



2016 – 2017
Graduate Student Handbook

Media Arts and Technology Program
University of California, Santa Barbara

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<http://www.mat.ucsb.edu>

17th Edition

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NOTES

- This *MAT Graduate Student Handbook* has been prepared as carefully as possible. However, should its contents conflict with the University of Graduate Division policies, those policies take precedence over and supersede this handbook. Please report errors (typographical and otherwise) to the Graduate Program Advisor (Kris Listoe, kris@mat.ucsb.edu).
- Please refer to the MAT website for changes and updates to this handbook
- Phone numbers at UCSB are in the form (805) 893 – xxx. “Ext. 1234” or “x1234” is the same as (805) 893 – 1234
- For general information about UCSB, visit the web site <http://www.ucsb.edu>
UCSB is on the quarter system, with fall, winter, spring, and summer quarter. A quarter is typically ten weeks long plus exam week. Three quarters constitutes an academic year. Fall quarter begins in Late September; winter quarter begins in early January; spring quarter begins around the beginning of April and ends in mid-June. MAT typically does not offer courses in the summer quarter.

Introduction

Welcome to all new and returning Media Arts and Technology graduate students! This handbook is intended to make your life as a graduate student somewhat easier by providing general information about the Media Arts and Technology Program, administrative and academic policies, financial support, teaching assistantships, program requirements, and about various helpful support groups and agencies at UCSB. Further information can be found on the MAT web site, at <http://www.mat.ucsb.edu>. Another important source of information is the Graduate Division's *Graduate Handbook*, available at the Graduate Division website (<http://www.graddiv.ucsb.edu>).

General Information

Graduate study in Media Arts and Technology at UCSB offers the opportunity to work closely with a distinguished faculty of scholars and researchers in an atmosphere of intellectual challenge. MAT offers programs leading to the Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) degrees in Media Arts and Technology, with concentrations in Electronic Music and Sound Design, Visual and Spatial Arts, or Multimedia Engineering. We seek to promote academic excellence as well as a spirit of cooperation and mutual respect among the various backgrounds and areas of expertise represented in the program, we encourage students to explore new paths and points of intersection. MAT strongly encourages interdisciplinary learning and collaboration, and seeks to instill a demanding yet supportive environment.

Media Arts and Technology began in the fall of 1999, the result of years of planning for a new graduate program, and it started with participation from four departments at UCSB: Art, Computer Science, Electrical and Computer Engineering, and Music. MAT is fundamentally interdisciplinary; most of the faculty has joint appointments with one of the four original partner departments. MAT spans both the College of Letters and Sciences (the Humanities and Fine Arts Division) and the College of Engineering. In 2005, MAT began to offer a Ph.D. degree. Officially known as the Interdisciplinary Graduate Program in Media Arts and Technology, MAT functions as a department (it has its own faculty, students, and administration, it grants degrees, etc.) so we interchangeably refer to it as a program or a department.

Correspondence and Information

If you have questions about MAT or about specific items in this handbook, please contact:

Kris Listoe, Graduate Program Advisor
Media Arts and Technology
3309 Phelps Hall
University of California
Santa Barbara, CA 93106-6065
(805) 893-2887 (voice) (805) 893-2930 (fax)
E-mail: kris@mat.ucsb.edu

MAT Student Representatives

MAT students elect fellow students to be the official representative to the faculty, in order to help keep both faculty and students better aware of important issues and events and to help ensure that there is active and constructive faculty-student communication. The current student representatives are Mark Hirsch (markhirsch8@gmail.com), Kurt Kaminski (kurtoon@gmail.com) and Keehong Youn (younkeehong@gmail.com).

UCSB General Catalog

<https://my.sa.ucsb.edu/catalog/Current/Index.aspx>

The *General Catalog*, which describes admission procedures, the various degrees offered by the University, the degree requirements and a complete listing of courses offered by each department is available online at the link above.

Graduate Division

<http://www.graddiv.ucsb.edu>

Policy for graduate education at UCSB is set by the Graduate Council, an Academic Senate Committee, and is implemented by the staff of the Graduate Division under the supervision of the graduate dean. The Graduate Division has three departments: admissions, academic services and financial support. Admissions deals with recruitment of prospective students and with processing applications. Academic services respond to student problems, monitors progress toward degrees, enforces academic standards and policy, processes petitions, and awards degrees. Financial support handles centrally administered fellowships and loan programs, maintains information on sources of extramural funding and certifies student-employment eligibility. The Graduate Division also sponsors occasional special programs for graduate students, e.g., dissertation support groups, research colloquia and workshops on topics such as developing grant proposals and career planning. The Graduate Division is located in Cheadle Hall, third floor, room 3117, phone (805) 893-2277. Admissions: (805) 893-2278; Academic Affairs: (805) 893-2559; Financial Support: (805) 893-2710, (805) 893-4653.

MAT Resources and Facilities

Media Arts and Technology is housed in several locations across the UCSB campus, as is fitting for an interdisciplinary program with active ties to multiple departments. Most of the MAT faculty has offices on the second floor of Elings Hall. At present, most of the staff is on the third floor of Phelps Hall. Other MAT-related labs are in various locations throughout the campus.

A detailed UCSB campus map is available at <http://www.aw.id.ucsb.edu/maps/>.

MAT facilities include both research and instructional laboratories and production studios in several locations, including the Elings Hall, as well as in other departments. MAT labs and facilities include:

- Elings Hall labs – Laboratory spaces in the Elings building for research and artistic production in Media Arts and Technology:
 - transLAB
 - Interactive Visualization Lab
 - Visual Computing Lab/ FogLabPlurilabs
 - Systemics Lab
 - Plurilabs
 - Mirage Lab
 - RE Touch Lab

- Allosphere Research Facility (<http://allosphere.ucsb.edu>) – A three-story space with a spherical display surface in Elings Hall, the Allosphere is one of the world's largest immersive visualization and interactive environments.

- eStudio – Research and production in the digital visual arts, Internet and motion sensing systems.
- Professional Artists Lab (<http://proartslab.ucsb.edu>)
- Varese Studio – Multitrack recording, synthesis, signal processing, and editing with octophonic playback. 24-bit, 192 kHz high-definition Pro Tools environment.
- Theremin Studio – Professional digital video cameras, digital video editing, with eight-channel Pro Tools audio support.

Related facilities include:

- Four Eyes Laboratory – Sensor based machine perception to support new modes of human-computer interaction.
- Vision Research Lab – Research in multimedia signal processing and analysis, including applications in large multimedia databases, bio-image informatics, digital libraries, data hiding, and image processing...
- Center for Bio-Image Informatics – For developing new information processing technologies for understanding biological processes from images.
- Networking and Multimedia Systems Laboratory – Workstations and high-bandwidth next-generation protocols and delivery of streaming media.
- RECVEB Lab – Psychology lab for the study of virtual environments and behavior.
- Center for Spatial Studies (Spatial@UCSB) – (<http://spatial.ucsb.edu>)
- Kerr Hall – Fully equipped television production facility; large digital multi-track recording studio.
- Phelps Hall – Computer instructional classrooms in Windows and MacOS environments.
- The Systemics lab is located in the Elings hall and is a space devoted to the creative exploration of the edges of art/science and technology research with a special focus on robotics, interface design, signal processing, embedded systems, sensors and sensor networks, communications, applied aerospace systems, biological computing paradigms, sustainable computing paradigms, cybernetics and systems theory in general. The lab is equipped with multiple computer workstations, hardware prototyping facilities and several exploratory micro-ecologies.
- Simulation and Animation Laboratory –Developing new methods of computing natural motion for both aesthetic and engineering purposes.
- RE Touch Lab – Investigating fundamental mechanisms of touch perception. Creating new technologies to enable people or robots to interact via the sense of touch.

Computing Resources

MAT has large lab spaces in Elings Hall that are used for research and instruction. Each of these labs is equipped with computer systems and hardware (e.g., projectors, cameras, and audio systems) that are used to support the activities in the labs.

MAT provides email service and web hosting on servers that are located in Elings Hall. An email account and Unix account are created for all MAT students. MAT email accounts have the domain extension "mat.ucsb.edu", so an example email account would be "user@mat.ucsb.edu". We encourage you to use this email account during your time in MAT.

Your email account is the conduit through which you will be the most immediately informed about information that is pertinent to you. If you do not use your MAT account as your primary email, be sure that email to this account is forwarded to your primary email address.

Personal web sites can be created in your Unix account in the directory "public_html". These personal websites appear under the MAT website using the following syntax:

<http://www.mat.ucsb.edu/~user>

(where "user" is your login name)

If you prefer the syntax: <http://www.mat.ucsb.edu/user>

without the "~", just send an email to support@mat.ucsb.edu.

MAT students are strongly encouraged to create compelling, dynamic web sites that identify you and your interests and display the work you are doing (including course projects) in MAT. This is the world's snapshot of Media Arts and Technology, and we want to let the world know who we are and what we are accomplishing. In addition, all MAT students should keep a current brief bio on the main MAT students' web page:

<http://www.mat.ucsb.edu/students.php>

Please see the page for examples, and email Larry Zins (support@mat.ucsb.edu) with your bio and a photo of yourself.

Your Unix account can also be used for software development. MAT maintains an environment suitable for both large and small software development projects.

