

## Advisor Definitions for MUSE Capstone Projects and Theses

**Primary Advisor:** Works most closely with the student. Will see drafts of capstone reports before other committee members. Should agree that the capstone report is ready to pass on to other committee members before it is shared for the review and defense. Primary advisor will always need approximately two weeks to review drafts.

**Secondary Advisor:** Will not expect to work very closely, but should be kept up to date with all important progress toward completion. They often have some general or specific expertise (eg. knowledge of a particular social issue, community/institution, museum practice, etc...) and will advise closely on that portion of the capstone, but the main advising will be left to the primary advisor. Will see the final draft of the capstone report only after the primary advisor has confirmed that it is ready to share. Please allow approximately two weeks for review of all drafts before the defense.

**Additional Advisors:** Optional for capstone Projects. Required for capstone Theses. Typically these advisors offer specific expertise (eg. knowledge of a particular social issue, community/institution, museum practice, etc...) that is related to a part of the student's capstone. This role is mostly hands-off, but will also be present at the defense, so they should be made aware of any major changes in the capstone. Like the other advisors, please allow approximately two weeks for review of all drafts before the defense.

### General Information

All advisors should be present at the capstone defense. All advisors must sign defense-related documents that will be turned into the Graduate College. If an advisor is based outside Chicago or is unable to be present for the defense, they may Skype in for the defense, but their signature is still required, so make sure you leave time to acquire the signed documents when planning and scheduling your defense date.

These definitions are guidelines, not rules. Every committee functions in their own way, so make sure you and your committee members are clear with each other about expectations and responsibilities.