



2018-2019  
Graduate Student Handbook

Media Arts and Technology Program  
University of California, Santa Barbara

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

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- 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 constitute 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 offered in addition to the published policies and procedures governed by the UCSB Graduate Division.

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

## **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. 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 have 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.

## **MAT Student Representatives**

MAT students elect fellow students to be the official representatives to the faculty, in order to help keep both faculty and students aware of important issues and events and to help ensure that there is active and constructive faculty-student communication. The current student representatives are To be Named.

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

## **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 various departments that serve students in a variety of capacities including Academic Services ([gradacademics@graddiv.ucsb.edu](mailto:gradacademics@graddiv.ucsb.edu)), Admissions, Outreach & Diversity Initiatives ([gradadmissions@graddiv.ucsb.edu](mailto:gradadmissions@graddiv.ucsb.edu)), Graduate Student Resource Center ([gsrc@graddiv.ucsb.edu](mailto:gsrc@graddiv.ucsb.edu)), Career & Professional Development ([robert.hamm@graddiv.ucsb.edu](mailto:robert.hamm@graddiv.ucsb.edu)), and Financial Support ([financial@graddiv.ucsb.edu](mailto:financial@graddiv.ucsb.edu)) to name a few. Admissions deal 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, 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.

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## **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 have 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 Elings Hall, as well as in other departments. MAT labs and facilities include:

- AlloSphere Research Facility ([allosphere.ucsb.edu](http://allosphere.ucsb.edu)) – Research in a fully immersive, spherical visualization environment with applications in science, engineering, and the arts.
- CREATE – Research and development of a new generation of software and hardware tools to aid in media-based composition, sound spatialization, sound synthesis, and notation of electronic music. Maintains studio facilities to support teaching and music production.
- Elings Hall labs – Laboratory spaces in the Elings building for research and artistic production in Media Arts and Technology:
  - transLAB – Research in Worldmaking + Social VR, future cinema, transvergence, transarchitectures and algorithmic morphogenesis, archimusic, immersive, performative, interactive arts, digital humanities, THEMAS (research and pedagogy framework advancing beyond STEM/STEAM model, to include Technologies/Humanities, Engineering/Mathematics, Arts/Sciences).
  - Experimental Visualization Lab – Dedicated to research, experimentation and projects in optical-computational, and multi-media based visual and spatial data visualization.
  - Four Eyes Lab – Sensor based machine perception to support new modes of human-computer interaction.
  - Systemics Lab – 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.
  - RE Touch Lab – Investigating fundamental mechanisms of touch perception. Creating new technologies to enable people or robots to interact via the sense of touch.
  - AlloPortal Prototyping laboratory for interactive immersive environments
- eStudio – Research and production in the digital visual arts, Internet and motion sensing systems.
- Professional Artists Lab ([proartslab.ucsb.edu](http://proartslab.ucsb.edu))
- Varèse Studio – Multitrack recording, synthesis, signal processing, and editing with octophonic playback. 24-bit, 192 kHz high-definition Pro Tools environment.
- Xenakis Studio – Classroom with audio-visual equipment

Related facilities include:

- 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 multitrack recording studio.

### **Research Lab 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.

## **UCSB U-mail Email Accounts**

All students at UCSB receive U-mail email accounts, hosted on the Microsoft Office 365 cloud platform. Your email address is of the form "UCSB NetID@umail.ucsb.edu". For information about the campus U-mail email service, go to: [www.umail.ucsb.edu](http://www.umail.ucsb.edu).

As of November 2017, MAT faculty and staff email accounts are hosted by UCSB's Connect service, which uses Google's G Suite cloud platform.

If you would like an email list created for a MAT related project, contact support (at) mat.ucsb.edu. The address will be of the form list\_name@mat.ucsb.edu.

## **Web Hosting**

MAT has web servers that host the various web sites and applications for the MAT community. If a MAT student would like to host a portfolio website on a MAT server, please contact Larry Zins at support (at) mat.ucsb.edu.

