

Guidelines for Using cis-doctoral@seas.upenn.edu

CIS doctoral students can use cis-doctoral@seas.upenn.edu to send announcements re: their WPE II presentation, dissertation proposal defense, and dissertation defense to their fellow CIS PhD students, faculty, and post-docs.

Please make sure your SEAS email address (username@seas.upenn.edu) is listed in the Penn Directory for the mailing lists to work correctly. Go to <http://www.upenn.edu/directories> Then click "Update Directory listings" to check and/or update your email address.

CIS doctoral students should send the relevant announcement two weeks before the event and a reminder the day before the event.

Suggested guidelines for formatting announcement msgs:

Subject: WPE II Presentation – Nancy Phdstudent – March 21, 2017, 9 AM

Msg. content:

WPE II Presentation - Nancy Phdstudent

Title: WPE II Title

Date: March 21, 2017

Time: 9 AM

Location: Levine 307

Committee: faculty member 1 (chair), faculty member 2, faculty member 3

Abstract:

Subject: Dissertation Proposal Defense – Nancy Phdstudent – April 21, 2017, 9 AM

Msg. content:

Dissertation Proposal Defense - Nancy Phdstudent

Title: Dissertation Proposal Title

Date: April 21, 2017

Time: 9 AM

Location: Levine 307

Advisor: faculty member 1

Committee: faculty member 2 (chair), faculty member 3, faculty member 4

Abstract:

Subject: Dissertation Defense – Nancy Phdstudent – May 21, 2017, 9 AM

Msg. content:

Dissertation Defense - Nancy Phdstudent

Title: Dissertation Title

Date: May 21, 2017

Time: 9 AM

Location: Levine 307

Advisor: faculty member 1

Committee: faculty member 2 (chair), faculty member 3, faculty member 4
Abstract: