



2009-2010
Graduate Student Handbook

Media Arts and Technology Program
University of California, Santa Barbara

Matthew Turk, Chair
Curtis Roads, Vice Chair and Graduate Advisor
Diane Harden, Graduate Program Assistant

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

9th Edition

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NOTES

- This *MAT Graduate Student Handbook* has been prepared as carefully as possible. However, should its contents conflict with University or Graduate Division policies, those policies take precedence over and supersede this handbook. Please report errors (typographical and otherwise) to the Graduate Program Assistant (Diane Harden, diane@mat.ucsb.edu).
- Phone numbers at UCSB are in the form (805) 893-xxxx. “Ext. 1234” or “x1234” is the same as (805) 893-1234.
- For general information about UCSB, visit the web site <http://www.ucsb.edu>.
- UCSB is on the quarter system, with fall, winter, spring and summer quarters. A quarter is typically ten weeks long plus exam week. Three quarters constitutes an academic year. Fall quarter begins in late September; winter quarter begins in early January; spring quarter begins around the beginning of April and ends in mid June. MAT typically does not offer courses in the summer quarter.
- Since the Ph.D. program in MAT is relatively new, this document may not have as thorough information pertaining to Ph.D. policies and requirements as it does for the Master’s. Be sure to check with the Graduate Advisor or the Graduate Program Assistant if you have specific Ph.D.-related questions.

Introduction

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

General Information

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

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

Correspondence and Information

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

Diane Harden, Graduate Program Assistant
Media Arts and Technology
3315 Phelps Hall
University of California
Santa Barbara, CA 93106-6065
(805) 893-2887 (voice) (805) 893-2930 (fax)
e-mail: diane@mat.ucsb.edu

MAT Student Representative

MAT students elect a fellow student to be the official representative to the faculty, in order to help keep both faculty and students better aware of important issues and events and to help ensure that there is

active and constructive faculty-student communication. The student representative for the 2009-2010 academic year is Pablo Colapinto, wolftype@gmail.com .

UCSB General Catalog

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

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 at the UCSB Bookstore. The catalog is available online at the link above. You may also order it through the UCSB Bookstore website.

Graduate Division

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

Policy for graduate education at UCSB is set by the Graduate Council, an Academic Senate Committee, and is implemented by the staff of the Graduate Division under the supervision of the graduate dean. The Graduate Division has three departments: admissions, academic services and financial support. Admissions deals with recruitment of prospective students and with processing applications. Academic services respond to student problems, monitors progress toward degrees, enforces academic standards and policy, processes petitions, and awards degrees. Financial support handles centrally administered fellowships and loan programs, maintains information on sources of extramural funding and certifies student-employment eligibility. The Graduate Division also sponsors occasional special programs for graduate students, e.g., dissertation support groups, research colloquia and workshops on topics such as developing grant proposals and career planning. The Graduate Division is located in Cheadle Hall, third floor, room 311, phone (805) 893-2277. Admissions: (805) 893-2278 or (805) 893-4656; Academic Affairs: (805) 893-2559; Financial Support: (805) 893-2710, (805) 893-4653.

MAT Resources and Facilities

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

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

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

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

- Allosphere Research Facility (<http://allosphere.ucsb.edu>) – A three-story space with a spherical display surface in Elings Hall, the Allosphere is one of the world’s largest immersive visualization and interactive environments.
- South Hall 4th floor space – MAT student space/lab (desks, some computers, projectors, 3D printer, open space for project work...)
- eStudio – Research and production in the digital visual arts, Internet and motion sensing systems.
- Professional Artists Lab (<http://proartslab.ucsb.edu>)
- Varese Studio – Multitrack recording, synthesis, signal processing, and editing with octophonic playback. 24-bit, 192 kHz high-definition Pro Tools environment.
- Theremin Studio – Professional digital video cameras, digital video editing, with eight-channel Pro Tools audio support.

Related facilities include:

- Four Eyes Laboratory – Sensor based machine perception to support new modes of human-computer interaction.
- Vision Research Lab – Research in multimedia signal processing and analysis, including applications in large multimedia databases, bio-image informatics, digital libraries, data hiding, and image processing..
- Center for Bio-Image Informatics – For developing new information processing technologies for understanding biological processes from images.
- Networking and Multimedia Systems Laboratory – Workstations and high-bandwidth next-generation protocols and delivery of streaming media.
- RECVEB Lab – Psychology lab for the study of virtual environments and behavior.
- Center for Spatial Studies (Spatial@UCSB) – <http://spatial.ucsb.edu>
- Kerr Hall – Fully equipped television production facility; large digital multi-track recording studio.
- Phelps Hall – Computer instructional classrooms in Windows and MacOS environments.

