic standing may exercise this option, and the option is only available for courses offered within the department. Departmental courses in which the standard final project is other than a research paper (i.e., a colloquium paper or an annotated bibliography) will be counted as one of the two courses in which an “alternative final exercise” is submitted instead of a paper. In order to be considered in good academic standing, students must have completed at least one semester at Princeton and have no more than one INC.

Additional Guidelines for Coursework:

1. During the first two years of graduate study, students will enroll in six seminars for a letter grade per year, four of which are expected to be in the German department. Exceptions to this pattern are possible with permission of the DGS. Students must submit to the DGS a written statement justifying their request for an exemption.
2. Students may also elect to design an independent reading with a faculty member for course credit.
3. Students may also opt to audit a fourth course in a given semester (pre-Generals).
4. Beginning in the semester in which the general examinations are completed, and continuing through the 5th year of study (G5), students living in Princeton or nearby are required to audit at least one seminar per semester. By long tradition in the department, advanced students take part in seminars in order to continue their training, as well as to pass on their own expertise to younger students. After the 5th year, students with DCE status (Dissertation Completion Enrollment) are strongly recommended to audit a course, although exemptions can be granted through a formal petition to the DGS and the chair, approved by their adviser. Finally, students with ET, DCC status (Enrollment Terminated, Degree Candidacy Continues) are welcome, but not expected, to audit a course.

Incomplete Policy

The Graduate School has implemented a policy that states that all coursework must be completed (and graded) during the semester in which the course is taken.

Incompletes are to be given only in exceptional circumstances when there are compelling reasons, discussed in advance between the course head and the student, either for the student’s not turning in the work by the end of the academic term or for the course head’s not grading the work by the end of the academic term.

Should an incomplete be granted, and if the student has not turned in the final paper or work for a course within one year after the beginning of the course, the grade in the course will be recorded as “F.”

Students with more than one incomplete at the time of re-enrollment will have their re-enrollment deferred.

All coursework must be completed before the student may sit for the General Exam.

Language Requirement

Students are expected to prove proficiency in one additional foreign language (other than English or German). In order to fulfill this requirement, students may take one of the language examinations given by the appropriate department at Princeton. Students choosing to concentrate on literature before 1700 are advised to take Latin as their second foreign language.

Students are expected to fulfill the language requirement as soon as possible after enrolling and no later than the end of their second year. An examination from another institution does not fulfill the Princeton requirement. Students will not be readmitted for a third year (fifth term) of study, or to the general examination, unless the requirement has been satisfied.

Re-enrollment

In March of every year, the Graduate School initiates the Re-enrollment process. This process enables both the Graduate School and the department to monitor student progress, to acknowledge student accomplishments, and to address any concerns or problems that might have developed over the course of the year.

Students are asked to go on-line and answer questions related to their accomplishments and progress during the current year and their plans for the coming year. The DGS at this time solicits and assembles feedback on each student from the students’ advisers and from the professors with whom they have been taking classes. This includes professors outside the department. In mid-April, the faculty meets to discuss student progress.

Subsequent to the meeting, the DGS submits comments and recommendations for re-enrollment in the on-line system. Students should be aware that re-enrollment is not automatic and all requirements must be met before re-enrollment can be approved. The Graduate School reviews student comments and the DGS recommendations in June. If re-enrollment is approved, contracts for the next academic year are emailed to students, usually in July. Students with more than one incomplete will have their re-enrollment deferred.
The DGS comments and any recommendations or concerns that arise in the April faculty meeting are also recorded on the Annual Feedback Report (see below). Students then meet with the DGS in May to review the feedback. Both the DGS and the student must sign two copies of this form. One copy is held in the main office files, and one copy is for the student.

Department of German
PhD Program
Annual Feedback Report

Student Name_____________________

Program Year_[G1, G2, etc]____________

Summary of Faculty Comments:

Recommendations:

__________________________________   ________________

DGS Signature               Date

__________________________________   _________________

Student Signature                               Date

**German Language Pedagogy Profile**

In order to ensure that students are prepared for teaching German, first-year graduate students who are not native speakers of German will participate in a collaborative assessment – the Language Pedagogy Profile – to evaluate their language skills with an eye toward the specific kinds of proficiencies needed in the classroom. The goal is not to assign a score, but to identify areas of language use that would benefit from focused attention prior to the teaching assignment during the third year of study.

To this end, the profile touches on three language domains:

1. knowledge of basic grammatical features of German
2. The ability to explain grammatical rules in German that a “Beginning German” student could comprehend
3. Speaking proficiency:
   - accent
   - vocabulary range
   - accuracy
   - fluency in extended speech
Format:

The Profile is designed to replicate the actual language needed by teachers in the classroom, both written and oral, and consists of:

• reading a short story used in Beginning German, and providing a written summary of it in their own words;

• engaging with departmental colleagues (the Language Coordinator and at least one other faculty member) in a short interpretive discussion of the text;

• assessing a text written by a student in Beginning German, in order to flag syntactic and lexical errors, and to make suggestions for stylistic improvements;

• explaining these errors by way of vocabulary and syntax that would be comprehensible to a language learner at the Beginning level; and

• explaining differences in word meanings, drawing on the core vocabulary taught in Beginning German.

We strongly recommend that all graduate students -- native speakers and non-native speakers alike -- become familiar with the 1,200 core vocabulary items at the heart of the Beginning German curriculum. A list of the core vocabulary is available in the departmental office as well as from the Language Coordinator.

Teaching

Students are required to teach one year of German language (usually 101-102). Teaching usually begins in the third year and is preceded by a one-week pedagogy workshop with Professor Jamie Rankin, the language coordinator. In addition, first-time teachers are required to attend the AI Orientation given by the McGraw Center for Teaching and Learning.