## **Wireless Networks**

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

There are three UCSB wireless networks:

- EduRoam
- UCSB Wireless
- UCSB Secure

For more information about these wireless networks, go to: [setup.wireless.ucsb.edu/help](http://setup.wireless.ucsb.edu/help)

MAT also maintains a number of wireless networks in Elings Hall and Phelps Hall. For more information about these wireless networks, send an email to support (at) mat.ucsb.edu.

## **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 laws 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/>  
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 UC Library is the main UCSB library located 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 a Music Library in the Music building, which houses the university's music collections.

## MAT Administration

Each department and program at UCSB has a **Faculty Graduate Advisor**, whose job is to assist you in understanding degree requirements and in planning your course of study. MAT's Faculty Graduate Advisor is Prof. Curtis Roads. The Faculty 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 research advisors, and in consultation with the Faculty Graduate Advisor.

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

Another important figure in the lives of students is the departmental **Staff Graduate Program Advisor**, Lesley Fredrickson, who maintains up-to-date information on a host of matters affecting graduate students. Like the Faculty Graduate Advisor, the Staff 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 Staff Graduate Program Advisor, the Faculty Graduate Advisor or an appropriate faculty member.

The departmental administrative and academic staff is eager to assist graduate students during their time at UCSB. The Staff 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 graduate degree program:

- Marko Peljhan, Chair (ext. 5613, [peljhan@mat.ucsb.edu](mailto:peljhan@mat.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.
- Curtis Roads, Vice-Chair and Faculty Graduate Advisor (ext. 2932, [clang@mat.ucsb.edu](mailto:clang@mat.ucsb.edu))  
The Vice Chair works with the Chair in administering departmental matters. As Faculty Graduate Advisor, he is responsible for graduate student matters, signs forms for dropping and adding courses, as well as other forms and petitions.
- Lesley Fredrickson, Staff Graduate Program Advisor (ext. 5439, [lesley@mat.ucsb.edu](mailto:lesley@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 completion including 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](mailto:laura@mat.ucsb.edu))  
Department Business Manager. Manages the department staff; oversees all business and personnel matters for the department.
- To Be Named, Academic Personnel/Assistant to the Chair (ext. 2887) Administrative Assistant works with the Chair, the Business Officer.
- Larry Zins, System Administrator (ext. 3050, [larry@mat.ucsb.edu](mailto:larry@mat.ucsb.edu))  
Responsible for all aspects of technology infrastructure planning, implementation and maintenance. Primary point of contact for technical support and information.
- Swapna Madineni, Financial Assistant (ext. 3016, [swapna@mat.ucsb.edu](mailto:swapna@mat.ucsb.edu))  
Oversees all financial matters, including reimbursements, purchasing, special awards, and student travel funds.

## **Program Policies**

**Mail** There are mailboxes for students in Elings Hall, but students should use their personal residence address to receive mail. **Changes of address** : students should keep their information updated via the GOLD system throughout the school year.

### **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.

### **Access to Elings Hall**

The doors to Elings Hall are open Monday through Friday, from 8am to 5pm. Outside of these hours, ACCESS Cards are used to enter the building. Gaining access to Elings Hall is a two-step process:

1. Obtain your UCSB ACCESS ID card at the UCen.

- There is a \$25 fee to obtain an ACCESS card.
2. Add Elings Hall access to ACCESS ID card.
- To gain access to Elings Hall outside of normal business hours, use the online form on the CNSI website: [access.cnsi.ucsb.edu/Forms/form.php](http://access.cnsi.ucsb.edu/Forms/form.php)
  - Fill out the top part of the form. For the UCSB Advisor/Supervisor, put:  
First Name: Laura  
Last Name: Cheung  
Email: [laura@mat.ucsb.edu](mailto:laura@mat.ucsb.edu)
  - Then at the bottom of the third column, select “CNSI Exterior Doors.”
  - Submit the form.

