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German Department Princeton

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.

In our commitment to principles of fairness and respect for all, Princeton's German Department seeks to create a climate that is favorable to the free and open exchange of ideas, and reaches out as widely as possible in order to attract the best qualified individuals. We do not discriminate on the basis of age, race, color, sex, sexual orientation, political views, gender identity or expression, religion, marital status, national or ethnic origin, disability, or veteran status.

University Statement on Freedom of Expression
(excerpted from Princeton University's Rights, Rules, and Responsibilities: <https://rrr.princeton.edu>)

Because the University is committed to free and open inquiry in all matters, it guarantees all members of the University community the broadest possible latitude to speak, write, listen, challenge, and learn. Except insofar as limitations on that freedom are necessary to the functioning of the University, Princeton University fully respects and supports the freedom of all members of the University community "to discuss any problem that presents itself."

Of course, the ideas of different members of the University community will often and quite naturally conflict. But it is not the proper role of the University to attempt to shield individuals from ideas and opinions they find unwelcome, disagreeable, or even deeply offensive. Although the University greatly values civility, and although all members of the University community share in the responsibility for maintaining a climate of mutual respect, concerns about civility and mutual respect can never be used as a justification for closing off discussion of ideas, however offensive or disagreeable those ideas may be to some members of our community.

[...]

In a word, the University's fundamental commitment is to the principle that debate or deliberation may not be suppressed because the ideas put forth are thought by some or even by most members of the University community to be offensive, unwise, immoral, or wrong-headed. It is for the individual members of the University community, not for the University as an institution, to make those judgments for themselves, and to act on those judgments not by seeking to suppress speech, but by openly and vigorously contesting the ideas that they oppose. Indeed, fostering the ability of members of the University community to engage in such debate and deliberation in an effective and responsible manner is an essential part of the University's educational mission.

[...]

- Hold an AI appointment for at least 2 hours, with eligibility determined on a per term basis.
- Hold an external fellowship with a stipend that is at least 60% of either the University Fellowship stipend rate or the AR stipend rate (both calculated on a 10 month basis).

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: <https://gradschool.princeton.edu/academics/statuses/degree-seeking-statuses>

Guidelines for Final Submission: Formatting, Paperwork, Timeline

Complete guidelines for formatting and final submission of the dissertation can be found at: <http://www.princeton.edu/~mudd/thesis/index.shtml>

It is highly recommended that students use the Mudd library format from the beginning of the writing process. Students should also consult with advisor regarding preferred citation format (Chicago or MLA). It is recommended that students begin using a bibliography program at the early stages of the writing process. Zotero is currently supported by the University.

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.

Dissertation Defense (Final Public Oral Examination)

- **Once the dissertation has been approved by the adviser(s), the student submits one unbound hard copy 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 reading 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.etsdadmin.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.
 1. Print-out of email confirming successful submission of the

- dissertation to ProQuest
2. One bound copy of dissertation
 3. One dissertation maintenance fee \$15.00 payable by Visa, or Master Card or personal check made out to "Princeton University Library"
Does NOT ACCEPT CASH.
 4. One original and one 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.

Sixth-Year Funding

Eligibility Requirements

For students who began prior to the fall of 2020:

- Attendance at a grant writing workshop offered on campus prior to the end of the fourth year, as confirmed by the adviser or DGS;
- Submission of full drafts of at least two chapters of the dissertation, both deemed acceptable by the dissertation adviser, no later than the end of May of the fifth year;
- Service as an AI in either GER 105 or GER 107 for one semester in the sixth year, either fall or spring.

For students who began their enrollment in the fall of 2020 or later:

- Attendance at a grant writing workshop offered on campus prior to the end of the fourth year, as confirmed by the adviser or DGS;

- Submission of full drafts of at least two chapters of the dissertation, both deemed acceptable by the dissertation adviser, no later than the end of May of the fifth year;
- Service as an AI in both GER 105 and GER 107 at some point either prior to or during the sixth year.