There is an email list server maintained in MAT. Many courses and projects use an email list to distribute emails to other members of the group. The email list students@lists.mat.ucsb.edu is used by faculty and staff to distribute information to the students, and this list is also used by MAT students to share information.

Wireless Access Points

UCSB provides a wireless service that is accessible throughout much of the campus. To access it, you will need your UCSB NetID and password to authenticate.

There are two wireless networks: UCSB Wireless and UCSB Secure.

UCSB Wireless requires you to login each time you use it.

UCSB Secure requires you to perform a one time setup, and then you will no longer be required to authenticate. In addition all traffic is encrypted. For information about how to do this, see:

<http://setup.wireless.ucsb.edu/help>

MAT also maintains a number of wireless services in Elings Hall and Phelps Hall. These are particularly handy for visitors who do not have a UCSB NetID.

For more information about MAT IT resources, including wireless services, printing, available software and email support, visit:

<http://it.mat.ucsb.edu>

Because of the sensitive nature of the information, the pages on this website are password protected. The password will be provided by Larry Zins, our IT staff member.

Copyright and Software Integrity

As both creators and users of copyrighted and public domain materials, it is vital that MAT students understand and responsibly exercise the rights accorded them under copyright and other intellectual property laws. This issue is especially relevant to MAT regarding copyrighted music, movies, games, literature, and software. Students should take the time to understand what is allowable and not allowable, including “fair use” doctrine and if in doubt, should contact the appropriate offices on campus.

The UCSB networks are monitored for compliance with the Digital Millennium Copyright Act (DMCA), and we take this very seriously. Do not infringe copyrights on UCSB networks or equipment – for example, illegally downloading music, movies, or software from peer-to-peer networks. This can result in disciplinary action and in the worst case, denied access to UCSB networks.

Additional information regarding copyright, including UC policies and legal issues may be found at:

UC Copyright: <http://www.universityofcalifornia.edu/copyright/>

UCSB Office of Research Copyright Info: <http://www.research.ucsb.edu/policies-forms/policies/>

UCSB Library, Copyright and Fair Use: <http://www.library.ucsb.edu/scholarly-communication/copyright-basics>

Digital Millennium Copyright Act at UCSB: <http://www.oit.ucsb.edu/connect/dmca.asp>

10 Myths about Copyright Explained: <http://www.templetons.com/brad/copymyths.html>

Libraries

The Davidson Library is the main UCSB library, in the center of campus. Through the library’s web site <http://library.ucsb.edu>, UCSB users anywhere in the world can access online catalogs, databases of articles and books, a wide range of electronic journals, and other scholarly sources. There is also an Arts Library which houses the university’s art and music collections.

MAT Administration

Each department and program at UCSB has a **Graduate Advisor**, whose job is to assist you in understanding degree requirements and in planning your course of study. MAT’s Graduate Advisor is Prof. Marko Peljhan. The Graduate Advisor’s signature is the only departmental signature, other than the Chair’s, recognized as official on forms and petitions that are sent to the Registrar and/or the Graduate Division. Students generally plan their programs of study with their faculty advisors, in consultation with the Graduate Advisor.

If you are having any kind of difficulty in your graduate studies, we recommend that you meet with Graduate Advisor Marko Peljhan as soon as possible. His role is to help resolve student problems.

Another important figure in the lives of students is the departmental **Graduate Program Advisor**, Kris Listoe, who maintains up-to-date information on a host of matters affecting graduate students. Like the Graduate Advisor, the Graduate Program Advisor is a crucial liaison to the Graduate Division; the GPA is responsible for keeping track of the forms and petitions sent to the Graduate Division. Students who are

experiencing problems or have questions are encouraged to seek the advice of the Graduate Program Advisor, the Graduate Advisor or an appropriate faculty member.

The departmental administrative and academic staffs are eager to assist graduate students during their time at UCSB. The Graduate Program Advisor is available to answer questions regarding course requirements and administrative procedures. In cases of uncertainty about courses, academic programs, departmental or university policy, and especially in cases of problems – academic and otherwise – students are urged to seek advice as soon as possible. In extraordinary circumstances, students may wish to go directly to the Chair, and are encouraged to do so when the issue is highly confidential. Students should also be aware that the Academic Services section of the Graduate Division may be helpful in explaining and helping students to satisfy university policies, as well as in solving academic problems. However, before consulting with the Graduate division, students should typically first seek help within the program.

The following people are primarily responsible for administering the MAT program:

- George Legrady, Chair (ext. 2026, legrady@arts.ucsb.edu)
The Chair is the executive officer of the Program, responsible for all matters pertaining to budget, personnel, academic affairs, and in general the daily business of running the Program.
- Marko Peljhan, Vice-Chair and Graduate Advisor (ext. 5613, peljhan@mat.ucsb.edu)
The Vice Chair works with the Chair in administering departmental matters. As Graduate Advisor, he is responsible for graduate student matters, signs forms for dropping and adding courses, as well as other forms and petitions.
- Kris Listoe, Graduate Program Advisor (ext. 2887, kris@mat.ucsb.edu)
Counsels prospective students; Advises graduate students on a wide range of matters concerning their respective academic programs and requirements for degrees. Assists the Graduate Advisor; meets with and advises students on the requirements of all degree programs, and on the administrative logistics of completing those programs (filing petitions, drop/add forms, exam, thesis, dissertation forms, etc.).
- Laura Cheung, Business Officer (ext. 3029, laura@mat.ucsb.edu)
Department Business Manager. Manages the department staff; oversees all business and personnel matters for the department.
- Lesley Fredrickson, Assistant to the Chair (ext. 5439, lesley@mat.ucsb.edu)
Administrative Assistant works with the Chair, the Business Officer and the department staff.
- Larry Zins, System Administrator (ext. 3050, larry@mat.ucsb.edu)
Responsible for all aspects of technology infrastructure planning, implementation and maintenance. Primary point of contact for technical support and information.
- Lisa Thwing, Financial Assistant (ext. 3016, lisa@mat.ucsb.edu)
Oversees all financial matters, including reimbursements, employment papers, payroll for TAs, department scholarships and special awards, and student travel funds.

Program Policies

Supplies

Supplies are available for faculty, students and staff. If something needs to be replaced or a specific request needs to be made, please call ext. 5244 or email the request to front-office@mat.ucsb.edu.

Mail

All students will pick up mail from student mailboxes in Elings Hall.

Changes of address

Students who move during the school year or change their phone number must inform the Graduate Program Assistant and update the information via the GOLD system so a current address and phone number is always on record.

Photocopying

The photocopy machine is to be used only by TAs and Associates for teaching related materials.

Fax Machine

Students who expect to receive a fax at the office must let the staff know in advance. No faxed homework assignments will be accepted unless approved by the instructor. Students may use the office fax machine if the matter is school-related. See a member of the office staff for assistance.

Keys and Access Cards

Keys will be distributed to everyone at the beginning of fall quarter, and they will need to be returned upon completion of the program. Please be aware that the doors must remain locked after normal office hours to ensure safety and security for all. Access cards are necessary to enter Elings Hall after 5pm.

Please contact Lesley Frederickson for keys and check the CNSI website for information on applying for access to Elings Hall after hours.

Paperwork

Graduate students use a graduate student petition to make requests involving an exception to University policy, or to make changes to their record involving the Graduate Division and the Registrar – e.g., to transfer units, change departments, or request an official leave of absence. In some cases, such as a request involving departmental policy, a departmental memo will suffice. An example would be substitution of one course for another in fulfilling program requirements. For guidance regarding petitions, consult the Graduate Program Advisor or the Graduate Division. All forms are available online or in Phelps Hall, room 3315. See the Appendix for examples of common forms. Available forms include:

- Graduate Student Petition
- Internship Application
- Independent Study Application
- Directed Research Application

- Checklist for Graduation
- Schedule Adjustment Petition

Forms are also available at:

http://www.mat.ucsb.edu/current_students.php

Policies and General Requirements for Graduate Degrees

The University's minimum standards for Master's and PhD degrees are outlined below. MAT requirements, including additional coursework and/or examinations are detailed in the subsequent sections. Students are responsible for meeting both University and MAT requirements.

The *General Catalog* contains important information on graduate study in a section entitled "Graduate Education at UCSB," in the subsection "General Requirements for Graduate Degrees." All entering students should purchase a copy of the *General Catalog* in fall of the year they enter. The general (and departmental) requirements outlined in the *Catalog* are binding. Students should read carefully the information on the residence requirement for graduate degrees, on degree deadlines, average time to degree, "normative time" to degrees, minimum enrollment requirements and standards of scholarship. A summary of these matters follows.

Academic Residence

Master's degree students must spend a minimum of three quarters in residence at UCSB, of which at least one quarter must be a regular session (fall, winter, spring). Two UCSB summer sessions of full-time work count as one quarter of residence for Master's students. Ph.D. students must spend a minimum of six quarters in residence at UCSB pursuing a program of full-time study and research; three consecutive quarters of this residence must be completed before advancement to candidacy.

Master's degree students are expected to complete their degree requirements within four years. Students who exceed these degree deadlines must petition for an extension.