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) used to support the activities. We also have a large area on the fourth floor of the South Hall building. Some instruction takes place here, but it mostly used as a student lab. It is equipped with several computers (though students often use their own laptops there), including a MacPro with hardware used for real-time high definition video capture. There is also a projector and audio system used for presentations.

MAT provides email service and web hosting on servers that are located in Elings Hall. An email account and Unix account are created for all MAT students. MAT email accounts have the domain extension “mat.ucsb.edu,” so an example email account would be “user@mat.ucsb.edu.” We encourage you to use this email account during your time in MAT. Your email account is the conduit through which you will be the most immediately informed about information that is pertinent to you. If you do not use your MAT account as your primary email, be sure that email to this account is forwarded to whatever email account you use regularly. (This is easily done by editing the “.forward” file – ask anyone if you don’t know how.)

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

`http://www.mat.ucsb.edu/~user` (where “user” is your login)

MAT students are strongly encouraged to create compelling, dynamic web sites that identify you and your interests and display the work you are doing (including course projects) in MAT. This is the world’s snapshot of Media Arts and Technology, and we want to let the world know who we are and what we are doing. In addition, all MAT students should keep a current brief bio on the main MAT students web page – see the page for examples, and email Larry Zins (support@mat.ucsb.edu) with your bio.

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

There is an email list server maintained in MAT. Many courses and projects use an email list to distribute emails to other members of the group.

Computers are available that have the Adobe software suite, Microsoft Office suite, and AutoDesk Maya installed. Contact Larry Zins or support@mat.ucsb.edu for more information.

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. 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.

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.

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

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

UCSB Office of Research Copyright Info: http://www.research.ucsb.edu/tech_transfer/copyright.shtml

UCSB Library, Copyright and Fair Use: <http://www.library.ucsb.edu/subjects/copyright.html>

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>

Wireless Access Points

The UCSB Office of Information Technology maintains a wireless network on campus. Access to this service is provided by the use of an UCSBnetID. For a description of the locations of the access points, please refer to <http://noc.ucsb.edu/wireless>.

The fourth floor area in South Hall has its own wireless access point. Contact support@mat.ucsb.edu for the password. Elings Hall also has a wireless access point on the second floor, but because many of the labs nearby are engaged in research that uses sensitive equipment, a lower power signal (802.11a) is used.

For more information about the connecting the MAT network in Elings Hall, contact Larry Zins(support@mat.ucsb.edu).

Libraries

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

MAT Administration

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

If you are having any kind of difficulty in your graduate studies, we recommend that you meet with Graduate Advisor 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 **Graduate Program Assistant**, Diane Harden, who maintains up-to-date information on a host of matters affecting graduate students. Like the Graduate Advisor, the Graduate Program Assistant is a crucial liaison to the Graduate Division; the GPA is responsible for keeping track of the forms and petitions sent to the Graduate Division. Students who are experiencing problems or have questions are encouraged to seek the advice of the Graduate Program Assistant, the Graduate Advisor or an appropriate faculty member.

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

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

- Matthew Turk, Chair (ext. 4236, mturk@cs.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 Graduate Advisor (ext. 2932, clang@mat.ucsb.edu)
The Vice Chair works with the Chair in administering departmental matters. As Graduate Advisor, he is responsible for graduate student matters, signs forms for dropping and adding courses, as well as other forms and petitions.

- Diane Harden, Graduate Program Assistant (ext. 2887, diane@mat.ucsb.edu)
Counsels prospective students. Advises graduate students on a wide range of matters concerning their respective academic programs and requirements for degrees. Assists the Graduate Advisor; meets with and advises students on the requirements of all degree programs, and on the administrative logistics of completing those programs (filing petitions, drop/add forms, exam, thesis, dissertation forms, etc.).
- Judi Haskell, Business Officer (ext. 3029, haskell@mat.ucsb.edu)
Department Business Manager. Manages the department staff; oversees all business and personnel matters for the department.
- Lisa Thwing, Assistant to the Chair (ext. 5439, lisa@mat.ucsb.edu)
Administrative Assistant works with the Chair, the Business Officer and the department staff.
- Larry Zins, System Administrator (ext. 3050, larry@mat.ucsb.edu)
Responsible for all aspects of technology infrastructure planning, implementation and maintenance. Primary point of contact for technical support and information.
- Marisa Ortega, Financial Assistant (ext. 3016, marisa@mat.ucsb.edu)
Oversees all financial matters, including reimbursements, employment papers, payroll for TAs, department scholarships and special awards, and student travel funds.