The funds may not be used to provide financial support for students in their 7th year of study.

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 deadlines for DAAD and Fulbright applications in Fall 2020 are as follows:

Deadlines for DAAD Fellowship

- DAAD proposal plus DAAD reference form filled out by adviser is due to DGS (Brigid Doherty) in early October
- Nominations due from departments to GS and application materials due to GS for pre-selection process usually by the third week of October.
- Application due in New York City: early November
- Check website for exact dates:
http://www.princeton.edu/gradschool/financial/fellowships/study_abroad/fellowships/daad/

Deadlines for Fulbright Fellowship

- **Campus Deadline, Sept. 29, 2020**
- **National Deadline, Oct. 13, 2020**

Fulbright requires universities to conduct a campus screening process and evaluate all Fulbright applicants. The Graduate School works in collaboration with Fellowship Advising in the Office of International Programs to help students through the Fulbright application process. Interested graduate students please follow this link for information about the application process. The first step in the process is to be in touch with Dr. Steve Gump (gump@princeton.edu), associate director of fellowship advising, to schedule a time to discuss your plans and review a draft of your project and personal statements. You may

also contact Elaine Willey (ewilley@Princeton.edu), assistant dean for academic administration in the Graduate School, for more details or consult the following website:

http://www.princeton.edu/gradschool/financial/fellowships/study_abroad/fellowships/ie/

Honorific Fellowships

The University has a number of named fellowships that it awards to exceptional graduate students in each division for their fifth year of funding or first year of DCE. The Fellowship is competitive and replaces (and exceeds) the regular stipend. In order to be nominated, students must have at least one chapter completed and approved by their adviser. Students awarded an honorific fellowship 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/>

The announcement of the deadlines for nominations/applications for 2020 was in late January. The DGS will begin the preparations for the nomination process in December. At this time, the DGS solicits nominations (of eligible fourth year and fifth students) from the faculty. If a student is nominated by their adviser, they must send the DGS:

1. CV
2. Career statement
3. Dissertation summary (1 page)
4. Letter of recommendation (from adviser)

The DGS in consultation with a nomination committee, made up of the DGS, the Chair, and one other faculty member, 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 material.

For the Honorific applications in 2020, the Graduate School asked for

1. Dissertation abstract/summary
2. CV
3. Career statement
4. Transcript (can be unofficial)
5. Letters of recommendation (2 minimum, 3 maximum)

Additional Teaching and Sixth-Year Funding Opportunities

1) Collaborative Teaching Initiative in the Humanities

Graduate students in the humanities who have successfully completed their general examination and who have already demonstrated excellence in teaching as an AI in a previous semester may apply to participate in a pilot initiative that allows them to co-design and co-teach an undergraduate course at Princeton with a faculty mentor. The aim of this initiative is twofold: first, to facilitate graduate student intellectual development and pedagogical and professional experience under the guidance of a seasoned mentor, specifically through the design and full co-teaching of a course; and second, to provide

innovative new team-taught classes for Princeton's undergraduates.

Twice per year faculty in the humanities receive a call for proposals with relevant deadlines and application requirements. Graduate students are encouraged to express interest to and discuss possible proposals with their faculty adviser(s) and director of graduate studies.

For more details, see: <https://gradschool.princeton.edu/professional-development/teaching-and-mentoring-0>

2) Dean's Completion Fellowship/PGRA Program

The Graduate School has implemented a sixth-year funding opportunity called "Dean's Completion Fellowship/PGRA Program." The program is for students who in their fifth year of their graduate fellowship determine that they will defend in the Fall of their first year of DCE status. The program includes a fellowship for the Fall semester in which the student defends and then a position as Post-Graduate Research Associate with the department in the Spring.

Eligible students will be identified by the DGS. If there is more than one student eligible, DGS will ask graduate committee (DGS, chair, and one additional faculty member) to review the required application materials to determine a ranking.