Continuous enrollment is expected of all graduate students. The minimum load is eight units. The normal course load per quarter is twelve units. There is no part-time status at UCSB. Leaves of absence must be officially requested from the Dean of the Graduate Division. Students, who are neither enrolled nor on approved leave of absence, lose all status as students and must reapply for reinstatement or readmission. Leaves of absence are typically allowed for the following reasons:

- Medical/Health Difficulties
- Pregnancy/Parenting Needs
- Family Emergency Leave
- Military Leave
- Filing Quarter Leave

In some cases, graduate students can pursue their research off campus (outside of California) and remain enrolled *In absentia* at a reduced fee. See the Graduate Division website and consult with the Graduate Advisor to discuss options before taking this step:

<http://www.graddiv.ucsb.edu/academic/in-absentia>

Language Requirements

English Language Placement Examination (ELPE)

All incoming international graduate students and permanent residents whose first language is not English must take the English Language Placement Examination (ELPE) at the beginning of their first quarter of enrollment.

This required exam is conducted by faculty of the [English for Multilingual Students \(EMS\) Program](#).

The ELPE includes both a written and an oral examination. After the writing exam, students will take the TA Oral Exam through the EMS Program. The results of the ELPE are communicated to each department by the EMS Program.

As a result of the student's performance on the ELPE, the student will either (1) be placed in an EMS course or (2) be exempted from EMS courses. Students are advised to complete the EMS course progression within three quarters.

As of Fall 2012, incoming international graduate students who completed the entirety of their four year undergraduate degree at an institution where the medium of instruction is English only are exempt from taking the English Language Placement Exam (ELPE).

Teaching Assistant Language Evaluations (TA Oral Exam)

Graduate Council requires all prospective teaching assistants (TAs) whose first language is not English to take the TA Language Evaluation prior to being certified to hold sole classroom teaching responsibilities.

The TA Language Evaluation simulates instruction in undergraduate discussion section. It involves a faculty representative from the student's department and a faculty member from EMS. The exam is a 10 minute oral presentation during which the prospective TA teaches a basic, non-technical concept assigned by the department to the examining committee. Additionally, the prospective TA is asked to respond to impromptu questions from those present.

Standards of Scholarship

The MAT program requires that students earn the grade of **B or better** in all MAT courses. For non-MAT courses, only those in which grades of **C or better** (or S for an S/U course) are earned count toward satisfying graduate degree requirements. (Grades of B- or C-, respectively, do not satisfy these requirements.) To continue in good standing and obtain an advanced degree, students must maintain a minimum grade point average (GPA) of 3.0. In addition, students must demonstrate acceptable progress toward degree completion. This entails the satisfactory completion of all coursework and other degree requirements in a timely fashion. Faculty is eager to help students improve and encourage them to make appointments to discuss problems and ways of remedying them.

Academic Probation

Students can be placed on academic probation when they fail to meet standards of scholarship, cannot form a Master's or PhD committee, fail to pass the qualifying examination, are not making acceptable progress toward their degree, do not meet requirements, or miss important deadlines. Students are automatically placed on academic probation when their cumulative GPA remains below 3.0 or they have 12 or more units of *Incomplete* grades.

The purpose of placing a student on probation is to give the student the opportunity to correct deficiencies. If the deficiencies are not overcome in a timely manner, then MAT can recommend that the student be dismissed from the Program.

If you are notified that you are on Academic Probation, you should take this very seriously. See the Graduate Advisor immediately to plan how you can get off probation.

Plagiarism and Collaboration

Plagiarism in the networked age is becoming a serious issue and plagiarism cases are investigated and given the utmost attention. It is important for all scholars to acknowledge clearly when they have relied upon or incorporated the works of others. Our program has not been immune to plagiarism offenses and students were dismissed because of them. As stated in the UCSB General Catalog, any act of academic dishonesty, such as plagiarism or other forms of cheating, is unacceptable and will be met with disciplinary action. Internet plagiarism is a serious academic problem and will not be tolerated in MAT.

Students who are caught plagiarizing may be dismissed from UCSB.

MAT fully subscribes to the guidelines on plagiarism and collaboration, as set forth by our colleagues at Harvard University in their "Guide to Using Sources."¹:

"It is expected that all homework assignments, projects, lab reports, papers, theses, and examinations and any other work submitted for academic credit will be the student's own. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term "sources" includes not only primary and secondary material published in print or online, but also information and opinions gained directly from other people. Quotations must be placed properly within quotation marks and must be cited fully. In addition, all paraphrased material must be acknowledged completely. Whenever ideas or facts are derived from a student's reading and research or from a student's own writings, the sources must be indicated (see also "Submission of the Same Work to more than One Course" below.)

Students must also comply with the policy on collaboration established for each course, as set forth in the course syllabus or on the course website. Policies vary among the many fields and disciplines in the College, and may even vary for particular assignments within a course. Unless otherwise stated on the syllabus or website, when collaboration is permitted within a course, students must acknowledge any collaboration and its extent in all submitted work; however, students need not to acknowledge discussion with others of general approaches to the assignment or assistance with proofreading. If the syllabus or website does not include a policy on collaboration, students may assume that collaboration in the completion of assignments is permitted. Collaboration in the completion of examinations is always prohibited.

¹ <http://isites.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb.page357682>

The responsibility for learning the proper forms of citation lies with the individual student.”..” Students who are in doubt about the preparation of academic work should consult their instructor and advisor before the work is prepared or submitted.”

Submission of the Same Work to More Than One Course

It is the expectation of every course that all work submitted for a course or for any other academic purpose will have been done solely for that course or for that purpose. If the same or similar work is to be submitted to any other course or used for any other academic purpose”....“the prior written permission of the instructor must be obtained. If the same or similar work is to be submitted to more than one course or used for more than one academic purpose” ... “during the same term, the prior written permission of all instructors involved must be obtained. A student who submits the same or similar work to more than one course or for more than one academic purpose” ... “without such prior permission is subject to disciplinary action, up to and including requirement to withdraw”...²

Students should be familiar with the section on Academic Dishonesty in the UCSB Handbook (refer to: <http://judicialaffairs.sa.ucsb.edu/CMSMedia/Documents/academicintegflyer.pdf>)

Degree Progress

The University sets time limits for completion of the Master’s degree, as follows:

- Master’s degree candidates in all fields are expected to complete their degree requirements within three years.
- Students who exceed either degree deadline may be flagged for monitoring status through the Graduate Division, and asked to complete an Academic Progress Plan.
- The University’s three-year degree deadline for a Master’s degree is distinct from the department’s typical time for completion of a Master’s degree, which is two years.

For the PhD degree, the time limit varies depending on when you were accepted into the program. Please refer to the Graduate Division’s Time-to-Degree guideline:

<https://www.graddiv.ucsb.edu/academic/time-to-degree>

Your Status as a Student

Continuous registration is expected of all graduate students. In MAT, full-time enrollment means registering for a minimum of 8 units, and paying all fees due on your billing and accounts receivable (BARC) bill in accordance with the dates published in the quarterly Schedule of Classes. You must pay the quarterly mandatory graduate student health insurance (Gaucho Health Insurance) fee (paid by the Graduate Division for TAs). Students who have comparable coverage through an outside provider should seek a waiver of the mandatory Gaucho Health Insurance from Student Health Service.

² <http://isites.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb.page355322>

The normal course load for graduate students university-wide is 12 units per quarter, which may include units for independent studies and your work as either a teaching assistant or graduate student researcher (GSR). You must register for at least 8 units per quarter to be eligible for many campus and extramural benefits and services – e.g., to have academic apprentice appointments (TA or GSR), to receive many forms of financial aid, and to qualify for student housing. There are no reduced fees for graduate students taking a reduced course load.

Under extraordinary circumstances, (medical or family emergency) students may petition for an official leave of absence, which must be approved by the department and the Graduate Division. A leave of absence guarantees the student a position in the program upon return. Students on approved leave retain some student privileges but may not serve as Teaching Assistants, Associates or Graduate Student Researchers. Consult the Graduate Division for further information.

Students who are neither registered nor on any approved category of leave of absence are considered to have withdrawn from the University. Their status is *lapsed*. Students who lapse status relinquish virtually all student privileges. Those who have registered for classes or paid part or all of their fees for an upcoming quarter must officially withdraw or cancel their registration; contact the Office of the Registrar As soon as possible to guarantee the maximum possible refund of fees, and to avoid receiving failing grades. A petition for *reinstatement* is required of individuals whose status is lapsed for six quarters or less. An application for *readmission* is required of students whose status has lapsed for more than six consecutive quarters. Neither reinstatement nor readmission is guaranteed. Lapsed applicants will compete with others in the applicant pool of the quarter for which reinstatement or readmission is sought. ***Students who wish to file for a degree after having lapsed must be reinstated, which includes enrolling and paying all applicable fees.*** All graduate students, regardless of status and including readmitted and reinstated students are subject to the total time limits to degree policy and require approval from the Graduate Council to proceed or be awarded a degree if total time limits have been exceeded. Students who exceed the time limit for the Master's degree must prove to the MAT department and to Graduate Council that they are still current in the field. MAT may require that such students retake qualifying examinations to determine currency in the field.

In Absentia Registration

In absentia registration may be approved for one to three quarters for students pursuing graduate study or research outside the state of California. *In absentia* registration entitles the students to an 85% reduction in the registration, education and campus fees. Other fees, such as the out-of-state tuition and student health insurance, remain unaffected. To apply for the *in absentia* fee reduction, students provide the Graduate Division with a graduate student petition or memorandum, signed by an appropriate faculty member, indicating where the study is to occur and for what period of time. Contact the Graduate Division for additional information.