Program Policies

Supplies

Supplies are available for faculty, students and staff. If something needs to be replaced or a specific request needs to be made, please call ext.5244 or leave a note on the reception desk.

Mail

All students will pick up mail from bin in Phelps 3309.

Changes of address

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

Photocopying

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

Fax Machine

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

Keys

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

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 Assistant or the Graduate Division. All forms are available in Phelps Hall, room 3315. See the Appendix for examples of common forms. Available forms include:

- Graduate Student Degree Progress Report
- Graduate Student Petition
- Internship Application
- Independent Study Application
- Directed Research Application
- Fee Waiver Application
- Checklist for Graduation
- Schedule Adjustment Petition

Grade change forms are available from the Graduate Program Assistant. The form requires the following information: the quarter the change is for, the class number, instructor code, name of the instructor, perm number, students major and degree status. GPA or assistant types up the information, gives it to the instructor for a signature, and sends it to the Registrar's office for processing.

Policies and General Requirements for Graduate Degrees

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

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

Academic Residence

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

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

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

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

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

Language Requirements

There are no foreign language requirements for Media Arts and Technology graduate degrees.

English Language Placement Examination (ELPE)

All non-native speakers, including those who have degrees from U.S. institutions, must take UCSB's English Language Placement Examination (ELPE) at the beginning of the first term enrolled (refer to the *General Catalog*). The ELPE is UCSB's way of checking for minimal oral and written proficiency in English. It is a ninety-minute essay test, and a fifteen-minute oral interview with an ESL instructor (English as a Second Language). Based on the results of the ELPE, the ESL instructor may recommend that a student take one or more ESL courses. Doing well on the ELPE does not certify a student for duties as a Teaching Assistant. Certification for TA duties is done through the Graduate Division (see below). As of Fall 2009, 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).

Graduate Division TA Certification Interview

For non-native English speakers it is necessary to pass a TA certification interview in order to serve as a TA at UCSB, regardless of where previous degrees were earned. This interview is attended by the head of Graduate Division's Academic Services Department, an instructor from the ESL program (English as a Second Language), and a member of the Department, who clarifies for the others the nature of teaching duties. The interview involves teaching a ten-minute mock lesson and responding to impromptu questions from those present.

Standards of Scholarship

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

Academic Probation

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

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

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

Plagiarism

As stated in the UCSB General Catalog, any act of academic dishonesty, such as plagiarism or other forms of cheating, is unacceptable and will be met with disciplinary action. Internet plagiarism is a serious academic problem and will not be tolerated in MAT. Students who are caught plagiarizing may be dismissed from UCSB. Students should be familiar with the section on Academic Dishonesty in the UCSB Student Handbook (see <http://www.kiosk.ucsb.edu/AcademicServices/>).

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 must petition the Graduate Council for an extension, and must prove that they are current in the scholarship of their chosen field.
- The University's four-year degree deadline for a Master's degree is distinct from the department's typical time for completion of a Master's degree, which is two years.

For the PhD degree, the time limit is seven years.

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 (BA/RC) bill in accordance with the dates published in the quarterly Schedule of Classes. You must pay the quarterly mandatory graduate student health insurance (GSHIP) fee (paid by the Graduate Division for TAs). Students who have comparable coverage through an outside provider should seek a waiver of the mandatory GSHIP 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 withdrawn from the University. Their status is *lapsed*. Students who lapse status relinquish virtually all student privileges. Those who have registered for classes or paid part or all of their fees for an upcoming quarter must officially withdraw or cancel their registration; contact the Office of the Registrar as soon as possible to guarantee the maximum possible refund of fees, and to avoid receiving failing grades. A petition for *reinstatement* is required of individuals whose status is lapsed for six quarters or less. An application for *readmission* is required of students whose status has lapsed for more than six

consecutive quarters. Neither reinstatement nor readmission is guaranteed. Lapsed applicants will compete with others in the applicant pool of the quarter for which reinstatement or readmission is sought. ***Students who wish to file for a degree after having lapsed must be reinstated, which includes enrolling and paying all applicable fees.*** All graduate students, regardless of status and including readmitted and reinstated students are subject to the total time limits to degree policy and require approval from the Graduate Council to proceed or be awarded a degree if total time limits have been exceeded. Students who exceed the time limit for the Master's degree must prove to the MAT department and to Graduate Council that they are still current in the field. MAT may require that such students retake qualifying examinations to determine currency in the field.