Nominations are typically due to the graduate school on May 1. If necessary, the nomination process takes place in April.

For specifics on what the duties of the PGRA are and on how to apply for this fellowship, see:

<https://gradschool.princeton.edu/costs-funding/funding-sources/deans-completion-fellowshippgra-program>

Funding for Travel for Research, Scholarly Conferences, Language Training

Students planning to undertake travel for research, participation in a scholarly conference, or language training have several opportunities to supplement their regular twelve-month fellowship, including access to funding through the German Department.

Before requesting financial support from the German Department for travel for research, conference participation, or language training, graduate students are expected to apply for support from the units on campus that provide funding for those activities, most prominently, the Graduate School and PIIRS (see below).

It is expected that graduate students at every stage in the PhD program will seek the advice of faculty advisors regarding their plans for research travel, conference participation, and language training in advance of submitting funding applications.

- The Graduate School Dean's Fund for Scholarly Travel supports individual PhD students invited to present their own, sole-authored scholarly research at a conference or meeting: <https://gradschool.princeton.edu/costs-funding/sources-funding/travel-grants>.

- Funding for summer research and language study is available through the Princeton Institute for International and Regional Studies (PIIRS): <http://piirs.princeton.edu/research-funding/graduate-research/>.
- For summer funding available from other programs (e.g., Hellenic Studies, Judaic Studies), see: <https://gradschool.princeton.edu/costs-funding/sources-funding/fellowships/program/summer-funding> .

After applying for support from the Graduate School, PIIRS, and/or other relevant funding sources, students may also request funding from the German Department, as needed.

Applications for funding from the German Department must be submitted through the Student Activities Funding Engine (SAFE): <http://www.princeton.edu/studentfunding/>. Questions concerning the SAFE submission process should be directed to Janine Calogero.

Deadlines for German Department funding cycles are September 15 and March 15. An exception to these deadlines is made for first-year students applying for funding to support work taking place before March of their first year. Decisions will be made by a committee consisting of the Chair, the DGS and a third faculty member, who will convene to allocate funding soon after the September 15 and March 15 deadlines.

During their time in the German graduate program, students are eligible to receive a cumulative maximum sum of \$4,000 to support travel for research, participation in scholarly conferences, and language training. Per University rules, students are eligible to apply for funding from the German Department while enrolled during their G1 through G5 years, and when in DCE status.

Applications to the German Department should consist of a justification for the research travel, conference participation, or language training as well as a detailed budget. For research travel, justification should include a brief description of the research to be completed and a list archives, libraries, or other institutions to be visited. For conference participation, justification should comprise the title of the student's contribution and the notification of acceptance or the conference program listing, as well as the relevant details of the funding request response from the Graduate School Dean's Fund. For language study, justification should include program information and a funding request response from PIIRS and/or other units on campus. For conference participation, the budget should consist of the transportation costs for the least-expensive fares to the destination, and accommodation costs corresponding to up to two nights hotel at conference rates, not to exceed the standard US General Services Administration rate for US hotels (<http://www.gsa.gov/portal/content/104877>). Budgets for research travel should include transportation costs for the least-expensive fares to the destination, and reasonably priced accommodations. Please note: US State Department rates for international hotel accommodations are often unreasonably high, so the German Department does not recommend using those guidelines for budgeting. Budgets for language study should detail the specific costs not covered by funding from PIIRS or other units on campus.

Please Note: All University-sponsored international travel must be registered with the

university travel database: Please follow the links at: <http://www.princeton.edu/travel/graduate-students/>. The Graduate School also has a helpful webpage with advice for international travel: <https://travel.princeton.edu/graduate-students/student-international-travel-resources>.