Change of Degree Objective

Students who wish to add or transfer to a **MFA or doctoral degree** program (including adding a doctoral degree objective in their home department) must use the [Online Graduate Application](#) (eApp). Please visit the following page for further instructions: [Current UCSB Graduate Students: Applying for Doctoral Programs](#).

Students who wish to add a **master's degree** objective or credential program must submit the [Graduate Student Petition](#).

Degree Completion and Use of the Filing Fee

Students who have completed all requirements for their terminal degree except the filing of the thesis, project or dissertation are eligible to pay a filing fee instead of registering during the quarter in which their degree is to be awarded. Master's students who are continuing on to the Ph.D. cannot use the filing fee leave of absence since it is intended for use while completing the final stages of the terminal degree. For information on the filing fee leave of absence, please contact the Graduate Division.

Making Timely Progress towards Degree

It is important that all students make steady and satisfactory progress in their programs in order to complete their degrees within the Department's expected time (two years for Master's) or, at the latest, by the University's degree deadline (three years for Master's). Continuous registration during the required, minimum residency period is expected of all students (three quarters for Masters; see the General Catalog for details); there is no part-time graduate study at UCSB.

For Ph.D. students who entered before Fall 2010, there is a four-year time limit for advancement to doctoral candidacy and a seven-year time limit for doctoral degree completion.

For Ph.D. students entering Fall 2010 and after, there is a three-year time limit for advancement to doctoral candidacy and a five-year time limit for doctoral degree completion.

For more information about advancement to doctoral candidacy, please check:

<http://www.graddiv.ucsb.edu/academic/doctoral-degree>

Following is some advice on making timely progress toward degrees:

1. Know your course requirements, as listed in this handbook (and in the General Catalog), and take required courses when they are given. Some are given only every other year. If you do not take a course when it is offered, you may have to wait two years before it is offered again. If you put off taking a course given in alternate years, you may be extending your degree time a full year!
2. Know all of your non-course requirements (e.g., project or thesis), as stated in this handbook and in the General Catalog. Theses must be prepared according to certain specifications, described in a publication available from the Graduate Division. Read it and follow the guidelines.
3. Record your progress in completing program requirements on your Study Plan in the Student Database. Meet with the Staff Graduate Program Advisor periodically to make sure you are on track for finishing your courses and other degree requirements in a timely manner. **Schedule an appointment with the Graduate Program Advisor and Graduate Advisor in fall of the year you anticipate finishing all courses (and/or all other degree requirements for graduation) in order to make sure that you will, in fact, have completed them all.**
4. Finally, be in touch with your faculty advisor about your progress generally, and to find out about the schedule of future course offerings.

Achievements

In order to keep the Graduate Division informed of your achievements in the areas of scholarship and performance, the Graduate Advisor would like to request that you submit written notification of any of the following, or of other, similar accomplishments, at least once or twice a year:

- Special monetary awards (UCSB and extramural scholarships, fellowships, grants, etc.)
- Invited papers (to be given at meetings of professional societies)
- Competition awards (scholarly and performance)
- Special invited performances
- Compositions selected by jury for performance
- Temporary appointments (as adjunct faculty)
- Permanent appointments (your first post-MAT job!)

Please provide some indication of the prestige of awards and invited papers/performances and, where possible, provide copies of programs, letters of invitation and recognition, citations of achievement, and so forth.

Degree Programs

In addition to departmental requirements, candidates for graduate degrees must fulfill the university degree requirements found in the chapter “Graduate Education at UCSB” of the UCSB catalog.

Faculty Advising

All MAT students are assigned a faculty advisor when they begin the program. This initial advisor should be available for advice and feedback regarding curriculum issues and other aspects of MAT. Students should soon begin to identify a research advisor, however, who may be different from their initially assigned advisor, who will then become their primary advisor and eventually direct their project or thesis and chair their committee. This is an iterative process: students identify faculty with related research interests, possibly take their courses, discuss possible research topics, and eventually agree to a research

All students are required to meet each quarter, prior to final registration (sometimes by telephone), with their designated faculty advisor. Students should contact their advisors to initiate these meetings. Faculty advisors will help students in planning quarterly schedules, especially in cases of courses that are offered only in alternate years or irregularly, so that coursework can be completed in a timely manner.

MAT Study Plans

In order to help keep track of each student’s progress towards graduation and to help ensure appropriate communication between students and their advisors, MAT students are required to keep an updated *Study Plan* online in the Student Database. The Student Study Plan should be filled out during the fall quarter, indicating what you have accomplished so far in the program and your plans for future quarters. Although these plans may change, it is very useful to record a tentative plan. Your study plan should be discussed with your advisor. You must then update the form in the spring quarter – again, in cooperation with your advisor.

Once a year, all graduate students are assessed by their departments. The completed Study Plan is an important part of MAT’s assessment process.

Final Course - Year Review

Students must meet with the MAT Graduate Advisor at the beginning of their projected last year of coursework in order to verify that all requirements will have been met by the end of the anticipated final quarter. Students should schedule another meeting one quarter prior to graduation for a final degree check. No student will be cleared for a degree until this departmental check has been done.

Master of Science

General Areas of Concentration Include:

- Electronic Music and Sound Design
- Visual and Spatial Arts
- Multimedia Engineering

Required (Core) Courses

Students in the first year of the program must take two parallel course sequences in Media Arts and Technology, designated **MAT 200(A-C)** and **MAT 201(A-B)**. These MAT *core courses* focus on the history, theory and practice of media arts and technology. In certain cases approved by the graduate advisor, these courses may be postponed to the second year. Occasionally, students may place out of a core course; this requires the approval of both the instructor and the Graduate Advisor.

Degree Requirements

In addition to the submission of an acceptable thesis or project, the M.S degree requires completion of a minimum of 60 units, of which at least 48 units is upper-division or graduate coursework, apart from those credited to the project or thesis, and apart from units gained for teaching assistant duties or training, or units for service as a graduate researcher. Under the thesis option, 20 of the 48 units must be in graduate-level coursework (excluding units for internships, TA and/or GSR practica, and independent study courses numbered 500-599). Under the project option, 24 of the 48 units must be in graduate-level coursework (excluding units for internships, TA and/or GSR practica and independent study courses numbered 500-599).

Summary of Steps toward the Degree

1. The student confers with his or her faculty advisor on a regular basis to ensure that the courses fulfill the degree requirements and expectations of the curriculum. A grade of B or better is required to receive graduate credit in MAT core courses.
2. By early in the second year, the student assembles a graduate committee of three ladder faculty, including at least two MAT faculty members. Student presents the graduate committee with a written proposal for either a thesis or a project-based degree research plan for their review and approval. The student notifies the Graduate Advisor and the members of the graduate committee and files a copy of the degree plan.
3. Assuming that the course list and the degree plans are approved, the student spends approximately one academic year to research and develop the thesis or project as described below.

Time to Graduate

It is possible to graduate from MAT in less than two years. This will require an exceptional effort and a well-planned early start on one's graduate project/thesis in the first year, approved by the student's faculty advisor and graduate committee.

The Thesis/Project Committee

A Master's thesis committee consists of a minimum of three ladder faculty (Assistant, Associate, or full Professor), at least two of who must be from the Media Arts and Technology program. Non-ladder faculty (e.g., lecturers) can serve on degree committees in addition to the three ladder faculty, but they cannot serve as the Chair of the committee. The Chair of this committee is usually the student's research advisor. Students are strongly encouraged to form committees with faculty from diverse backgrounds, exemplifying the interdisciplinary nature of MAT. Committee co-Chairs are also encouraged, specifically with faculty from different areas. The committee is nominated by the department in consultation with the student and approved by the graduate dean. All members of this committee must approve the thesis. See the Graduate Program Assistant about the form for constituting the thesis committee.

Master's Thesis (Plan 1)

A Master's thesis is a report on the results of original investigation. The thesis is presented in a public presentation/defense. Before beginning work on the thesis, students obtain approval of their proposed topic and research plan from the faculty member(s) with whom they are working. The thesis must adhere to norms of the field and conform to formatting and filing requirements of the UCSB Library and the Graduate Division. For guidance in the final preparation of the manuscript, students should consult the Graduate Division publication, *Guide to Filing Theses and Dissertations at UCSB*. A typical Master's thesis would consist of a written document of approximately 100 pages submitted according to requirements of the UCSB Graduate Division. See: <http://www.graddiv.ucsb.edu/academic/preparing-filing>

Master's Project (Plan 2)

This plan consists of a digital media project resulting in a product, installation or performance. An academic paper suitable for publication in an academic journal (typically 30 pages double-spaced, including figures and references) will accompany the project and the student will make a public presentation of the work. The Master's project should demonstrate both technical and artistic research and development over a period of months. The student's Master's committee will evaluate the project, paper and presentation.

Doctor of Philosophy (Ph.D.)