**Getting Keys to Rooms/Labs in Elings (second floor only):**

Keys to the second floor labs in Elings Hall are issued on an “as needed” basis and require the approval of faculty who operate the lab. If you need a key, the faculty member responsible for the lab should request one on your behalf by sending an email to Swapna Madineni at [swapna@mat.ucsb.edu](mailto:swapna@mat.ucsb.edu) . Keys can then be picked up from her office in Phelps Hall room 3316.

Access to other floors are controlled by CNSI staff. See:  
<http://www.cnsi.ucsb.edu/support/building/access-security>.

**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. Departmental forms are available at: <https://www.mat.ucsb.edu/usefulInfo/>

- MAT Course Waiver Petition Form
- MAT 293 - Internship in Industry Application Form
- MAT 299 - Independent Study Application Form
- MAT 596 - Directed Research Application Form
- MAT 597 - Individual Study for PhD Examination Form
- MAT 598 - Directed Research Application Form
- MAT 599 - Directed Research Application Form

These forms are for use by MAT and become a part of your student file.

Forms for the Graduate Division are available at : [www.graddiv.ucsb.edu/academic/forms-petitions](http://www.graddiv.ucsb.edu/academic/forms-petitions)

# 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." The general (and departmental) requirements outlined in the *Catalog* (<https://my.sa.ucsb.edu/catalog/Current/CollegesDepartments>) 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. (\*Continuous registration is required of all graduate students. Only coursework taken when a student is registered may be counted toward a graduate degree. Graduate students are required to register each quarter by paying fees and officially enrolling in classes).

Master's degree students are expected to complete their degree requirements within four years. Students who exceed these degree deadlines may be put on monitoring by the Graduate Division for failing to meet the time-to-degree standards for the University.

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 registered 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 Staff Graduate Advisor to discuss options before taking this step:

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

## **Establishing California Residency**

If you are a U.S. Citizen or permanent resident, but not a California resident, you need to take steps **immediately upon your arrival** at UCSB to establish California residency. These steps include completing your online Statement of Legal Residence (SLR) <https://calresidency.sa.ucsb.edu/slr/login.asp> registering to vote here, opening a bank account, obtaining a California driver's license, and registering your car in California. If you complete all these steps, by your second year of enrollment, you should not be liable for the nonresident tuition fees. Any questions regarding residency should be addressed with the Registrar's office at <https://registrar.sa.ucsb.edu/ResidencePolicy.aspx>

## **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 the Registrar to establish California residency at the beginning of your second year.

See: <http://registrar.sa.ucsb.edu/fees-residency/residency/residency-for-tuition-purposes>

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## **Language Requirements**

### **English Language Placement Exam (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.

Non-native speakers of English are exempted from both the oral and the written ELPE if they have completed all of their undergraduate degree (equivalent to a U.S. Bachelor's degree) at a recognized English-medium institution. The Graduate Division determines which institutions meet this criterion; this is done when they receive and review all application materials for admission. If you are a new incoming student and have any questions on whether you are exempt, please contact the EMS Program Manager. Here is a link with Frequently Asked Questions: <http://www.ems.ucsb.edu/graduate/faq>

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 Evaluation)**

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

The TA Oral 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.

### **Teaching Assistant Development Program**

The Teaching Assistant Development Program offers a comprehensive set of resources and training opportunities for TAs at UCSB ([TADP@id.ucsb.edu](mailto:TADP@id.ucsb.edu), 893-3341). Attendance at the annual TA Orientation is **required** of all first-time TAs and Readers with secured appointments at UCSB, even if duties will not begin until Winter or Spring Quarters.

### **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 are eager to help students improve and encourage them to make appointments to discuss problems and ways of resolving 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. The department works closely with Graduate Division on monitoring student progress concerning issues related to Academic Probation. Students must work closely with the MAT Faculty Graduate Advisor and or their individual advisor if they have been placed on Academic Probation.

## **Plagiarism and Collaboration**

Plagiarism in the networked age is becoming a serious issue. 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 subject to review by the UCSB Office of Judicial Affairs.