General Examination

Students must complete all coursework by June 30 of the second year in order to be permitted to proceed to the General Examination in the Fall Semester of the third year. This means, in practice, that second-year students may not be carrying any Incompletes, including Incompletes for spring-semester courses taken in the second year, beyond June 30 of the second year. With regard to Incompletes on the records of second-year students at the end of the Spring Semester: when a student is seeking to clear an Incomplete by submitting the outstanding coursework, faculty members are required to confirm receipt of work that meets the requirements for the course for which it was written, but they are not required to submit grades to clear Incompletes by the June 30 deadline.

Part One (Erudition Examination)

The first part of the departmental General Examination on the so-called Erudition List is intended to provide the graduate student with a preliminary overview of the
field. A solid grasp of the material covered in the first part of the General Examination constitutes, in the view of the faculty, the beginning of the kind of competence upon which a career in scholarship and teaching is based. The Erudition List, of which more below, is drawn from literature, philosophy, social theory, aesthetics, and film, and is thus intended as the starting point for an extended exploration of the field of “German Studies.”

The Erudition List and the General Examination on it complement the array of seminars offered by individual faculty members, all of which are intended less to acquaint students with a specific body of material than to introduce students to approaches to research problems. The existence of the Erudition List—and the further exploration it is designed to prompt—thus provides faculty and students alike with the sort of shared basis from which seminars and individual research projects can develop.

Preparation for the first part of the General Examination should include close reading of the works on the Erudition List; exploration of the most important critical approaches to those works; and review of histories of literature, philosophy, and film, as aids to understanding relationships among the works and the interpretations to which they have given rise over time.

Students are encouraged to shape their individual reading lists according to their developing scholarly interests in two ways: first, by substituting up to 10% of the titles on the Erudition List, and, second, by formulating a series of topics and related questions intended to organize subsets of the list. The “topic statements” composed by the student and submitted to the General Exam committee will inform the committee’s composition of questions posed on the written part of Exam.

The faculty expects that each student will demonstrate through the General Examination a broad familiarity with the individual works on the list, as well as a grasp of conceptual frameworks through which diachronic and synchronic relationships among individual works are often organized. Within the first part of the General Examination, the written examination should demonstrate the student’s ability to organize discussion of works and problems into coherent, meaningful essays; the oral examination should demonstrate the student’s ability to engage in the kind of sustained intellectual exchange on specific topics that is the basis of all teaching in the field. The goal, in other words, is the demonstration of a general competence that suggests the ability to develop further and to undertake individual research at a high level of scholarship. The demonstration of an original approach, whether in local instances or more generally, is a plus but is not the primary object of evaluation within the first part of the General Examination.

Mechanics

Students receive copies of the Erudition List upon admission to the program.

1. Students are encouraged to form reading groups beginning in the first year in the program in order to share knowledge and distribute the work of acquainting themselves with secondary literature.

2. No later than early May of the second year, students should, in consultation with the DGS, form a committee of three faculty members...
(a Chair and two additional members) for the supervision of the first part of the General Examination.

3. After discussion of proposed topics and revisions to the Erudition List first with the Chair of the Generals Committee and then with its other two members, students should submit their individual reading lists and topic statements to the full General Examination committee no later than early June of the second year. Each topic statement should take the form of a short text, usually one or two paragraphs in length, followed by a list of works drawn from the reading list and of particular significance for the topic.

Written Exam

The written exam consists of a set of questions composed by the committee and answered by the student over a six-hour exam period.

The first part of the General Examination will be scheduled during the October PhD General Examination period of the third year; dates for PhD General Examination periods are listed on the Academic Calendars posted on the University website; the October PhD General Examination period typically takes place during the third and fourth weeks of the Fall Semester.

Students may elect to complete the written section of the first part of the General Examination in September of the third year, before the start of classes and in advance of the designated PhD General Examination period. If a student wishes to pursue this option, s/he is required to submit the final, approved reading list and topic statements to the committee no later than May 31 of the second year.

Oral Examination

The Oral Examination section of the first part of the General Examination is a one-hour oral examination of the student by the full German Department faculty that takes place approximately one week after completion of the written section. Each faculty member will pose questions to the student about works included on her/his reading list.

There is no fixed relationship between the written section of the first part of the General Examination and the questions asked in the Oral Examination. Nevertheless, students may want to reflect on the written examination during their opening comments at the oral examination.

Copies of previous students’ lists and topics, as well as copies of previous written examination questions can be reviewed in the Department Office. Please consult with the Graduate Administrator, Lynn Ratsep.

Grade

All parts of the General Examination will be graded pass/fail. If a student fails the first part of the General Examination, he or she may stand for reexamination within one year. If unsuccessful the second time, the student may not take the first part of the General Examination again, and degree candidacy will be
terminated automatically.

A student who passes the first part of the General Examination but who does not achieve the goal stated above of demonstrating “a general competence that suggests the ability to develop further and undertake individual research” shall be given the opportunity to take a terminal MA and shall not advance to the PhD.

**Part Two (Special Topic Area)**

Purpose: To develop an area of specialization that forms the basis of the student’s major teaching field and that lays the foundation for dissertation research.

This Special Topic Area part of the General Examination should be completed during the Spring Semester of the third year.

**Mechanics**

1. Upon successful completion of the first part of the General Examination, the student will approach a faculty member to serve as chair of the committee for the supervision of the second part of the General Examination; the composition of the committee for the second part of the General Examination may be identical to, similar to, or entirely different from the composition of the committee for the first part of the General Examination.

2. By November 15 of the third year, the student should submit to the chair of the committee for the second part of the General Examination a two-page sketch of her/his current thinking on an area of specialization and prospective dissertation research. No later than early December of the third year, after consultation with the faculty member who will serve as chair of the committee for the second part of the General Examination, the student will approach two additional faculty members to ask that they serve as committee members.