The aim of the Ph.D. curriculum is to prepare outstanding researchers and research-level practitioners who will become leaders in the growth and evolution of the field. To this end, the curriculum provides a structured but flexible framework to ensure quality and rigor while encouraging the vigorous pursuit of new ideas. The MAT Ph.D. is not a unit-count degree; rather, it is awarded upon demonstration of academic excellence and performance of original research. Students complete an individual program of study determined in consultation with their Ph.D. committee.

There are three main requirements in order to complete a Ph.D. in Media Arts and Technology: coursework, the qualifying exam, and research leading to a doctoral dissertation (including the dissertation proposal and the dissertation defense). The student advances to candidacy after completion of the coursework requirement and the qualifying exam.

Course Requirements

It is the responsibility of each student's advisor, in consultation with the Ph.D. committee and the MAT graduate advisor, to ensure that the student has achieved the appropriate breadth and depth from coursework and independent study. The primary mechanism to ensure breadth in the field is the set of *core courses* required in the MAT Master's program. Students entering directly into the Ph.D. without a Master's degree must first meet the equivalent course requirement of the MAT Master's program, which is 48 units of non-thesis-related upper-division and graduate courses. Students who enter the Ph.D. program with an M.S. or M.A. in another discipline (e.g., in Art, Computer Science, Engineering, or Music) are required to take or place out of the MAT core courses. These decisions are made by a committee of MAT faculty who evaluate the student's educational background and experience in relation to the core course topics.

The Qualifying Exam

The qualifying exam is a comprehensive written and oral test, based on topics and readings selected by the candidate and the qualifying exam committee. The exam should test general knowledge in the field of media arts and technology and specific knowledge in the candidate's chosen area(s) of expertise (especially in areas relevant to the candidate's likely dissertation research); it should also gauge the intellectual maturity and perspective of the candidate. The exam consists of a written part (three days, usually Monday, Wednesday, Friday), a take-home part (usually a technical or creative project completed over the weekend), and an oral part (usually the week after the written part).

The result of a qualifying exam may be *pass*, *conditional pass* (some deficiency must be corrected as determined by the committee), or *fail* (the exam must be retaken within six months). A second failure will result in a recommendation for dismissal from the Ph.D. program. Passing the qualifying exam and the basic course requirements advances the student to candidacy. Once advanced to candidacy, students are typically expected to complete the degree within three years.

See: https://www.mat.ucsb.edu/phd_prep.php

Dissertation Proposal

The next step after the qualifying exam is the dissertation proposal. The dissertation proposal consists of a document and a public presentation. The dissertation proposal should be substantial enough to already reflect your engagement in the research, and demonstrate its feasibility. There is no set time after the qualifying exam to present the dissertation proposal, but it usually takes from a few months to a year to prepare.

Once advanced to candidacy, students are typically expected to complete the PhD degree within three years. Some students who have a clear idea of their dissertation topic and a focused plan may finish in less time.

Dissertation Research

A *dissertation* is an original, rigorous and significant contribution to knowledge in the field of Media Arts and Technology. The *dissertation proposal* will occur sometime after successful completion of the qualifying exam. The written proposal must describe the dissertation topic, summarize the relevant background literature and state of the art and present a comprehensive research plan for the dissertation, to be approved by the committee. In addition to the written document, the student is required to give a public presentation of the dissertation proposal to his or her dissertation committee, which does not have to be the same as the qualifying examination committee.

When the dissertation research is complete and the dissertation is written, the student presents the *dissertation defense*, a public lecture based on the dissertation. The dissertation must be approved by the committee; it must also meet the filing requirements of the Graduate Division. The Ph.D. is granted when all degree requirements are met.

For more information on Ph.D. program requirements, see the MAT web site <http://www.mat.ucsb.edu/phd.php>

Expectations of an MAT PhD: Dissertation and a Hypothetical Timeline

Many MAT students have a good knowledge of how to write an academic research paper that is up to publication standards. Indeed, writing such a paper is one of the requirements of the MAT Master's degree. However, an MAT PhD dissertation is typically much longer than a typical academic paper. It documents and analyzes the results of many experiments, projects, and innovations over a period of years. By definition, an MAT PhD student has never written a dissertation before. Thus we have prepared this guide.

Expectations of a PhD dissertation in Media Arts and Technology

- The dissertation presents an original (novel), rigorous, and significant contribution to knowledge in the field of Media Arts and Technology.
- The dissertation is likely to have an impact on the field.
- The subject of the dissertation is contextualized clearly, and the document accurately references the body of knowledge on the topic.
- The structure of the dissertation is coherent and the writing is up to professional standards.
- The methodology is described in detail and employed appropriately.
- The analyses, discussion, and conclusions drawn in the dissertation are well-justified and integrated into the larger field of knowledge.
- The implications and limitations of the work are fully discussed.

An "original (novel), rigorous, and significant contribution to knowledge" is not a merely contribution to a student's personal knowledge, but *a contribution to the knowledge of a field*, as constituted by a worldwide research community, its work, its history, and its state-of-the-art. The contribution to knowledge needs to be verified on an objective evidentiary basis. While several kinds of evidence exist (empirical, logical, mathematical, scholarly, etc.), students still have to select the particular form(s) of evidence by which they substantiate their claim to having contributed to knowledge. It is important to stipulate this early in the research process, since the form of evidence depends on the contribution to knowledge being claimed.

One suggested strategy is to design a map of the research effort: a graphic depiction of the field, their precursors, landmark works, milestone developments, extant theories, key practitioners, fundamental references, state-of-the-art, and so on, and of the locus of the intended contribution. This can help to focus discussions on a student's progress.

The question of significance, and how to establish it, can also be a source of confusion. Considering the diversity of our interests, publication, technical demonstration, exhibition, performance, or other forms of dissemination may be appropriate. The point is that a high standard needs to be met in any case.

It is sometimes difficult to reconcile creative work with the scientific method, even though the two are not incompatible. Many artistic advances arose out of recognizing problems, formulating theories, positing hypotheses, and testing these hypotheses through the creation of works.

A hypothetical timeline of steps towards the PhD

Students need to plan their overall trajectory through the PhD program. A possible outline is shown below for a student entering with an MAT Master's degree or equivalent. Note that the actual timetable may be shorter or longer depending on many factors, including the preparation of the student and the clarity of the research objectives. Financial and family issues often intersect with academic progress, hastening some students while slowing others. A few students have completed their PhD in less than three years, while

others have taken six years or more. Please refer to UCSB's time-to-degree or *normative time* rules as outlined on the Graduate Division web site:

<http://www.graddiv.ucsb.edu/academic/time-to-degree>

YEAR ONE

Use the first year (or more) to become acquainted with MAT and take important courses as recommended by your degree advisor.

YEAR TWO

Select a topic and assemble a qualifying exam committee six months to a year before the qualifying exam. Develop a proposed list of readings and negotiate with your committee as to the exact list. Use this time to become qualified to undertake the research implied by the chosen topic. Become familiar with the bibliography, skills, methods, techniques, etc., implied by their chosen topic. Consult with your committee on which topics they will likely test you.

END OF YEAR TWO OR BEGINNING OF YEAR THREE

Demonstrate adequate mastery of topics and skills required for research in order to pass the qualifying exam and proceed to candidacy. The qualifying exam should, in effect, check that the student understands the nature of the effort they are about to undertake and is indeed both knowledgeable and skilled enough to work in the chosen area.

YEAR THREE

Conduct initial round of research in preparation for the dissertation proposal; refine (and state explicitly) the choice of methods and standard of evidence. In consultation with your PhD advisor, prepare the dissertation proposal. The dissertation proposal consists of a document and a public presentation. The dissertation proposal should be substantial enough to already reflect your engagement in the research and demonstrate its feasibility. There is no set time after the qualifying exam to present the dissertation proposal, but it usually takes from a few months to a year to prepare.

It is wise to study dissertations from MAT and elsewhere that can be used as examples. Ask the MAT Graduate Assistant for copies of successful MAT dissertations.

YEAR FOUR OR FIVE

Conduct dissertation research. Prepare and submit the dissertation, allowing time for revisions and corrections after their defense, if necessary.

This is merely a hypothetical timeline, and could vary widely depending on the preparation of each candidate. The main point is that the dissertation requirements have an impact of everything that precedes the dissertation, and need to be factored in at the start, even while the candidate is trying to select a topic. What constitutes a "contribution to knowledge" and how it is to be established needs to be clarified as early as possible in the process.

Funding Information

For a complete listing of expenses, consult the *UCSB General Catalog* or the *Schedule of Classes*. Students can also go to the Registrar's Starting Point for Fee Information web page, <http://www.registrar.ucsb.edu/>, and click on "fee information."

UCSB provides three main types of support for graduate students, offered through the Financial Aid Office: fellowship or merit-based support, academic apprentice personnel positions (which include certain benefits of employment), and need-based support.