Travel to the MLA Job Market

In addition to the regular support for language training, research and conference travel, which is capped at \$4,000, all students, whether enrolled, DCE, or ETDCC, are also entitled to transportation plus two nights in a hotel at one MLA convention while they are on the job market. Students who are enrolled or DCE would submit a detailed budget through [SAFE](#). Students who are ETDCC would send a detailed budget along with receipts to the department manager who would process a reimbursement.

To attend the MLA conference, the budget that enrolled, DCE and ETDCC students submit should consist of the transportation costs for the least-expensive fares to the destination, and accommodation costs corresponding to up to two nights hotel at conference rates, not to exceed the standard US General Services Administration rate for US hotels at <http://www.gsa.gov/portal/content/104877>.

Students may request this funding for travel to the MLA outside of the regular funding cycles.

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 August 1 to July 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). Graduate students holding University financial support during the summer, and assuming that they have taken no vacation during the regular term time, are expected to put in a two-month, full-time work effort between June 1 and September 1 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, August 1 to May 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, August 1 to May 30, then he or she should not take additional vacation time during the summer months of June and July. 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.

Professionalization Workshops

As part of our annual Department Works in Progress series, the faculty will offer a rotating series of professionalization workshops. The below rotation is offered as a guideline for DGS's in managing the workshops. There may be slight differences in the offerings in a given year.

YEAR ONE:

Fall:

Exam preparation for first years (annual)
Job applications, job market, interviewing, and/or job talk

Spring:

Prospectus defense
Seminar papers and academic publishing
McGraw Inclusivity Workshop (annual)

YEAR TWO:

Fall:

exam preparation for first years (annual)
writing grant applications

Spring:

Conferences
McGraw Inclusivity Workshop (annual)

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. *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.

1. <http://chronicle.com/blogs/profhacker/using-interfolio-to-manage-your-professional-documents/24094>
2. <https://www.interfolio.com/helpcenter/index.cfm/fh>

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 will 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, teaching in the prison program, 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,

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.

What's in a CV?

Name,

Address,

Phone

Curriculum Vitae

EDUCATION

HONORS/AWARDS

PUBLICATIONS

CONFERENCE PRESENTATIONS

TEACHING EXPERIENCE

PROFESSIONAL OR ADMIN ACTIVITIES

(Organized 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.



Christine de Pizan

Recent Graduates' Job Placement

NAME	YEAR	CURRENT POSITION
Sean Toland	2020	
Anton Bunia	2020	Intern with the European Commission
Hannah Hunter-Parker	2019	Amherst College – tenure track
Carolina Malagon	2019	Freelancer NYC area
Alice Christensen	2019	University of British Columbia - Post Doc
Matthew Vollgraff	2019	The Warburg Institute
Hannes Mandel	2018	University of Texas, Austin – Lecturer
Jonathan Martin	2018	Illinois State University – tenure track
Megan Ewing	2017	University of Michigan -- Lecturer
Frederic Ponten	2017	Institut für Germanistik, Universität Regensburg
Tanvi Solanki	2016	Yonsei University, South Korea
Matthew Birkhold	2016	Ohio State University – tenure track
Christian Jany	2015	Dozent, Literature-und Kulturwissenschaft, ETH Zürich
Mareike Stoll	2015	Weißensee Academy of Art as a "wissenschaftliche Referentin"
Timothy Attanucci	2014	Johannes Gutenberg-Universität Mainz
Alana King	2014	VCCP London
Jeffrey Kirkwood	2014	SUNY Binghamton
Peter Kuras	2014	Self employed
Michael McGillen	2012	Dartmouth College – Lecturer
Petra Spies McGillen	2012	Dartmouth College – tenure track
Margareta Ingrid Christian	2012	University of Chicago – tenure track
Sarah Eldridge	2012	University of Tennessee, Knoxville
Mark Ilsemann	2011	University of Virginia
Kata Gellen	2010	Duke University – tenure track
Angela Holzer	2010	DFG Deutsche Forschungsgemeinschaft
Michael House	2009	University of South Carolina
Sonja Boos	2008	University of Oregon – tenure track
Jakob Norberg	2008	Duke University – tenure track
Florian Becker	2008	Bard College
Tobias Wilke	2008	Universität Basel
Sarah Pourciau	2007	Duke University
May Mergenthaler	2007	Ohio State University
Michael Taylor	2007	Bard College Berlin
Alison Beringer	2006	Montclair State University
Nicola Gess	2005	Universität Basel