3. By December 15 of the third year, one of two possible formats for the Special Topic Area Examination (see below) should be selected in consultation with the committee.

**OPTION 1: Written Examination**

Following consultation with, and the granting of approval from, the chair of the committee for the second part of the General Examination, the student may elect that an examination format is appropriate. Possible formats include a six-hour written examination or a take-home examination with time parameters to be determined by the committee for the second part of the General Examination. In either case, the examination is to be based on a reading list that the student creates in consultation with the committee. The reading list should be organized around a broad topic with works grouped according to particular problems or questions appropriate to the special field and to the research interests of the student. This format may be the best option for students intending to write interdisciplinary dissertations requiring expertise beyond the study of German literature and culture or dissertations on topics for which coursework and the first part of the General
Examination did not provide adequate preparation.

**OPTION TWO: Qualifying Papers**

Working with the committee, students will submit a so-called Specials Dossier consisting of three qualifying papers and a two-page statement of research interest. This dossier will form the basis for an oral examination conducted by the committee in the Spring Semester of the third year. The qualifying papers, each of which must include a substantial bibliographic apparatus, can be (but do not have to be) based on prior seminar work and should demonstrate mastery of the primary and secondary literature of the relevant fields. Works not cited in the papers that are nevertheless relevant to the project should be cited in the bibliography for the statement of research interest. Where papers are based on seminar work, significant revision and reworking is expected.

**Master’s Degree**

After the General Erudition and Special Exams are completed successfully, students may apply for a Masters Degree.

**Dissertation Prospectus Defense**

In April of the third year, students submit a dissertation prospectus to a committee of three that includes the dissertation adviser or advisers and one or two other faculty members with expertise in the field. The prospectus is generally between 15 and 25 pages in length, sets out the major question(s) the dissertation will explore, and includes a preliminary bibliography. It may include an articulation of chapters or even a sample part of a chapter. The precise expectations for the prospectus, including its length, should be discussed in detail with the adviser(s) upon completion of the Special Examination.

The Dissertation Prospectus Defense comprises a concise presentation of the dissertation topic by the student, and a discussion of the topic and the proposed research with the committee. The committee will make recommendations concerning the direction of the research and the feasibility and scope of the dissertation project. The feedback provided at this stage is intended to help the student set out on the best path toward successful completion of the dissertation in a timely fashion.

Students should work with the Graduate Administrator, Lynn Ratsep, to set up a date, time, and place for the Dissertation Prospectus Defense. Students are required to submit the final draft of the Dissertation Prospectus to the committee at least two weeks prior to the date of the Dissertation Prospectus Defense.

**Language of Dissertation**

“The Graduate School requires that all doctoral dissertations be written and submitted in English” (see [http://www.princeton.edu/gradschool/academics/policies/dissertation/](http://www.princeton.edu/gradschool/academics/policies/dissertation/)) If a student is writing or planning to write her/his dissertation in a language other than English (German, in our case), the DGS must petition Cole Crittenden, the Associate Dean of Academic Affairs, for permission for an exception to the rule. The petition should be made at the start of the dissertation process, that
is, immediately after the dissertation prospectus colloquium/defense. The reasons for the request must be OTHER than that German is the student’s native language. In other words, students must have substantial intellectual reasons for making the request (for example, related to topic and/or appropriate audience). Students should discuss the reasons with their adviser before informing the DGS. The DGS will then take the matter before the faculty for their approval before petitioning the Dean.

**DCE/ETDCC (Post–enrolled status designations)**

Enrolled Ph.D. students who have not completed their degree within their department’s normal program period (five years) have the opportunity to be enrolled for up to two additional years in **Dissertation Completion Enrollment (DCE)** status. Eligible students apply for this status during the annual re-enrollment process in the last year of their program of study, and must be approved for DCE status by their department and the Graduate School Office based on criteria for satisfactory academic progress. DCE status is confirmed via e-mail from the Graduate School to the student, after which the student can electronically accept re-enrollment in this status. Students in DCE status are fully and formally enrolled graduate students, working full-time to complete degree requirements. DCE students may be enrolled as regular (in residence) or in absentia (pursuing their work away from Princeton). In both cases, a marginal-cost tuition and the mandatory Student Health Plan fee will be charged. In the academic year 2015-16, these combined charges will total $5,180.00.

If students do not choose DCE status, they will enter **Enrollment Terminated, Degree Candidacy Continues (ETDCC)** status. When graduate students come to the end of their regular period of enrollment and support in their degree program (five years + two years of DCE), they are required to terminate their enrollment. Normally, these students finish their degree work in the next year.

For more details on Graduate Student Status, see the Graduate School website.

**Guidelines for Final Submission: Formatting, Paperwork, Timeline**


It is highly recommended that students use the Mudd library format from the beginning of the writing process.

In general, the student will need to submit the dissertation to the Graduate Administrator approximately six weeks before the proposed defense date (four weeks for the readers to read the dissertation, two weeks for the graduate school approval process).

There are five degree dates throughout the year. Which degree date the student receives depends on the date she hands in her final materials to Mudd Library after the defense. See the Mudd library website listed above for up to date deadlines. For this year, see the following table.
**Deadline Dates for Dissertation Submission and Final Public Oral Examination**

<table>
<thead>
<tr>
<th>Date of Degree</th>
<th>Approved by Adviser and distributed to Readers</th>
<th>Final Public Oral Examination (Defense)</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 2016</td>
<td>1/22/2016</td>
<td>3/7/2016</td>
</tr>
</tbody>
</table>

**Dissertation Defense (Final Public Oral Examination)**

- **Once the dissertation has been approved by the adviser(s), the student submits two unbound hard copies and a PDF version of the completed work to the Graduate Administrator.** After that, the DGS, working in consultation with the student and the adviser or co-advisers, will appoint a Second Reader who will read the final dissertation and, like the adviser (First Reader), submit a Reader’s Report.