### **The Official Student Code of Academic Conduct states:**

It is expected that students attending the University of California understand and subscribe to the idea of academic integrity, and are willing to bear individual responsibility for their work. Any work (written or otherwise) submitted to fulfill an academic requirement must represent a student's original work. Any act of academic dishonesty, such as cheating or plagiarism, will subject a person to University disciplinary action. Cheating includes, but is not limited to, looking at another student's examination, referring to unauthorized notes during an exam, providing answers, having another person take an exam for you, etc. Representing the words, ideas, or concepts of another person without appropriate attribution is plagiarism. Whenever another person's written work is utilized, quotation marks must be used and sources cited. Paraphrasing another's work, i.e., borrowing the ideas or concepts and putting them into one's "own" words, must also be acknowledged. Although a person's state of mind and intention will be considered in determining the University response to an act of academic dishonesty, this in no way lessens the responsibility of the student.

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."<sup>1</sup>

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" included 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

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<sup>1</sup> <http://isites.harvard.edu/icb.do?keyword=k70847&pageid=icb.pages357682>

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.

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”...<sup>2</sup>

**Student Code of Conduct:** [www.mat.ucsb.edu/documents/CodeofConduct](http://www.mat.ucsb.edu/documents/CodeofConduct)

## **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 four 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 four-year degree deadline for a Master’s degree (Senate reg. 300A) 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>

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<sup>2</sup> <http://isites.harvard.edu/icb/icb.do?keyword=70847&pageid=icb.page355322>

## 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 covered by employment benefits as a Teaching Assistant (TA) or Graduate Student Researcher (GSR). Students who have comparable coverage through an outside provider should seek a waiver of the mandatory Gaucho Health Insurance from Student Health Service.

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 lapsed 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 (four 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 entering Fall 2018 and after, there is a four-year time limit for advancement to doctoral candidacy and a seven-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>

Here is some advice on making timely progress toward your degree:

1. Know your course requirements, as listed in this handbook (and in the *General Catalog*). 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 Staff Graduate Advisor and Faculty 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)
- Publications
- 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 General 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 join in a mentoring relationship focused on the student’s research interests.

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 student assessment process.

## Final Course - Year Review

Students must meet with the MAT Staff 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 (M.S.)

### For the pdf of the MS degree checksheet:

See: <https://my.sa.ucsb.edu/catalog/Current/CollegesDepartments/lis-intro/MAT.aspx>

### **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 professors 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 Staff 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. The third faculty member can be from any University of California campus. 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. In some cases, the student may want a fourth member to serve on the committee. This can be anyone, including non-academics, approved by the Chair of the committee. 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 Staff Graduate Advisor 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 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. This paper does not get filed with the Graduate Division.

## **Doctor of Philosophy (Ph.D.)**

### **For the pdf of the MS degree checksheet:**

**See: <https://my.sa.ucsb.edu/catalog/Current/CollegesDepartments/ls-intro/MAT.aspx>**

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, 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 course requirements, levels 1-3* as required in the MAT Master's program. Students entering directly into the Ph.D. without a Master's degree will be admitted with two degree objectives MS/PhD. They must first meet the equivalent course requirements of the MAT Master's program. 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 course requirements. These decisions are made by MAT faculty who evaluate the student's educational background and experience in relation to the required 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.

## **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 written document 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.

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 expected to complete the PhD degree within three years. Some students who have a clear idea of their dissertation topic and a focused plan can finish in less time.

## **Dissertation Research**

A *Ph.D. dissertation* is an original, rigorous, and significant contribution to knowledge in the field of Media Arts and Technology. There is no set page count to the dissertation document. This is negotiated by the student in conjunction with the Ph.D. 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. This is accompanied by approximately forty slides.

The committee must approve the dissertation; it must also meet the filing requirements of the Graduate Division.

## 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 Ph.D. 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 Ph.D. student has never written a dissertation before. Thus we have prepared this guide.

