

The Rules of the Game

Office Hours, Appointments, Knocking on My Door, E-mail

My office hours are written in my teaching web page, in the syllabus of the course(s) I teach, and on my office door. If you cannot come to my regular office hours, I am available by appointment, but office hours are the default time to see me unless a conflict prevents you from relying on them. I post a sign-up sheet for office hours on my office door. It is a good idea to sign-up for a slot in advance since my office hours are often very crowded.

As a general principle, you should not intercept me in a corridor with questions and/or updates on what you are doing. I may be trying to actually focus on my research or other tasks. Questions and/or updates are for office hours or previously scheduled appointments. I am more than happy to help you at those times.

There is a sheet on my office door that informs you on what I am doing and if it is ok to knock. If the orange paper clip points to "Please do not disturb," it means "do not disturb," even if my office door is not closed – even if it is completely open. When the sheet says "Please do not disturb," you should knock on my door only if you have previously scheduled an appointment for the time when you are knocking. I am honestly surprised by the number of students who seem unable to understand the meaning of the words "Please do not disturb."

You should also not assume that I can answer questions by e-mail. In fact, you should not expect me to answer e-mail questions unless they require only a yes or no answer or they are requests of appointments. I must handle (too) large amounts of e-mail every day. If you send me questions by e-mail, make sure they are two-line questions that I can answer in less than two lines. Otherwise, meeting in person is much more efficient.

If you are contacting me to schedule an appointment, keep in mind that 24-hour advance notice (or less) is not enough. It is simply rude to send a message expecting to have an appointment on the next day.

Preparing for lectures, teaching, holding office hours, reading your work, attending seminars and workshops, and performing editorial and referee duties take a huge portion of my time. I need the time that is not officially allocated to these things to work on my papers. Else, bad things will happen – and the quality of my teaching and commitment to you will suffer too.

Graduate Advising

I differentiate my advising service between students for whom I am dissertation committee chair (main advisor) or co-chair and students for whom I am just a dissertation committee member. If my role is simply that of committee member, you can expect to receive advice and comments in conversations and the R@BC workshop, but you cannot expect line-by-line comments on your written drafts and you cannot expect me to read more than a preliminary draft of your dissertation and the final version. In general, there is a limit to the number of drafts that I can read.

If I am the member of your dissertation committee with whom you spend more time, who gives you the most detailed comments, and in general from whom you receive relatively more advice, or if the core of your dissertation is directly related to my research, or it is in international macro and I am the only international macroeconomist on your committee, I anticipate that I will be the chair of your committee – or, at a minimum, the co-chair.

If you plan to make international macro your primary research field and/or to go on the job market with a paper in international macro, I will expect you to have taken the comp exam in international economics (or, if it is offered, the comp exam in international finance and macroeconomics).

If I am your main dissertation advisor, I expect you to attend the macro seminar regularly. If I am not your main advisor, I do not make a fuss if you do not attend, but I notice.

If I am your main advisor, I expect to see you at least once a month to discuss the progress in your research.

If you want me to serve on your dissertation committee in any capacity, you must participate in the meetings of the R@BC Workshop.

If you want me to sign a dissertation proposal, you must not bring me the proposal two days before the deadline to turn it in. You must bring it to me a minimum of two weeks before the deadline and revise it according to the comments you receive before I sign it.

Letters of Recommendation

If you want me to write a letter of recommendation for you, you must give me ample advance notice (I mean, a month at a minimum, two for job market letters) and provide all relevant information on you and your work by e-mail and in an envelope in my mailbox. I will not write letters on short notice.

The Rules will be enforced without exceptions.