  Well in advance of the submission of the completed dissertation to the Department, the student and the adviser(s) should discuss possible Second Readers with the DGS. Students should follow the recommendations of the adviser with regard to the timing of these discussions, and both students and advisers should be mindful that many faculty members will require significant advance notice in order to serve as Second Reader for a dissertation; in some cases, the same will be true for the Examiner, of whom more below.

- **At the time of submission of the complete dissertation to the Department, a prospective date for the dissertation defense or Final Public Oral examination (FPO) will be determined** in consultation with the student, the adviser(s), and the Second Reader. Scheduling with the rest of the faculty is handled by the Graduate Administrator. Once a consensus on date and time has been reached, faculty will hold the proposed date.

  Also at the time of submission, if they have not done so already, the adviser(s) and the student should discuss possible Examiners with the DGS. For co-advised dissertations, only one of the two advisers will submit a Reader’s Report.

- **The date of the FPO will be approximately six weeks after the submission of the complete dissertation.** The First and Second Readers require four weeks to read the dissertation and write their respective reports. The Graduate School requires submission of the two readers reports at least two weeks in advance of the proposed date of the FPO. Copies of the Readers’ Reports
will be sent to the student at the time of their submission to the Graduate School (i.e., two weeks prior to the FPO date). If the Readers’ Reports recommend acceptance of the dissertation, an Examiner who will read the dissertation and prepare questions to be posed at the FPO will be appointed.

Should a prospective Examiner indicate that she or he will require more than two weeks to read the dissertation, the dissertation may be delivered to the Examiner at an earlier date with the approval of the adviser(s).

- **Once the Graduate School approves the Department’s request for acceptance of the dissertation, the proposed date of the FPO will be confirmed and fixed.** At this point, the Readers’ Reports will be circulated to the full faculty and the date and time of the FPO will be announced publicly.

  Only with the student’s permission may the Reader’s Reports be distributed by the Department to anyone other than a faculty member who will be participating in the FPO.

- **The FPO itself lasts approximately two hours.** The student opens the FPO with prepared remarks of roughly twenty minutes in length that present the argument and conclusions of the dissertation. The FPO proceeds with questions from the First and Second Reader and the Examiner, in an order to be determined by that group before the FPO gets underway. Following the exchanges among the student and the First Reader, Second Reader, and Examiner, other department faculty will have the opportunity to pose questions. By longstanding tradition, the full faculty of the German Department is expected to participate in every FPO held in the department. Once the Readers, the Examiner, and the faculty have concluded their questioning of the student and the student has had the opportunity to respond fully, others in attendance at the FPO are invited to pose questions. At the conclusion of this final phase of the discussion, the candidate and all others in attendance except for the faculty will be asked to leave the room so that the faculty may render a final decision on acceptance of the dissertation.

**After the FPO**

Candidate should deposit the dissertation to Mudd Manuscript Library (normally, submitted by the end of the day of the candidate’s successful completion of the FPO). If the adviser and examining committee recommend that minor, non-substantive changes be made in the text, the candidate must submit the corrected final copies within two weeks of successfully completing the FPO.

Checklist for this final submission:

- Complete the online submission of the dissertation to ProQuest at www.etdadmin.com/princeton. Candidates will upload a PDF of their dissertation, choose a publishing option, register copyright (optional) and pay relevant fees.
- Bring the following materials to Mudd Manuscript Library.
• Print-out of email confirming successful submission of the dissertation to ProQuest
• 1 bound copy of dissertation
• 1 dissertation maintenance fee $15.00 payable by check made out to “Princeton University Library” or exact cash
• 1 original and 1 copy of the FPO Exam Report form signed by Chair of FPO or Committee or DGS

(Proquest fees (paid on-line): Traditional publishing is free; Open Access publishing is $95.00. Copyright registration (optional) is $55.00. Note: These fees are different from the dissertation maintenance fee referenced above that must be paid separately to Mudd Manuscript Library by check or cash

Immediately after submitting the dissertation to Mudd Manuscript Library, student must submit the following materials to the Office of Academic Affairs, 111 Clio Hall:

• Final Public Oral Examination Report Form (Hard Copy, signed by Chair of FPO Committee or DGS and Mudd Librarian)
• Survey of Earned Doctorates (Hard copy of the “Certificate of Completion” page must be submitted – To be completed by candidate)
• Exit Questionnaire (Hard copy of the “Confirmation of Completion” page must be submitted – to be completed by candidate)
• End of Enrollment Form must be completed by the candidate if the candidate is currently enrolled. The form should be submitted to the Graduate School within one week of the termination date indicated on the form.

[NB Retain copies of all documents above]

Funding

Regular Stipend

When students are admitted, they receive a commitment of five years of graduate stipend that includes tuition and fees and extends over 12 months. Students receive notification of the total amount of their take-home from the graduate school when they are admitted and then again upon re-enrollment each year.

Teaching Stipend

When students are teaching, the regular graduate fellowship is increased slightly to reflect the additional work.

Research Assistantships

Students may also be hired as research assistants. This work is usually paid on an hourly basis and the specifics of how many hours per week and hourly rate are worked out with the professor for whom the student will be working.
DAAD/Fulbright Fellowships

The Deutscher Akademischer Austausch Dienst (DAAD) and Fulbright organizations offer fellowships to doctoral students who wish to perform research abroad (the DAAD is for Germany only). Students are encouraged to apply for these fellowships in their third year. Securing one year of external funding through these (or other sources) entitles students to take their fifth year regular stipend in their sixth year.