### Expectations of a Ph.D. 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, landmarks 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 experiments that lead to the creation of works.

### A hypothetical timeline of steps towards the Ph.D.

Students need to plan their overall trajectory through the Ph.D. 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.

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>

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#### 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 Staff Graduate Advisor 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.

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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 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 go to the Registrar's Starting Point for Fee Information web page, <http://www.registrar.ucsb.edu/>, and click on "fee information."

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 fellowship opportunities. Students can also check the Graduate Division's Funding Opportunities webpage at <http://www.graddiv.ucsb.edu/financial/uc-fellowships>

## Continuing Student Fellowship 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. 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. All members of the UCSB community have free access to Pivot and Grant Forward, funding search databases, if they are connected to the UCSB network or if they sign up or an account with an email address ending in ucsb.edu. The GRAPES database catalogs extramural funding opportunities of interest to prospective and current graduate students, as well as students working a Master's or doctoral degrees. The Graduate Division also offers periodic workshops on extramural funding searches and grant proposal development. For information on any aspect of graduate student financial support, including deadlines, please contact the financial support section of the Graduate Division.

## **International Doctoral Recruitment Fellowship (IDRF)**

Doctoral (Ph.D.) students who are not US citizens or permanent residents are subject to non-resident supplemental tuition, until they are advanced to candidacy. The IDRF provides payment of Non-Resident Supplemental Tuition (NRST) to international doctoral students beyond their first year of residency who have not yet advanced to candidacy. The fellowship will take effect the fourth registered quarter and will continue until the student either advances to candidacy or exceeds the approved time to advancement for the department (fourth year). Students who exceed the time to advancement and those who fail to maintain good academic standing, will lose their eligibility and the fellowship will not pay NRST. Once you have advanced to candidacy you will receive a three calendar year waiver of non-resident supplemental tuition while completing your degree.

## **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. Contact the Graduate Division for exact deadlines.

### Interdisciplinary Humanities Center Fellowships (IHC)

#### 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.

#### **Funding for United States Study (<http://www.iiebooks.org/funforunstat.html>)**

The Institute of International Education has compiled a guide to help international students find potential sources of financial aid. The publication lists 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. This publication is \$39.95, plus shipping. They may be ordered from I.I.E. Books at (412) 741-0930. See <http://www.iiebooks.org/>.

# TA Appointments and Policies

## General Information

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 any student employed as a TA:

- registered graduate student in full-time residence
- evidence of academic excellence and promise as a teacher. Perform the duties of the position to a satisfactory level
- 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)
- eligible to work under the federal and state laws.

Graduate students serving as TAs are considered first and foremost students with academic employment 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.

## 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*, 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 or 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.

## Teaching Assistant Positions in MAT

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. A call via email is sent to MAT graduate students 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, Statistics, Electrical and Computer Engineering, and Technology Management Program. 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](http://www.hr.ucsb.edu/employment), the student employment guidelines are here:

## Terms and Conditions (Limitations)

The appointment or reappointment of a graduate student to an academic title must be for a period of one year or less, and is most frequently for one quarter. Graduate students holding these academic appointments should be under the direction of a UC Santa Barbara faculty member. Graduate students in teaching appointments may not supervise or evaluate other graduate students. Additional information regarding student academic appointments can be found in [Academic Personnel Procedures for UC Santa Barbara \(The Red Binder\)](#), Section IV: Student Academic Titles.

Students who are appointed to Associate, Reader, Tutor/Remedial Tutor, and Teaching Assistant titles fall under an agreement between the Regents of the University of California and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), and AFL-CIO pursuant to the provisions of the Higher Education Employer-Employee Relations Act (HEERA). For questions concerning the contract, see the [UC-UAW Agreement](#).

All appointments or combined appointments are limited to 50% time (an average of 20 hours per week) during the academic terms. An exception may be granted by the home department for a graduate student to be compensated for a maximum of 75%; appointments above 75% require Graduate Division approval (see the exception process below). The 50% time restriction will apply without exception for Associates and international students, dependent upon their visa type or country of origin (consult the [Office of International Students and Scholars](#) for further information). All continuing students may work 100% time during the summer, provided they were registered and paid fees for the immediately preceding spring quarter.

