Dear USC Dornsife faculty,

Thank you for participating in Commencement! Your job as a name reader is very important and we would like to help prepare you for the big day. Below you will find information regarding the USC Dornsife Satellite Ceremonies, including instructions, a timeline and faculty participation listing. Attached is the script for your reference.

This information and more is available on the Commencement website: www.dornsife.usc.edu/commencement

**Instructions for Faculty Readers at the Group 1 Satellite Ceremony**

- Proceed to Howard Jones Field immediately after the Main Ceremony ends.

- Line-up behind the stage, sign will indicate line-up area. Kim Allen will check you in.

- Order of Procession:
  - Flag and Banner Bearers
  - All Faculty
  - PhD graduates
  - Masters graduates
  - Bachelors graduates by department

- Faculty will process in and continue to the stage to be seated. Click here for a processional diagram.

- After Vice Dean Byrd concludes her remarks, Dean Susan Kamei will read the PhD and Master student names, followed by Brighde Mullins who will read MPW names.

- Dean Byrd will introduce the first undergraduate name reader, Dr. Carolyn Malone. After Dr. Malone is done reading their graduate’s names, she will introduce the next reader.

- When you are introduced, proceed to the podium. There is a master script at the podium for your use.

- You will be handed a couple of namecards at a time by a staff member standing to your left. Click here to view a sample card.

- **NOTE – READ:**
  - the student’s first and last names
○ if they have a double major (do NOT read major if same as your department)
○ any minor

Example (you are reading for the Dept of Philosophy):
○ Student wrote on namecard:
  ▪ Name: Susie Smith
  ▪ All majors: Philosophy, Neuroscience
  ▪ All minors: Spanish
○ You read:
  ▪ Susie Smith, also majoring in Neuroscience with a minor in Spanish

- After you read the card, hand it to the person standing to your right. This person will keep them in order.
- Once all of the graduates have processed, the staff member handing you cards will stop.
- Now, introduce the next department’s reader. The order of departments is listed below. PLEASE LEAVE THE MASTER SCRIPT AT THE PODIUM.
- Faculty will lead the recessional down the center aisle once the ceremony has concluded.

**TIMELINE**

8:00 a.m.  All faculty participating in the Main Ceremony line up
- Marshals at your columns
- Other faculty participating, inside Bovard Auditorium

8:30 am  Main Ceremony procession begins

9:00 am  Commencement Ceremony begins
Alumni Memorial Park

10:10 a.m.  Commencement Ceremony ends
All faculty participating in the Group 1 Satellite Ceremony move to Group 1 site at Howard Jones Field

10:45 a.m.  Group 1 Satellite Ceremony begins
Department Receptions immediately follow the conclusion of Satellite Ceremony

GROUP 1 SATELLITE CEREMONY

Group 1 - Howard Jones Field
Faculty line-up behind the tent on the north side of the field. Please check in with Kim Allen.

Officiant: Vice Dean Dani Byrd

Marshals: Ed McCann (Master of Liberal Studies), Prince Gomolvilas (Master of Professional Writing), Eunice Howe (Art History), Sunyoung Park (East Asian Languages and Cultures), Stanley Rosen (East Asian Area Studies), Mike Messner (Gender Studies), Andrew Simpson (Linguistics), James Van Cleve (Philosophy), Marianna Chodorowska (Spanish & Portuguese), Andrea Parra (Spanish & Portuguese), Rebecca Lemon (English)

Departments (in order of procession):
PhD Graduates
Other Masters Graduates
Master of Liberal Studies
Master of Professional Writing
Art History
Classics
Comparative Literature
East Asian Area Studies
East Asian Languages & Cultures
French & Italian
Gender Studies
Linguistics
Philosophy
Religion
Spanish & Portuguese
English

Faculty Readers:
Susan Kamei
Susan Kamei
Susan Kamei
Brighde Mullins
Carolyn Malone
Thomas Habinke
Panivong Norindr
Stanley Rosen
Dominic Cheung
Natania Meeker
Mike Messner
Elena Guerzoni
James Van Cleve
Lisa Bitel
Roberto Diaz
Margaret Russett

Other Faculty attending (seated on stage):
Nan Cohen (Master of Professional Writing), Akira Lippit (East Asian Languages and Cultures), Bettine Birge (East Asian Languages and Cultures), Anthony Kemp (English), Carol Hofmann (French and Italian), Atiyeh Showrai (French and Italian), Margaret Rosenthal (French and Italian), Antonio Idini (French and Italian), Maria Luisa Zubizarreta (Linguistics), Sandra Disner (Linguistics), Thomas Seifrid (Slavic Languages and Literatures), Giulio Ongaro (Dean at University of the Pacific)