The DGS announces the Fall deadlines for DAAD and Fulbright applications in the preceding Spring. The Deadlines for Fall 2015 are as follows:

**Deadlines for DAAD Fellowship**
- DAAD proposal plus letter of recommendation from adviser due to DGS (Sara Poor) by October 2, 2015
- Nominations due from departments to GS: October 22, 2015
- Application due in New York City: October 31, 2015


**Deadlines for Fulbright Fellowship**
- Intent to apply due to Graduate School August 1, 2015


Honorific Fellowships

The University has a number of named fellowships that it awards to exceptional graduate students in each division for their final (fifth) year of funding. The Fellowship is competitive and replaces (and exceeds) the regular stipend. Students who are awarded these fellowships must be in residence at Princeton and are not permitted to teach.

Information about the fellowships can be found at: [http://www.princeton.edu/gradschool/financial/fellowships/competitive/](http://www.princeton.edu/gradschool/financial/fellowships/competitive/)

The announcement of the deadlines for nominations/applications is usually in mid to late February. At that time, the DGS solicits nominations (of fourth year students) from the faculty. If a student is nominated by her adviser, she must send the DGS:

1) CV
2) career statement
3) dissertation summary (1 page)
4) letters of recommendation (minimum 2, maximum 3)

The DGS in consultation with a nomination committee will determine a ranking of the nominations. Once the nominations are determined, the DGS will instruct the students to fill out the appropriate nomination form on-line and submit supporting materials.

For the Honorific applications, the Graduate School asks for

1) dissertation abstract
2) cv
3) career statement

**Scholarly Travel**

**Summer:**
Students may try to supplement their regular stipend for summer travel (for language training or research) by applying to the Graduate School. See: [http://www.princeton.edu/gradschool/financial/travel/](http://www.princeton.edu/gradschool/financial/travel/)


**Please Note:** All international travel must now be registered with the university travel database: Please follow the links at: [http://www.princeton.edu/travel/graduate-students/](http://www.princeton.edu/travel/graduate-students/)

The Graduate School also has a helpful web-page with advice for international travel: [http://www.princeton.edu/gradschool/academics/status/inabsentia/international/](http://www.princeton.edu/gradschool/academics/status/inabsentia/international/)

**Conferences and MLA:**

**ALL REQUESTS FOR FUNDING MUST BE SUBMITTED THROUGH SAFE.**

The department helps to defray the cost of travel to one conference per year. Students in year THREE or beyond who have a paper accepted to a conference should apply.

If the graduate school makes a grant, students should apply to the Chair of the German Department for the remainder of the budgeted funds. If the graduate school does NOT make a grant, students may apply to the Chair to cover the cost of airfare (no greater than the least expensive airfare to the destination) and two nights hotel at conference rates, not to exceed the standard GSA per diem rate at [http://www.gsa.gov/portal/content/104877](http://www.gsa.gov/portal/content/104877). This policy applies to all enrolled students and to students in their first year of DCE who are still receiving funding because of an earlier DAAD or Fulbright grant.

For DCE students NOT receiving funding, the department will reimburse up to $200.00 in travel expenses for delivering a conference paper. To receive this money, submit your travel receipts and proof of conference participation (copy of the program listing your paper) through SAFE.

All students, whether enrolled, DCE, or ETDCC, however, are also entitled to transportation plus two nights hotel at ONE MLA convention for the purposes of seeking a job.

**Guideline on Student Vacation Time**

Graduate study is understood to be a full-time commitment on the part of students. During an academic year, defined as September 1 to August 31, graduate student degree candidates may take up to (but no more than) four weeks of vacation,
including any days taken during regular University holidays and scheduled recesses (e.g., the Fall- and Spring- term breaks and inter-term break). Graduate students holding University financial support during the summer, and assuming that they have taken no vacation during regular term time, are expected to put in a two-month, full-time work effort between June 1 and September 15 each year. The specific periods taken as vacation must not conflict with the student’s academic responsibilities, coursework, research, or teaching, and should be discussed in advance with one’s director of graduate studies, adviser, or dissertation committee.

If a student receives financial support for graduate study for only part of the year (e.g., regular term time, September 1 to June 30), then the amount of vacation should be prorated accordingly. If a student receives summer support and has taken the allowed vacation during regular term time, September 1 to June 30, then he or she should not take additional vacation time during the summer months of July and August. If a student holds an external fellowship whose terms may conflict with this guideline, the student should consult first with her/his director of graduate studies or adviser. If questions remain, the student should consult with the Graduate School’s associate dean for administration or for academic affairs.

**Going on the Market**

Even before the dissertation is complete, students might consider going on the job market. This decision should be made in close consultation with the adviser and other faculty mentors, as well as with more advanced students who have experience with the job-seeking process, a brief account of which follows.

(Students may also want to consult:
1. the *Chronicle of Higher Education* Website, which has numerous articles/blogs/forums on the job market; and
2. 2) *Job Search In Academe: How to Get the Position You Deserve* by Dawn M. Formo (2nd edition, Stylus Publishing 2011.)

The Job Market schedule revolves around the MLA (Modern Language Association) annual meeting that takes place over the first weekend of January. Students considering going on the market should begin preparing the following application materials during the summer before.

1. curriculum vitae
2. cover letter
3. dissertation abstract
4. writing sample
5. statement of teaching philosophy
6. Teaching portfolio

Students should also think about which faculty members they might ask to write letters of recommendation. (Job advertisements normally ask for three recommendations; some prospective employers expect more). One letter should come from the dissertation adviser. Ideally, students will, in addition, have letters from two other departmental faculty members who know their work reasonably well (best to give each of recommender a cv, a draft of the cover letter, and if they
haven’t seen it recently, whatever is done of the dissertation). A letter from a faculty member outside the department can also be a valuable addition. The final element in the dossier is a teaching evaluation; the student should ask the Language Coordinator for a letter regarding teaching.