All U.S. citizens and permanent resident graduate students at UCSB are required to file the Free Application for Federal Student Aid (FAFSA), available at <http://www.fafsa.ed.gov>, by the March 2 deadline to be considered for most of the student support funds. The FAFSA is used to compile a "need analysis" which is used in the determination of all financial support packages. The Graduate Division frequently uses University need-based monies to fund merit-based awards. Students can also check the Graduate Division's Funding Opportunities webpage at <http://www.graddiv.ucsb.edu/financial/uc-fellowships>

Fellowship Programs

<http://www.graddiv.ucsb.edu/financial/uc-fellowships>

Funding Opportunities

A variety of fellowships are available to continuing students. They are awarded based on academic merit, scholarly achievement and promise. To be eligible, students must be enrolled in a full-time program of study and must have filed the Free Application for Federal Student Aid (FAFSA) by March 2 for primary consideration. After FAFSA has been filed, a FAN letter will come from the Financial Aid Office, a copy of which should be provided to the MAT Program for determining eligibility. A continuing student fee fellowship can cover part or all in-state fees for one or more quarters. Some fellowships are restricted to U.S. citizens and permanent residents, while others are available to international students as well. Students are encouraged to visit the Graduate Division's web site, located at <http://www.graddiv.ucsb.edu/financial>. The Funding Opportunities page lists available fellowships, specific information regarding fellowship criteria, and deadlines for application. Students may also contact the Graduate Division for further information about fellowships and funding.

Extramural Funding

Numerous competitive governmental and private sector fellowships are available to graduate students. Students can begin a funding search by visiting the Graduate Division's web site. Their Funding Opportunities page features regularly updated listings of national fellowship announcements and links to various funding sources and databases, including the Illinois Research and Information Service (IRIS), an extramural funding source database with extensive search capabilities. The Graduate Division also offers periodic workshops on extramural funding searches and grant proposal development. You are also encouraged to visit Table 4B in the reference section on the first floor of Davidson Library. It provides a variety of directories describing sources of funding and research opportunities including fellowships, grants, internships and jobs, and useful references on proposal and résumé preparation. For information on any aspect of graduate student financial support, including deadlines, please contact the financial support section of the Graduate Division at (805) 893-4653.

University Fellowships and Other Support Programs

Most of these awards are administered by the UCSB Graduate Division, whose financial support division can provide further information and guidance in applying for a fellowship. Faculty nominations and letters of recommendation are often required. Be sure to begin early when applying for any of these awards. A notebook describing the various awards and the deadlines is available in the MAT office. Applications are available in the MAT office for many of the awards. Contact the Graduate Division for exact deadlines.

Humanities and Social Science Research Grants

Maximum award \$2,000 - can be used for travel or supplies, but not for stipend.
Apply to Graduate Division by late March

Humanities Research Assistantships

Students submit proposal through the academic department to Graduate Division by late March. A GSRship provides a \$20,000 stipend; plus payment of in-state fees.

Interdisciplinary Humanities Center Fellowships (IHC)

IHC grants up to \$6,000 to students. Students apply to IHC. Please see the IHC website for deadline dates.

Academic Senate Intercampus Exchange Travel Funds

Graduate students at any level are eligible to apply for travel funding for one trip per year to any institution within the state of California (includes Stanford Library, Huntington Library and other non-UC sites, especially research libraries). Limited funds, for travel only.

Charles Den Bell Loan Program

Established from a gift from Richard Charles Den Bell in memory of his father, Charles Den Bell.

Eligibility: Registered Master's and doctoral students; U.S. citizens or permanent residents; no previous defaults on any educational student loan. At least three quarters' residence at UCSB.

Criteria for award: Academic merit plus financial need.

Support: loans awarded through the Graduate Division. Students may apply multiple times for loans up to a combined total of \$10,000.

Terms: 8% interest rate begins accruing beginning the first month of repayment period.

Repayment begins 12 months after graduation or leaving the university. Maximum repayment period is 10 years.

Deadlines: mid-October and mid-March. Applications available at the Graduate Division.

Sourcebook of Financial Support

The Institute of International Education has compiled two guides to help international students find potential sources of financial aid. The publications list fellowships, grants and scholarships available from government and private sources in the United States and elsewhere. Institute officials say that the publications will help students and scholars identify lesser-known sources of potential financial support. These publications are \$39.95 each, plus \$6 per copy for shipping (subject to change). They may be ordered from I.I.E. Books at (412) 741-0930. See <http://www.iiebooks.org/>.

TA Appointments and Policies

Media Arts and Technology has a limited number of Teaching Assistant (TA) positions available each quarter. TA appointments are made based on course needs and students' abilities in the various areas of instruction. Criteria for the selection of TAs are outlined below. Prospective TAs whose native language is not English must pass a written and oral language evaluation before they can be certified for teaching duties.

Although new students are not typically appointed as TAs in their first quarter in MAT, first-year students will be considered eligible for TA appointments based on a combination of factors: academic record overall; area of specialization; prior experience as an instructor.

The following requirements hold for MAT TAs:

- registered graduate student in full-time residence
- evidence of academic excellence and promise as a teacher
- maintenance of a 3.0 GPA (minimum)
- good academic standing (no excessive Incomplete units)
- normative progress toward the degree (and within normative time for degree completion)
- enrolled in at least 8 units
- experience and excellence for specific courses
- 12 or fewer quarters as a TA (up to 18 quarters, maximum, by approved exception)

As the number of eligible students typically exceeds the number of available TAs, appointments will be made based on a combination of the following factors:

- type and length of teaching experience (at UCSB and elsewhere)
- teaching effectiveness (based on faculty and student "ESCI" evaluations)
- expertise (suitability for an appointment)
- academic record
- preference of the instructor

The general procedure for TA application and selection in MAT is as follows:

1. Email is sent to MAT graduate students a few weeks before a quarter starts to inform them that they may apply for TA positions. The applications include information on the student's status, GPA, TA experience, courses taken, preferred course(s) to TA, etc.
2. After the application deadline, the Vice Chair determines the TA assignments in consultation with the faculty.
3. Students are notified and those offered TA positions are asked to formally accept, and to contact the appropriate course instructors.

Teaching Assistants work with the course instructor to help maximize the effectiveness of a course; they have an important responsibility to both students and the instructor. TAs must therefore be readily accessible during the quarter, and must be present during the whole quarter (including the first week of classes and exam week). Any absences during the quarter must be approved and arranged with the instructor ahead of time.

Many MAT students have held TA appointments in other departments such as Art, Physics, Psychology, Computer Science, Electrical and Computer Engineering, and Film Studies. Check with these and other UCSB departments for their TA openings and procedures. Students can also check the UCSB Academic

Student Employee Positions site at www.hr.ucsb.edu/employment, the student employment guidelines are here:
http://www.hr.ucsb.edu/sites/www.hr.ucsb.edu/files/docs/Student_Employment_Chart.pdf.

Benefits and tax policies for Teaching Assistants

Graduate students holding a TA appointment of 25% time or more for the entire academic term will have a portion of their education fee (in-state fees) and mandatory health insurance (Gaucho Health Insurance) paid by the University for that term. Upon request, TAs are eligible to receive a deferment of payment of the registration fee, and, where appropriate, nonresident tuition for the quarter during which they are appointed. Students should contact the Billing and Accounts Receivable (BARC) office for more specific information.

All TAs will have 7.5% of their gross earnings withheld for the University's Defined Contribution Plan (DCP) – the University's retirement fund – and 1.45% to Medicare unless they are enrolled in a minimum of 8 units during the regular academic term and their total appointment (both fixed and variable) must be 50% or less. Students teaching during summer session must enroll in at least 4 units and their appointment must be 50% or less to be considered exempt from this withholding. During inter-session breaks – the periods of time between fall and winter quarters, winter and spring quarters, and spring quarter and summer session – students will not be held to a unit requirement. However, to maintain exempt status the appointment must not exceed 50%. Questions regarding investment opportunities for the DCP contributions can be directed to the UCSB Benefits section of the Human Resources Office at (805) 893-2489.

Federal law requires the university to certify that all apprentices are eligible to work in the U.S. If you work on or off campus, you will be required to provide documentation of your eligibility to work before you can be hired. Both U.S. and international students are required to provide this documentation. Your department, the Graduate Division, and the Office of International Students and Scholars can assist you with providing the necessary documentation.

Academic Apprenticeships and Degree Programs

Graduate students serving as TAs are considered first and foremost students with academic apprenticeships who must make timely progress toward degree completion. The University limits graduate students to 12 quarters of appointment as a teaching assistant or associate during regular sessions. Graduate students are normally limited to a maximum of 50% employment during the academic year. University policy prohibits the assignment of graduate students in academic titles. This policy was established to ensure that graduate students make timely progress toward degree completion, are not subject to the conflicting roles of student/faculty members and are not involved in the evaluation of their peers.

Other Apprentice Appointments

Departments may also appoint graduate students as readers or tutors. These positions have variable salaries, and provide health insurance as a benefit with appointments of at least 25%. However, MAT does not regularly appoint readers/tutors. The Campus Learning Assistance Services Office (CLAS) also hires students in all fields at variable salaries. Phone (805) 893-3269 or (805) 893-4788, email: clas@sa.ucsb.edu

Your Transcript

Transfer of Credit

Credit for upper-division and graduate courses may be transferred to UCSB only if the student was in a graduate program when the courses were completed, and they have not been used for a degree already awarded. Graduate students must complete one quarter of enrollment before they can petition to transfer units earned elsewhere. With the permission of the Graduate Division and the academic department, up to eight quarter-units of credit for courses completed with a B or better may be transferred from an accredited college other than another UC campus as upper-division credit toward a graduate degree. Up to twelve quarter-units may be transferred from another UC campus. Transferred units will be treated as Passed and will not be counted in calculating the GPA.