In Absentia Registration

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

Change of Degree Objective or Program

Continuing graduate students may petition for a change of degree objective (e.g., changing emphases within the MAT Master's program) after discussing their intentions with faculty and the Graduate Advisor. The appropriate form is a graduate student petition (not a graduate application), to be submitted to the Graduate Division. In the case of adding an emphasis, the petition must be accompanied by a study plan, worked out with and approved by the Graduate Advisor that shows how the unit requirements for both degrees will be met. The signature of the Graduate Advisor is required on the 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 since it will terminate their graduate status. The filing fee should be paid after filing the thesis, project or dissertation, not before. For information on the filing fee, and to establish eligibility to pay it, 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, there is a four-year time limit for advancement to doctoral candidacy and a seven-year time limit for doctoral degree completion.

Following is some advice on making timely progress toward degrees:

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

Achievements

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

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

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

Degree Programs

In addition to departmental requirements, candidates for graduate degrees must fulfill the university degree requirements found in the chapter “Graduate Education at UCSB” of the UCSB catalog. <http://www.catalog.ucsb.edu>

Faculty Advising

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

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

MAT Study Plans

In order to help keep track of each student’s progress towards graduation and to help ensure appropriate communication between students and their advisors, MAT students are required to keep a *Study Plan* on file with the department. Forms for the *Master’s Study Plan* or the *Ph.D. Study Plan* are available from Diane Harden and on the MAT website. These forms 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 have a tentative plan written down. The form should be discussed with your advisor (who also must sign the form). You must then update the form in the spring quarter – again, with the cooperation of your advisor.

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

Final Course-year Review

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

Master of Arts and Master of Science

Three Areas of Emphasis

MAT offers M.A. and M.S. degrees in three areas of emphasis:

- Electronic Music and Sound Design (MA)
- Visual and Spatial Arts (MA)
- Multimedia Engineering (MS)

Students may petition to MAT and to the Graduate Division to change their area of emphasis. This should occur before the second year of coursework and thesis/project research.

Required (Core) Courses

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

Degree Requirements

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

Summary of Steps toward the Degree

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

Time to Graduate

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

The Thesis/Project Committee

A Master's thesis committee consists of a minimum of three ladder faculty, at least two of who must be from the Media Arts and Technology program. Non-ladder faculty (e.g., lecturers) can serve on degree committees in addition to the three ladder faculty, but they cannot serve as the Chair of the committee. The Chair of this committee is usually the student's research advisor. Students are strongly encouraged to form committees with faculty from diverse backgrounds, exemplifying the interdisciplinary nature of MAT. Committee co-Chairs are also encouraged, specifically with faculty from different areas. The

committee is nominated by the department in consultation with the student and approved by the graduate dean. All members of this committee must approve the thesis. See the Graduate Program Assistant about the form for constituting the thesis committee.

Master's Thesis (Plan 1)

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

Master's Project (Plan 2)

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

Doctor of Philosophy (Ph.D.)

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

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

Course Requirements

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

The Qualifying Exam

The qualifying exam is a comprehensive written and oral test, based on topics and readings selected by the candidate and the qualifying exam committee. The exam should test general knowledge in the field of media arts and technology and specific knowledge in the candidates 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.

The Dissertation Proposal

The next step after successfully completing the qualifying exam is the *dissertation proposal*. The dissertation proposal consists of a document and a public presentation. The dissertation must describe the dissertation topic, summarize the relevant background literature and state of the art and present a comprehensive research plan for completing the dissertation, to be approved by the committee. It should be substantial enough to already reflect your engagement in the research, and present preliminary results that demonstrate its feasibility. 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. This committee will ideally be the same as the qualifying examination committee, although changes can be made.

