

HANDOUT FOR ADVISEES

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For a suggested outline of theses and thesis proposals, see
www.uvm.edu/~aivakhiv/thesisoutline.pdf

General Requests & Suggestions:

1. Whenever possible, please provide me with a **hard copy** of anything you would like specific or detailed comments on. (But see #4 below.)
2. Feel free to **e-mail** me anything you want me to look at but do not need detailed comments on, just general comments. But allow the usual two or three days for quick e-mail responses (more when I am traveling, etc.) and longer for more substantive responses. (I get upwards of a hundred e-mails a day most weekdays.) See the schedule below (#5). **Please include something obvious in the Subject line**, such as ‘**ENVS XXX**’ if your e-mail is regarding class work (substituting the class number for ‘XXX’), ‘**THESIS**’ if it concerns a thesis, etc.
3. My preference is to get **complete drafts** rather than unfinished pieces in progress, but if you are giving me something that is unfinished, **let me know what is missing**. Similarly, if you’re giving me a revision of something I’ve already seen a draft of, please indicate what is new in it and what is not. If you can provide both the previous copy (with my comments) and the new one, so much the better.
4. If you are working with me through **multiple drafts** (e.g., on a Master’s thesis or Ph.D. dissertation), it’s fine to e-mail me a Word document with the changes being tracked, comments in margins, etc.
5. Depending on how busy I am with other things, I will usually try to get back to you on more or less on the following **turn-around schedule**:
 - a. **E-mails** requiring quick responses: 1 to 3 days
 - b. **Thesis drafts** requiring detailed feedback: 5 to 10 working days
 - c. **Phone messages** left at the office: 1 to 3 working days

Sometimes I am unable to stick to this schedule because I am traveling to conferences or away on field trips, am trying to meet publication or review deadlines, or due to other contingencies, so **feel free to send me reminders** or to **ask how long it might take to get something back**.

If you need a quicker turn-around time, please let me know ahead of time so that I can plan for it.

Thanks!

Adrian.