No credit is allowed for any course taken as an undergraduate. No courses taken during UCSB Summer Session will apply toward a graduate degree or teaching credential unless admission to graduate standing at UCSB was effective in the summer or in a previous quarter. Ordinarily, no credit is allowed toward an advanced degree for units taken while in non-degree status.

An applicant who has formally initiated an application for admission to graduate standing may take classes through UC Extension's Concurrent Enrollment and petition to transfer up to 12 units of credit to their UCSB transcript if admitted. Enrolled graduate students may not take courses through concurrent enrollment that can be completed through regular enrollment at UCSB. If such courses are taken, no unit credit will be counted toward University requirements. Graduate students must receive permission from the Graduate Division to take "special" Extension course offerings – i.e., coursework other than concurrent enrollment courses. Consult the Graduate Division for a petition and further information.

Since departments are normally interested in the competencies attained in previous coursework rather than in unit credit, students are encouraged to consult individual academic departments and the Graduate Division to determine if a transfer of units is necessary.

Satisfactory/Unsatisfactory and Pass/No Pass Grading

MAT students should take all MAT courses for a letter grade. Occasionally, a student may wish to take a course in another department on a Satisfactory/Unsatisfactory (S/U) or Pass/No Pass (P/NP) basis. This is possible only when the Schedule of Classes indicates that this is an option. S/U grading is used for courses numbered 200-599, while P/NP, grading is used for courses numbered 1-199. No credit is given for a course in which the grade of U or NP is assigned. Students are cautioned against taking too many courses with S/U or P/NP grading since that reduces the margin for error if low marks are earned in courses taken for letter grades.

Grades of "Incomplete"

The Graduate Division monitors students' records to ensure that they do not accumulate excessive Incomplete grades. Graduate students who have accumulated 12 or more units of Incomplete or "no grade" are considered to be making insufficient progress toward the degree and will be sent a warning letter. All Incomplete grades must be removed or replaced with a grade in order to advance to candidacy, and to have a graduate degree awarded.

An “I” grade on the student’s record at the time of graduation in a course not necessary for the fulfillment of degree requirements may be removed only up to the end of the fifth week of the term following the date of graduation. If not removed, it will not be changed to an F or NP but will remain an “I” permanently. At the time of graduation, an “I” grade in a course taken for a letter grade must be utilized in the computation of the grade point average, in accordance with Senate Regulation 634.

Repetition of Courses

With departmental permission, graduate students may repeat a course to attempt to earn a better grade. Students who succeed in earning a better grade may petition to retroactively drop the first effort. (Note: This policy differs from the opportunity in some departments to take a variable topics course for credit multiple times.)

Retroactive Changes to Student Records

Students are responsible for ensuring that official records maintained by the Office of the Registrar correctly reflect their enrollment. **Students should periodically check their transcript to ensure that it reflects the correct courses and proper grading option.** Retroactive changes to student records are made only to correct an administrative or clerical error, not to “clean up” or improve student records and should be handled in a timely manner.

Campus Support Groups and Agencies

Graduate Students Association

The UCSB Graduate Students Association is a link between graduate students and the University Administration, and the campus community as a whole. GSA focuses on various matters, including budget, race, class, and gender issues, sexual harassment, student rights and responsibilities, academic and professional concerns, health insurance and services, TA training, housing, and other important issues affecting graduate-student life at UCSB. GSA works to: 1) ensure that graduate student concerns are addressed in campus and off-campus policy decisions; and 2) provide graduate students with information concerning decisions that are relevant to student life. To get involved with the GSA, visit its office in room 2502 of the University Center, call (805) 893-3824 or check their website at: <http://www.gsa.ucsb.edu/>.

All UCSB graduate students are automatically members of GSA, which is supported by fees. The GSA is made up of students elected by the Executive Council, a seven-member board of officers; a General Council, consisting of elected departmental representatives; and the general student body. The General Council meets on the first Tuesday of every month, at 6:00 p.m. Free pizza and soft drinks are provided. The GSA lounge is open from 10-5 during the academic year to students who want a place to study or just relax. Watch for the GSA News and Review, a newsletter that contains details concerning General Council meetings, and other GSA plans for the year.

Other Student Organizations

UCSB graduate students have found it helpful to join together and form groups that meet periodically to discuss common interests and needs. You may find one or more of the following organizations to your liking:

- Graduate Women's Network
- Black Graduate Students' Association
- Variations (a multicultural student group)
- Multicultural Queer Graduate Student Network
- Re-entry and Non-traditional Students Association (call the Women's Center at (805) 893-3778)

Contact the Office of Student Life at (805) 893-4569 for information on how to get in touch with one or more of these groups. OSL maintains information on over 300 other organizations covering a spectrum of interests, based on information provided by the groups and organizations. *Grad News*—a newsletter for graduate students, which comes out at the beginning of fall and spring quarters—features news and timely information on many of these groups. If you are a member of a student organization that we have failed to mention above, please let us know and we will include your organization in next year's edition.

Further Resources

Graduate school can be a stressful time. You are encouraged to seek out activities that will add spice and variety to your life. *Kiosk* is a good place to begin when you want a source book of things to do. The Graduate Women's Network has published a comprehensive resource guide for graduate women entitled, *To Survive and Flourish: A Survival Guide for Graduate Women at UCSB*. The guide can be found in the campus authors' section of the University Center Bookstore. When you need the help of a specific organization or center, there are plenty available to you at UCSB including: the Women's Center; Counseling & Psychological Services; Career Services; Student Health Service and Physical Activities & Recreation.

Housing Information

<http://www.housing.ucsb.edu>

Students attending UCSB have a wide variety of housing options from which to choose, ranging from University-owned campus residence halls and family student apartments to off-campus, privately owned residence halls, rooms, apartments, fraternities, sororities and a housing cooperative. For further information, write the Office of Housing and Residential Services, 1501 Residential Service Building. Phone: (805) 893-2760. The web site noted above has the most comprehensive and up-to-date information on housing and is, by far, your best resource for information on all things relevant to housing.

Student Health Services

Student Health Services (SHS) offers basic medical care as well as selected specialties and extensive educational services. Most of the medical services are free, supported through registration fees. The Walk-In Clinic is available, without appointment, for urgent care (note: *urgent*). Some appointments are available in the Same Day Clinic for non-urgent care. Appointments can also be made for normal health care (call appointments (805) 893-3371). The Women's Clinic provides all preventive health care needs

for women in addition to pregnancy and STD testing. Other services require minimal fees, as posted in the lobby and in all clinic waiting areas: pharmacy, x-rays, lab tests, physical therapy (by referral only), and specialty clinics. During “Discovery Days” at the beginning of fall quarter, SHS holds orientation sessions to inform students on effective use of SHS. SHS is located in Building 588, and is open Monday-Friday, 8:00 a.m. to 4:30 p.m.

All graduate students are charged a quarterly fee (currently \$856) for the mandatory Graduate Student Health Insurance Plan (Gaucho Health Insurance). For Teaching Assistants (employed 25% time or more) and Associates, the Graduate Division pays the fee. Other graduate students must pay the fee or present proof of comparable coverage under another health insurance policy to the SHS Insurance Office. Gaucho Health Insurance features year-round, worldwide coverage. For further information, call the SHS Insurance Office (805) 893-2592.

UCSB Recreation Center

Graduate student fees give all registered graduate students access to the Recreation Center (Rec Cen) during the fall, winter and spring quarters. For a modest fee, (ca. \$60) students may use the Rec Cen during the summer quarter. A validated registration card is your permit to enter the facility.

The Rec Cen offers a 50-meter pool, a 25-yard pool, outdoor recreation areas, large fitness center, five racquetball courts, two squash courts, two gymnasiums, pro shop, equipment room and locker rooms. It features weight and cardio training, basketball, volleyball, badminton, and other activities (leagues, classes). Guests over 18 years of age may use the Rec Cen for a charge of \$12.00 per day.

For hours of operation and other information, call the front desk (x7619), building manager (x7618), or cashier (x3738). The facility is closed on the same days (national holidays) as the UCSB campus.

Disabled Students Program

<http://dsp.sa.ucsb.edu/>

The Disabled Students Program (DSP) coordinates services for disabled students and assists students with permanent and temporary disabilities. DSP provides readers, note takers, interpreters, referrals, registration assistance and supplemental orientation to eligible students. An adaptive equipment inventory is available; vans provide on-campus transportation. Call (805) 893-2668. DSP is located in 2120 Student Resource Building.

Office of International Students and Scholars

<http://www.oiss.ucsb.edu>

The Office of International Students and Scholars (OISS) serve the international student population, which is quite diverse in its belief systems, values, traditions and academic training. Additionally, OISS assists foreign postdoctoral scholars engaged in research at UCSB with matters relating to visas. The OISS staff members advise and assist students with concerns about immigration, finances, employment, academic work, housing and personal problems. OISS works with volunteers from the Santa Barbara community who teach English-language conversation classes and offer individual conversation tutorials in OISS classrooms throughout the year. OISS administers an Orientation Program for entering foreign students, publishes a quarterly newsletter and maintains information of interest to international students and scholars at its web site. Phone: (805) 893-2929.

Women's Center

<http://wgse.sa.ucsb.edu/>

The Women's Center offers a variety of services to students and the campus community. The Center invites everyone to visit the office and utilize resources in 1220 Student Resource Building Phone: (805) 893-3778.