The total length of time a student may hold any one or a combination of the following titles may not usually exceed 12 quarters: Teaching Assistant and/or Associate. Under special circumstances, an exception may be granted for additional appointments beyond 12 quarters (see the exception process below). System wide regulation does not permit graduate student appointment beyond 18 quarters as a Teaching Assistant and/or Associate.

## Exceptions

In order to hold academic employment, graduate students must meet the criteria stated above. In certain cases, an Exception to Employment Policy may be requested by the home department in order to allow a student who does not meet these criteria to be employed.

An Exception to Employment Policy must be submitted to the Graduate Division in the following instances:

- All Associate appointments
- Appointment of graduate students on academic probation
- Appointment of graduate students who have already worked a combined total of 15 quarters as a TA and/or Associate
- Appointment of graduate students for more than 75% time (however, the 50% time restriction applies to international students and Associates **without** exception)
- Students is 4 or more quarters Beyond Time to Degree

In situations where a student will be employed by a department outside of their home department, the hiring department is responsible for completing an [Eligibility Verification from Home Department form](#) and ascertaining signature from the student's home department.

### **Fee and Tuition Remission**

Graduate students appointed in fee remission bearing titles may become eligible for fee remission as a benefit of their employment. Fee remission is calculated on a quarterly basis and eligibility is determined based on **combined** effort across all Academic Student Employee (ASE) and Graduate Student Researcher (GSR) appointments for the quarter in question. Please see below for additional information about fee remission levels.

For current fee amounts, please see the Registrars website.

### **Gaucha Health Insurance (GHI)**

All graduate students are assessed a quarterly fee for mandatory [Gaucha Health Insurance \(GHI\)](#). Payment of GHI for Teaching Assistants, Associates, Tutors, Remedial Tutors, and Readers, who have appointments of 25% time (at least 100 hours) or greater, is defined by the UC-UAW Agreement. Graduate Student Researchers who have appointments of 25% time or greater also receive payment of GHI as part of their fee remission benefit. All other graduate students must either pay the fee or obtain a waiver. Students obtain waivers by proving to the Student Health Services Office that they have comparable coverage under another health insurance policy. GHI provides year-round and worldwide coverage. For more information students are encouraged to consult <http://studenthealth.sa.ucsb.edu/home/welcome-new-students> or call the Student Health Advisor line (805) 893-2592. More detailed information on the Health Center's Mission Statement, Priorities, and Accreditation can be found at the following link: <http://studenthealth.sa.ucsb.edu/home/about-us>.

## **Fee and Tuition Remission for ASEs (TA, Associate, Reader, Remedial Tutor)**

The remissions quoted are consistent with the terms of the [current UC-UAW Agreement](#). Please be aware that future wages, terms, and conditions are subject to modification based on the collective bargaining process.

ASEs whose appointment is at least 25% time (100 hour minimum) qualify for a partial fee remission (includes tuition and student services fee) and payment of health insurance.

## **Teaching Assistant (TA) Appointment Title**

A Teaching Assistant (title code 2310) is chosen for excellent scholarship and promise as a teacher and serves an apprenticeship under the supervision of a regular faculty member.

## **Terms and Conditions for TA**

The department chair, acting upon nominations made by department members, is authorized to appoint TAs. However, the Dean of the Graduate Division must approve all exceptions to appointment criteria. New students whose first quarter of registration will be in the fall may not be TAs prior to the fall unless they register for at least 4 units in a summer quarter. The selection, supervision, and training of all TAs are important responsibilities of the teaching department, and in particular the department chair. All candidates for appointment and reappointment should be subjected to careful review and recommendation.