Günter Schmidt	2004	University of Freiburg
Brian Tucker	2004	Wabash College
Marton Dornbach	2004	Johns Hopkins University
Daniel Magilow	2003	University of Tennessee, Knoxville – tenure track
James McFarland	2002	Vanderbilt University
Angela Borchert	2002	University College 2210, Canada
Heidi Swanson	2002	Self-employed
Daniel Jiro Tanaka	2002	The Evolution Institute
Ahmet Bayazitoglu	2000	The Hun School, Faculty
Laura Deiulio	2000	Christopher Newport University

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 Janine and Fiona 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 Janine 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.

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) conducts library tours each fall for incoming students and students who wish to have an update on library resources. He is also 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 cafe 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.

Graduate Student Health, Well-being, and Safety

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.

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

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

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.

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.

Sexual Harassment/Assault Advising, Resources & Education (SHARE): SHARE@princeton.edu; Located at McCosh Health Center in rooms 217 and 214 C, 609-258-3310 (Monday - Friday 8:45 am – 4:45 pm)
609-258-3141 (After Hours: 4:46 pm – 8:44 am)
<https://share.princeton.edu/>

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.

Office of the Dean of the Graduate School Academic Affairs, Diversity and Inclusion, Finance and Administration, and Student Life

Non-confidential discussions (private when possible) regarding options and grievance procedures, before a student discusses the matter with the department 609-258-3030.

Graduate Student Guide to Grievance

Process https://gradschool.princeton.edu/sites/gradschool/files/docs/CA/508_Grievance%20Process%20FINAL.pdf

Miscellaneous

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

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

German Department Princeton

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

Chair

Prof. Devin Fore 221 EP – 84146 dfore

Director of Graduate Studies

Prof. Brigid Doherty 223 EP – 87258 bdoherty

Director of Undergraduate Studies

Prof. Johannes Wankhammer 213 EP – 86149 jw54

Manager, Finance & Administration

Janine Calogero 204 EP – 84141 jcaloger

Events Coordinator

Fiona Romaine 203 EP – 87964 fromaine

Undergraduate/Graduate Administrator

Lynn Ratsep 203 EP – 84142 lratsep

Technical Support Specialist

Edward Sikorski 203 EP – 87528 sikorski

Summer Work Program

Angiras Arya 224 EP – 84132 aarya

Faculty

Prof. Brigid Doherty 223 EP – 7258 bdoherty

Prof. Devin Fore 221 EP – 84146 dfore

Prof. Michael Jennings (Leave Spring) 209 EP – 84133 jennings

Prof. Joel Lande 217 EP – 86195 lande

Prof. Thomas Y. Levin (Leave Fall) 210 EP – 81384 tylevin

Prof. Barbara Nagel 214 EP -- 84144 bnagel

Prof. Adam Oberlin 208 EP – 88424 aoberlin

Prof. Sara S. Poor (Leave Spring) 211 EP – 87980 spoor

Prof. Jamie Rankin 011 EP – 84135 jrankin

Prof. Johannes Wankhammer 213 EP – 86149 jw54

Prof. Nikolaus Wegmann(Leave Spring) 219 EP – 84145 nwegmann

Current Graduate Students

First-Year

Konstantin Haensch haensch@princeton.edu

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Pre-Generals

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Elisabeth Stigel composing the Sisterbook for the Töss
 Cloister. Stadtbibliothek Nürnberg, MS Cent. V 10a, fol.
 3r.