Library and Study Space

The Davidson library houses many books, journals and articles on women's issues, gender and feminism; provides a place where students can read and study in the library or check out books to take home. The library also carries reference guides such as the "Survival Guide for Graduate Women at UCSB" and the "Single Parent Support Guide."

Quarterly Programs and Workshops

The Center produces a quarterly calendar of events including lectures, discussions, weekly programs and workshops. The Graduate Women's Network meets every month at the Center and there is a support group for Re-entry/Non-traditional students. The Center also organizes a Graduate Women's Symposium in winter quarter.

RPEP and SHPEP

The Rape Prevention Education Program and the Sexual Harassment Prevention Education Program offer educational programming and advocacy for women and men about sexual assault, sexual harassment, dating and domestic violence.

Lounge and Gallery

The Center provides a space for students to simply hang out among various art exhibitions, ranging from photography to fiber art, to meet friends and plan programs or meetings.

University Children's Center

The University Children's Center provides quality childcare for children 3 months to 5 years of age. All student families receive a reduced tuition rate. Additional tuition subsidies are available for low-income families from a State Department of Education Grant and from the Chancellor's Child Care Scholarship Fund. To place your child's name on the Center's waiting list and to inquire about tuition subsidies, please call or stop by. Hours: Monday-Friday, 7:30 a.m. - 5:30 p.m. West Campus, UCSB, (805) 893-3665.

Instructional Development

<http://id.ucsb.edu/>

Instructional Consultation at the University of California at Santa Barbara is dedicated to providing the faculty and teaching staff of UCSB with the highest caliber professional consultation in matters of instructional design, delivery and evaluation. To this end, the office consists of a number of related functional units and programs Kerr Hall, phone (805) 893-8583.

Programs and Services

Career Services

In addition to academic apprentice positions, many part-time University staff positions are available. Jobs are listed at the Career Services Office, as well as in the academic departments, and the campus Human Resources Office. Positions are available in the University Center (UCen), Davidson Library, Bookstore, UCen Dining Services, Student Health Service, and elsewhere on campus. Students are allowed to work up to 20 hours per week (50% time) while enrolled in a graduate program. Students seeking part-time, summer jobs, or internships should check the listings on the GauchoLink website: <http://career.sa.ucsb.edu>.

In-class videotaping of Teaching Assistants, Teaching Associates, and Faculty

To schedule a classroom videotaping contact Video Taping (805) 893-2828 consulting regarding teaching practices

TA Development Program

Instructional Consultation's campus-wide TA Development Program (805) 893-8583, TADP@id.ucsb.edu) offers training activities for Teaching Assistants and serves as a resource for departmental TA training programs. Campus wide activities include the following.

Campus wide TA Orientation

Held each fall quarter, this orientation is required and designed to provide new TAs with basic instructional skills for leading discussion sections and labs.

Videotaping, Classroom Visitation and Consulting Service

This service provides an opportunity to observe yourself while teaching and to develop instructional skills. To schedule a taping, call (805) 893-2828.

Instructional Videotapes

Videotapes on general and discipline-specific teaching techniques are available in the Kerr Learning Lab. (x3963). Title call numbers are LB5 and LB6.

UCSB Career Services

GauchoLink is the official site for jobs, internships, and campus interviews. In addition, it serves as a gateway to subscription services that are free for UCSB students. GauchoLink is managed by career counselors and staff at UC Santa Barbara. It is an exclusive service for our UCSB community. Access is restricted to those with a UCSB NetID and recent alumni who have purchased access from Career Services. <http://career.sa.ucsb.edu/students/gaucholink>

Graduate students seeking assistance with academic or non-academic job search materials or strategies and interview practice may schedule an hour appointment with a career counselor by calling 893-4412 or by stopping by the lobby desk at Career Services, Bldg. 599.

Best Bets from the Net

The following are Websites that list job openings. This list is not exhaustive, but includes some of the best sites. At Career Services, there are two computers for students that have many bookmarked sites. We also have sites listed in our Webstation Manual, for example sites for international jobs, sites for jobs in engineering, etc.

Monster Board: <http://www.monster.com/>

An interactive database for listing and locating jobs

Margaret Riley's Internet Guide: <https://www.myperfectresume.com/>

A "best of the net" from a Web expert.

College Art Association: <http://www.collegeart.org/>

Appendices

The official Academic Calendar is published here:

<https://registrar.sa.ucsb.edu/cal2017.aspx>

Useful Campus Publications

There are a number of publications available to students on various campus agencies. Following is a partial listing.

UCSB GradPost

The GradPost is the go-to website for the latest and greatest news about graduate student life at UCSB. The GradPost staff works together to write articles that will help you successfully navigate the graduate experience at UCSB.

Grad News

Published by the Graduate Division biannually, in fall and spring. Among the many important things it contains is a listing of deadlines for applying for financial support.

Housing

Published by Housing and Residential Services

Career Manual

Published by Counseling and Career Services

Graduate Student Guide

Published by the Graduate Division, the Guide contains all information about the Graduate Division, general requirements for graduate degrees (standards of scholarship, residence requirements, degree deadlines), Master's and doctoral committees, registration and course enrollment, transfer of credits, leaves of absence, reinstatement and readmission, and other important topics.

Guide to Filing Theses and Dissertations at UCSB

Published by the Graduate Division in cooperation with the Davidson Library. This publication covers everything you need to know about producing and filing Master's theses and Ph.D. dissertations, and D.M.A. research documents.

Kiosk: UCSB Student Handbook (with "Graduate Student Handbook")

Published by Orientation Programs, UCSB (call (805) 893-3443), and is accessible at:
<http://kiosk.sa.ucsb.edu/>

California Residency

If you are not a resident of California, you will be assessed the out-of-state tuition annually. Even if you have a multi-year fellowship that pays in-state fees, out-of-state tuition will be paid by the fellowship for the first year only. However, if you are a U.S. citizen or a documented resident, according to I.N.S. regulations you may qualify for California residency after one year of living in California if during your first year in Santa Barbara you take the steps necessary to demonstrate your intention to make California your permanent home. You must petition to establish California residency at the beginning of your second year.

Take the following steps *as soon as you arrive* in California in order to be considered for resident status at the beginning of your second year:

1. Register to vote.
2. Get a California driver's license or identification card.
3. Register your vehicle in California
4. Open a bank account in a California bank
5. File California income tax on any income earned in California
6. List a California address in the "permanent address" boxes of all university forms and for all of the above agencies (items 1-5)

When you petition for classification as a California resident, you will be required to document some or all of the above, and the dates of all of these items will be critical. Your actions during the entire academic year as well as during the summer months will affect the residency determination.

If you are not at least 24 years of age, you will be required to show that you have been financially independent from your non-California resident parents for the previous tax year.

Please note that non-immigrant; international students are *not* able to qualify for California residency for tuition purposes. Questions about qualifying for California residency may be answered by reading the residency regulations in the UCSB General Catalog, or on the Registrar's Web page at the address: <http://registrar.sa.ucsb.edu/residenc.aspx> or by calling the UCSB Residence Deputy at (805) 893-3033.

Federal Law and University Employment

A federal law requires employers to certify that everybody they hire is legally entitled to work in the United States. The law applies to *everyone*, to native-born American citizens as well as to immigrants, foreign visitors and naturalized citizens.

If you will be working for pay for any campus unit (as a TA, part-time staff apprentice, reader, grader, accompanist, etc.), or off campus, you must provide documentation of your eligibility to work *before* you can be hired or re-hired. **No one will be hired or re-hired at UCSB for *any* position, including academic appointments, without proof of eligibility to work.** To avoid delays in hiring dates, late payments, etc., be prepared to show appropriate papers as soon as you arrive on campus.

The Federal Immigration Reform and Control Act of 1986 require you to show both identity and proof of employment eligibility. Any *one* of the following documents will prove both:

- Valid U.S. passport
- Certificate of citizenship
- Certificate of naturalization
- Unexpired foreign passport with Immigration Service endorsement authorizing UCSB employment
- Alien Registration Receipt Card (Green Card)

If you do not have one of the above-listed documents and you are a U.S. citizen, you will have to provide two documents--one to prove identity and one to prove that you are authorized to work in the U.S.

Identity Documents

- State driver's license or picture identity card
- Student registration card if picture is included

Employment Authorization Proofs

- Social Security Card (unless specifically not for employment)
- U.S. birth certificate, or proof of U.S. citizenship at birth

Some Useful UCSB Web Sites

General

<http://www.ucsb.edu>

Instructional Computing – computing services for the UCSB community Table of Content
Directory Services

http://www.identity.ucsb.edu/people_finder/

Graduate Division

Home page: <http://www.graddiv.ucsb.edu/>

Calendar and Deadlines for Grad Students: <http://www.graddiv.ucsb.edu/calendar/>

UCSB GradPost: <http://gradpost.ucsb.edu/>

Communications Services

<http://www.commserv.ucsb.edu/>

Housing

<http://www.housing.ucsb.edu>

Graduate Student Association

<http://www.ucsbgsa.org/>

Career Services

<http://career.ucsb.edu/>

Office of International Students and Scholars (OISS)

<http://www.oiss.ucsb.edu>

Instructional Development

<http://www.id.ucsb.edu/>