**The TA is not responsible for the instructional content of a course, for selection of student assignments, for planning of examinations, or for determining the quarter grade for students.** A TA should not be assigned responsibility for instructing the entire enrollment of a course or for providing the entire instruction of a group of students enrolled in a course. The TA is, instead, responsible for the conduct of recitation, laboratory, or quiz sections under the active direction and supervision of a regular member of the faculty to whom final responsibility for the course's entire instruction, including the performance of TAs, has been assigned.

## **Associate Appointment Title**

An Associate (title code 1506) is a registered UC graduate student employed temporarily to give independent instruction for a course.

## **Terms and Conditions for Associate**

Minimum qualifications for this position require the possession of a master's degree or equivalent training, and at least one year of teaching experience. **All Associate appointments require the review and pre-approval of the Graduate Dean and the appropriate College/School.** Associates may not evaluate fellow graduate student appointees (e.g., TAs). If TAs are assigned, a faculty member must be named responsible for the evaluation of the TA(s).

## **Tax Information and Resources**

**Note:** The information provided below is not a substitute for professional/government tax counseling or for reading Internal Revenue Service and California Tax Board publications. The University is unable to provide tax advice to individuals.

**Graduate Division Reference for Tax Information and Resources:** <http://www.graddiv.ucsb.edu/financial/tax-information>

# Your Transcript

## Transfer of Credit

Credit for upper-division and graduate courses at another institution 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: [www.gsa.ucsb.edu](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. Free coffee is provided for graduate students during the academic year M-F, 9:00-5:00pm.

## 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 Student Resource Center (GSRC)
- Black Graduate Students' Association
- Variations (a multicultural student group)
- Multicultural Center
- 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. 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. *UCSB GradPost* (<http://www.gradpost.ucsb.edu/>) is the primary source for news, funding, professional development, advice, events and more related to graduate student life at UCSB. 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 UCSB Housing, Dining and Auxiliary Enterprises, 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.

## **Counseling & Psychological Services (CAPS)**

Counseling & Psychological Services (CAPS) is committed to providing timely, culturally appropriate, and effective mental health services to our diverse UCSB student body, as well as professional consultation to faculty, staff, and families. All registered students are eligible for services at CAPS. When help is needed in sorting out a personal concern, CAPS is a resource for learning new skills in building self-confidence, relating to others, reducing stress, solving problems, and identifying options.

## **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 Mon, Tues, Thurs, and Fri, 8:00 a.m. to 4:30 p.m.; Wednesday 9:00-4:30pm.

All graduate students are charged a quarterly fee 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, students may use the Rec Cen during the summer quarter. A validated registration card is your permit to enter the facility.

## **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, Gender, and Sexual Equity Department**

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

The Women, Gender, and Sexual Equity Department 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.

## **Resource Center for Sexual and Gender Diversity (RCSGD)**

The RCSGD, located on the 3<sup>rd</sup> floor of the Student Resource Building, works with student, staff and faculty to ensure that LGBTQ identities, experiences and concerns are represented and addressed at UCSB. It offers LGBTQ programming throughout the year, including films, performances and Pride Week each spring.

## **Office of Equal Opportunity & Sexual Harassment Prevention**

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.

### **Hate Incidents Response Coordinator**

This is the reporting point for student victims of hate crimes and hate incidents on campus and in IV, as well as faculty and staff victims of hate crimes or incidents committed by students. The office investigates alleged incidents, organizes the University's response, and works with both victims and perpetrators.

### **Distressed Student Program**

The coordinators of student mental health services will consult about a student, provide referrals to campus departments, develop action plans, and follow up with students, staff and faculty as appropriate.

### **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."

### **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](mailto:TADP@id.ucsb.edu)) offers training activities for Teaching Assistants and serves as a resource for departmental TA training programs. Campuswide activities include the following.

## Campus wide TA Orientation

Held each fall quarter, attendance at the annual TA Orientation is **required** for all first-time TAs and Readers at UCSB (even if duties will not begin until winter or spring quarters). This training is 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

Career Services is a key resource and trusted ally to UCSB graduate students.

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