For the management of letters of recommendation, we now use INTERFOLIO (www.interfolio.com). Here are some links that provide support and instructions on how to use this service.


Universities and Colleges seeking to hire normally advertise either in the MLA job-list or the Chronicle of Higher Education or both. The MLA job-list is issued quarterly, but the main list comes out in September/October.

Most application deadlines are in October/November and ask for:

1. a cover letter
2. cv
3. dossier, which includes your letters of recommendation and possibly also your transcripts

In November/December, search committees will meet; some institutions will ask students for more material (writing samples, teaching materials).

In December, search committees decide whom they want to interview at the MLA and will either call or email to schedule the interview (students should make sure their contact information on their cv is up-to-date, valid until the day before the convention, and includes a cell-phone number).

In recent years, many search committees have dispensed with MLA interviews in favor of SKYPE interviews, so students should be prepared for such a possibility. The Department holds mock interviews for students on the market in December. Many search committees will make a decision about their short list of finalists while they’re still at the MLA. But students should be prepared to hear back about campus visits in early January.

Campus visits usually last one to two days and can include a teaching demonstration, a formal lecture (affectionately known as the job-talk), individual meetings with faculty members and with a university/college administrator (Dean of the Faculty), and group meetings with students. There will also be social events (reception after the talk, dinner with future colleagues) which are also very important.

All of the faculty members and many advanced students have experience with campus visits. Students should talk to as many people as possible to get a feel for what to expect and how best to handle this exciting, but it must be said, quite demanding stage of the job-search process. Also, see: http://chronicle.com/article/The-Campus-Visit/46252/
Cover letter for job application—general outline
(Princeton letterhead is available in the department office)

Princeton University
Department of German
203 East Pyne Building
Princeton, New Jersey 08544
Tel 609.258.4141 Fax 609.258.5597

Date

Name
Chair, Search Committee
Fabulous University/College
Somewhere in the US or Canada

Dear Professor So and So,

I am applying for the job as x listed in the x MLA job list. I believe that my training in a, b, and c, make me an excellent candidate for this position.

My dissertation is about x, y, and z, and is the best thing you have seen since the invention of the toaster. (Nice long juicy paragraph. Be succinct, and jazzy, and make sure to state your claims boldly; mention if you have presented it, or if any of it is published, and when you are going to be done).

My future research (what will you do post dissertation? Does it follow out of dissertation? Is it completely different? Does it follow up on a second area of expertise?) will be even more spectacular and interesting. Just you wait!

My teaching experience is extensive, beyond anything you can imagine for someone at my stage (or an appropriate adjective of your choosing). Describe experience. I am thus prepared to teach all levels of German language (not a joke. You should definitely say this). In addition, I am qualified and eager to teach all sorts of groovy literature courses for you that will bring in masses of majors (i.e., this is the point of this part; you want them to know you can do a lot, it is interesting what you do, and will help them be a fabulous program – this should obviously be tailored to the place you are applying to and the type of job as well).

Any other relevant experience (work with Princeton in Munich, the director of Kluge archive, research positions, organizing film series, speakers, colloquia, director of summer work program, job in the library, working in local soup kitchens, shining the DGS’s shoes, whatever you think might add to your profile and perhaps make you stand out).
I have also enclosed my CV (which you can refer to earlier, for example, if you have a publication related to your dissertation or your future research, or you can refer to a full list of courses you’ve taught) and three (or however many) letters of recommendation are being sent under separate cover. I plan to attend the MLA in January and would be very happy to meet with you there. Until then I can be reached at the following address, email, or cell phone.

Sincerely,

Mr./Ms. Perfect4Job

Mr./Ms. Perfect4Job

Notes:

1) The job letter should NOT be longer than 2 pages at this stage, and 1 and ½ pages is ideal. Show your letter to as many faculty as possible and listen carefully to their feedback.

2) If you have a website you can refer them to, that is also nice. This would be a good time to update your profile on the German department website, for example...

3) Have good topic sentences. Remember, people will be reading stacks of these letters and will be reading fast.

4) Don’t be afraid to sing your own praises. You are indeed an excellent candidate and it is your task in this letter to make that very very clear.

Obviously, don’t exaggerate or say things that are not actually true. 😊
What’s in a CV?

Name,
Address,
Phone

Curriculum Vitae

EDUCATION

HONORS/AWARDS

PUBLICATIONS

CONFERENCE PRESENTATIONS

TEACHING EXPERIENCE

PROFESSIONAL OR ADMIN ACTIVITIES
(orgанизed a session for a conference; organized a conference; edited for a journal or a volume; represented the graduate students; that sort of thing)

LANGUAGES

PROFESSIONAL ORGANIZATIONS

MLA (Modern Language Association)
AATG (American Association of the Teachers of German)
GSA (German Studies Association)
WiG (Women in German)
Etc.

By the time you go on the market, you should at the very least be a member of the MLA. A Membership in another organization shows a level of commitment to the profession.
**Job offer?**

1. Thank the person for the offer and be very positive in your reaction.

2. Get all the details, find out if you will be getting the offer in writing, and find out the timetable for making the decision. You do not have to give an answer right away.

3. Students should consult closely with their adviser, the DGS, and the department chair about the details of the offer and the ins and outs of negotiating. Depending on the situation (maybe you have more than one offer!), you may be able to ask for more salary, research money, moving money, and/or various other things. What you negotiate for depends on the circumstances of the offer and of your own situation and needs. In most cases, it is good to ask for something, whether or not you have a counter offer.

**No job offer?**

It takes on average, three tries on the market to get an academic job. You should not be discouraged in the least if you do not get something (or something perfect) your first time out. If there is no offer from the main round of jobs, keep looking at the subsequent job-lists. A one-year position is better than no position and is often a launching point to a tenure-track job.
**Recent Graduates’ Job Placement**

<table>
<thead>
<tr>
<th>NAME</th>
<th>YEAR</th>
<th>PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christian Jany</td>
<td>2014</td>
<td>ETH Zurich</td>
</tr>
<tr>
<td>Timothy Attanucci</td>
<td>2012</td>
<td>University of Mainz</td>
</tr>
<tr>
<td>Margareta Christian</td>
<td>2012</td>
<td>University of Chicago—tenure track</td>
</tr>
<tr>
<td>Sarah Eldridge</td>
<td>2012</td>
<td>University of Tennessee —tenure track</td>
</tr>
<tr>
<td>Michael McGillen</td>
<td>2012</td>
<td>Dartmouth —Lecturer</td>
</tr>
<tr>
<td>Petra Spies</td>
<td>2012</td>
<td>Dartmouth—tenure track</td>
</tr>
<tr>
<td>Mark Ilsemann</td>
<td>2011</td>
<td>University of Virginia—Lecturer</td>
</tr>
<tr>
<td>Angela Holzer</td>
<td>2010</td>
<td>Stiftung Preußischer Kulturbesitz</td>
</tr>
<tr>
<td>Lisa Cerami</td>
<td>2010</td>
<td>Mellon post-doc at the University of Pennsylvania</td>
</tr>
<tr>
<td>Michael House</td>
<td>2009</td>
<td>Dalhousie Univ. - tenure track</td>
</tr>
<tr>
<td>Kata Gellen</td>
<td>2009</td>
<td>Duke University - lecturer</td>
</tr>
<tr>
<td>Becker, Florian</td>
<td>2008</td>
<td>Bard College - tenure track</td>
</tr>
<tr>
<td>Boos, Sonja</td>
<td>2008</td>
<td>Oberlin College - Visiting Assistant Professor</td>
</tr>
<tr>
<td>Norberg, Jakob</td>
<td>2008</td>
<td>Duke University - tenure track</td>
</tr>
<tr>
<td>Wilke, Tobias</td>
<td>2008</td>
<td>Columbia - tenure track</td>
</tr>
<tr>
<td>Pourciau, Sarah</td>
<td>2007</td>
<td>Princeton University - tenure track</td>
</tr>
<tr>
<td>Taylor, Michael</td>
<td>2007</td>
<td>Reed College - tenure track</td>
</tr>
<tr>
<td>Mergenthaler, Angela</td>
<td>2007</td>
<td>Ohio State University - tenure track</td>
</tr>
<tr>
<td>May</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beringer, Alison</td>
<td>2006</td>
<td>Montclair State University—tenure track</td>
</tr>
<tr>
<td>Gess, Nicola</td>
<td>2005</td>
<td>Freie Universität, Berlin, Wissenschaftliche Mitarbeiter In the Peter Szondi-Institut für Allegemeine und Vergleichende Literaturwissenschaft</td>
</tr>
<tr>
<td>Niednagel, Matthew</td>
<td>2005</td>
<td>Non academic</td>
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<tr>
<td>Dornbach, Marton</td>
<td>2004</td>
<td>Stanford University - tenure track</td>
</tr>
<tr>
<td>Gold, Joshua</td>
<td>2004</td>
<td>University of Connecticut</td>
</tr>
<tr>
<td>Name</td>
<td>Year</td>
<td>Position</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------</td>
<td>---------------------------------------------------------------------------</td>
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<tr>
<td>Borchert, Angela</td>
<td>2002</td>
<td>University of Western Ontario - Canada</td>
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<tr>
<td>McFarland, James</td>
<td>2002</td>
<td>Vanderbilt University - tenure track</td>
</tr>
<tr>
<td>Swanson, Heidi</td>
<td>2002</td>
<td>Trinity College</td>
</tr>
<tr>
<td>Tanaka, Daniel Jiro</td>
<td>2002</td>
<td>Clark University</td>
</tr>
<tr>
<td>Bayazitoglu, Ahmet</td>
<td>2001</td>
<td>Lawyer - Debevoise &amp; Plimpton, LLP NYC</td>
</tr>
<tr>
<td>Amidon, Kevin</td>
<td>2000</td>
<td>Iowa State University - Associate Professor</td>
</tr>
<tr>
<td>Deiulio, Laura</td>
<td>2000</td>
<td>Christopher Newport University -- Associate Professor</td>
</tr>
<tr>
<td>Ogger, Sara</td>
<td>2000</td>
<td>Executive Director, New York Council for the Humanities</td>
</tr>
<tr>
<td>Rinere, Monique</td>
<td>2000</td>
<td>Associate Dean of Student Affairs -- Columbia University</td>
</tr>
<tr>
<td>Goldwasser, James</td>
<td>1999</td>
<td>Non academic</td>
</tr>
<tr>
<td>Lin, Angela</td>
<td>1999</td>
<td>Vanderbilt University</td>
</tr>
<tr>
<td>Daubert, Karen</td>
<td>1998</td>
<td>Director of Trademark Licensing at Washington University in St. Louis</td>
</tr>
</tbody>
</table>
Resources

Department

Office Hours—The Department Office is open Monday through Friday, 9am-5pm. We are closed at lunchtime.

Lounge—The Department Lounge (207 E. Pyne) is housed with mailboxes for each of you. Please check your mail on a regular basis. A key to the lounge can be obtained from the Department Office.

Kitchen—We have a kitchen diagonally across from 205 E. Pyne. In the kitchen, you will find a refrigerator, a microwave, water, and tea for your use. Please clean up after yourself; please do not leave items in the refrigerator for longer than one week.

Bulletin Boards—Be sure to check the department bulletin board outside of the Department Office for upcoming events. The Graduate Bulletin Board is near the elevator on the far side of the building. Notices pertaining just to graduate students will be posted there.

Website—Students should create profiles for our website and send them to Ed Sikorski for uploading.

Mail—All outgoing mail (inside the University and outside) can be placed in the top level of the wooden file on the counter in the Department Office. Outside mail must have postage on it.

Conferences—At the initial phase of planning a graduate student conference, please confer with Pat and Emily to discuss available dates, space, and sources of funding.

Teaching

Blackboard—You will have access to Blackboard for the class(es) you are teaching each semester. Be sure you learn how to use it effectively.

Supplies—All supplies which you may need while teaching can be found in the Department Office. Lynn or Pat will direct you to them.

Photocopying—Lynn will provide you with a copier number which you should use when you do your photocopying for class on the department copy machine. If you prefer a copy card which will allow you to copy at different locations on campus, please see Pat who will get one for you.

AI Office—There is an A.I. office where you can prepare for class, hold office hours, and do work. The printer in this office is not to be used as a copier. The printer is not for personal use.

Classroom Technology—Any questions related to classroom technology in 205 East Pyne should be addressed to our SCAD, Ed Sikorski.

Firestone Library

Library Tour
Rex Hatfield (rexh@princeton.edu) is available at any time to help students with any questions regarding library research that they may have. B-8-L Firestone
**German Graduate Study Room**
The Library Privileges Office in Firestone Library issues keys to graduate student study rooms. To apply for a desk in our study room (A-1-C), copy and paste this link in your browser: http://libweb10.princeton.edu/AssignedSpaceApplication/.

**Food**

Chancellor Green Café—Located on the lowest level of East Pyne serving Small World Roasters coffee, Tazo Teas, fresh pastries, sandwiches, salads, panini, soup and sushi in a café setting. A hot entree is prepared daily.

Frist Campus Center—Food Gallery located on the first floor featuring Deli, Home Cooking, Favorites, Mexican Fare, Grilled Selections, and Pizza and Pasta.

Residential Colleges—If you are on a meal plan, you can eat at any of the six residential colleges in addition to the Graduate School.

**Offices and Services**

Visa office—For questions about your visa, contact the Visa office at 8-5000.

Housing Office—Any questions about your campus housing should be directed to 8-3460.

Tiger Card Office—Issues related to your Princeton I.D. card should be directed to 8-8300.

The Graduate School—The Grad School office is located in Clio Hall. For information about the different offices there, please refer to: http://www.princeton.edu/gradschool/

Payroll—Student payroll questions should be directed to 8-3080 or refer to: http://finance.princeton.edu/how-to/payroll/index.xml

Firestone Library—Rex Hatfield, our German research librarian, is located in B-8-L Firestone and can be reached at 8-1373.

Marquand Library of Art and Archeology—is located in McCormick Hall. For questions, please call 8-3783.

**Miscellaneous**

Access to East Pyne—You are able to access E. Pyne 24/7 with your Princeton I.D. card.

German Language Tables—There are German languages tables at some of the residential colleges. If you are interested in joining one or starting one, please see Mareike Stoll.

Labyrinth Book Store—is located on Nassau Street across from Nassau Hall.

Ombudsperson—The Princeton University Ombuds Office is a neutral, confidential, independent and informal resource where any member of the Princeton University community can discuss a complaint, conflict, or problem. The Ombuds Officer listens, helps to bring forth a greater understanding of the problem and possible solutions, looks for information applicable to the situation, and provides coaching and training. To make an appointment, please call 8-1775.
Counseling and Psychological Services

These services support the psychological well-being of the Princeton University community and are available at no cost to currently enrolled Princeton students.

Appointments- Call 609-258-3285 or walk-in during business hours to make an appointment.

Urgent Care- During regular business hours, walk in or call CPS to make an urgent care appointment.

After hours, if you are experiencing intense emotional distress or other symptoms (e.g., panic or insomnia) that are interfering with your ability to function right now, call the on-call counselor at 609-258-3139.

If safety is of immediate concern, call the Department of Public Safety at 609-258-3333.

Hours & Contact
McCosh Health Center, Third Floor
Phone: 609-258-3285
Hours: Monday, Wednesday, 8:45 a.m. - 6:45 p.m.
Tuesday, Thursday, Friday, 8:45 a.m. - 4:45 p.m.

Department of German Website

Information on faculty publications, activities, department news and events, deadlines, contact information, and the like can be found on the departmental website.

http://german.princeton.edu/
### Directory—Faculty and Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>219 E.Pyne-84145</td>
<td>nwegmann</td>
<td></td>
</tr>
<tr>
<td>Director of Graduate Studies</td>
<td>211 E. Pyne—87980</td>
<td>spoor</td>
<td></td>
</tr>
<tr>
<td>Prof. Sara S. Poor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Departmental Representative</td>
<td>214 E. Pyne—84144</td>
<td>bnagel</td>
<td></td>
</tr>
<tr>
<td>Prof. Barbara Nagel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Manager</td>
<td>204 E. Pyne—84141</td>
<td>psheslin</td>
<td></td>
</tr>
<tr>
<td>Patricia S. Heslin</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Graduate Administrator</td>
<td>203 E. Pyne—84142</td>
<td>lratsep</td>
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</tr>
<tr>
<td>Lynn Ratsep</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Support Specialist</td>
<td>203 E. Pyne—87528</td>
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<td>Angiras Arya</td>
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<td>Mary Campbell</td>
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<td>Prof. Michael Jennings</td>
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Elsbeth Stagel composing the Sisterbook for the Töss Cloister. Stadtbibliothek Nürnberg, MS Cent. V 10a, fol. 3r.