There is no set time after the qualifying exam to present the dissertation proposal, but it typically takes at least a few months to prepare (and often much longer). The advisor should be confident that the student is prepared for the dissertation proposal before scheduling the presentation.

The Doctoral Dissertation

A *dissertation* is an original, rigorous and significant contribution to knowledge in the field of Media Arts and Technology. It represents a substantial body of work and should be marked by high quality and significant results; it should push the frontier of knowledge and mark the author as an expert in the area. The dissertation must be approved by the committee; it must also meet the filing requirements of the Graduate Division. A public presentation of the dissertation (the *dissertation defense*) must be made; all MAT faculty and students are encouraged to attend these.

The Ph.D. is granted when all degree requirements are met.

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

Funding Information

In 2009-10, the quarterly registration and educational fees are \$3,851.43 for graduate students (this includes a mandatory health insurance fee). Students who are not California residents are charged an additional tuition of \$4,898.00 per quarter. These amounts are subject to change. For a complete listing of expenses, consult the *UCSB General Catalog* or the *Schedule of Classes*. Students can also go to the Registrar's Starting Point for Fee Information web page, <http://www.registrar.ucsb.edu/>, and click on "fees."

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

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

Fellowship Programs

<http://www.graddiv.ucsb.edu/financial/>
<https://www.graddiv.ucsb.edu/source/> - Funding Opportunities

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

Extramural Funding

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

University Fellowships and Other Support Programs

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

UC Institute for Research in the Arts Grants

UCIRA offers various grants for artistic research, up to \$25,000. Contact: UCIRA, 6046 HSSB, University of California, Santa Barbara (www.ucira.ucsb.edu)

Humanities and Social Science Research Grants

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

Humanities Research Assistantships

Students submit proposal through the academic department to Graduate Division by late March. A GSRship provides a \$10,000 stipend; includes payment of in-state fees.

Interdisciplinary Humanities Center Fellowships (IHC)

IHC grants up to \$4,000 to students. Students apply to IHC. Please see the IHC website for deadline dates.

Academic Senate Intercampus Exchange Travel Funds

Graduate students at any level are eligible to apply for travel funding for one trip per year to any institution within the state of California (includes Stanford Library, Huntington Library and other non-UC sites, especially research libraries). Limited funds, for travel only. Applications available in the academic departments. Contact Academic Senate, ext. 3173, for additional information.

Charles Den Bell Loan Program

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

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

Criteria for award: Academic merit plus financial need.

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

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

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

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

Sourcebook of Financial Support

The Institute of International Education has compiled two guides to help international students find potential sources of financial aid. The publications list fellowships, grants and scholarships available from government and private sources in the United States and elsewhere. Institute officials say that the publications will help students and scholars identify lesser-known sources of potential financial support. These publications are \$39.95 each, plus \$6 per copy for shipping (subject to change). They may be ordered from I.I.E. Books at (800) 445-0443. See <http://www.iiebooks.org/>.

TA Appointments and Policies

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

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

The following requirements hold for MAT TAs:

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

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

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

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

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

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

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

Student Employee Positions site at <http://www.ltsc.ucsb.edu/asep>, and the Academic Employment Opportunities Bulletin site at <http://www.registrar.ucsb.edu/index.htm>.

Benefits and tax policies for TAs

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

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

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

Academic Apprenticeships and Degree Programs

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

Other Apprentice Appointments

Departments may also appoint graduate students as readers or tutors. These positions have variable salaries, and provide health insurance as a benefit with appointments of at least 25%. However, MAT does not regularly appoint readers/tutors. The Campus Learning Assistance Services Office (CLAS) also hires students in all fields at variable salaries. Phone (805) 893-3269 or (805) 893-4248.

Your Transcript

Transfer of Credit

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

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

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

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

Satisfactory/Unsatisfactory and Pass/No Pass Grading

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

Grades of "Incomplete"

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

An "I" grade on the student's record at the time of graduation in a course not necessary for the fulfillment of degree requirements may be removed only up to the end of the fifth week of the term following the

date of graduation. If not removed, it will not be changed to an F or NP but will remain an “I” permanently. At the time of graduation, an “I” grade in a course taken for a letter grade must be utilized in the computation of the grade point average, in accordance with Senate Regulation 634.

Repetition of Courses

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

Retroactive Changes to Student Records

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

Campus Support Groups and Agencies

Graduate Students Association

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

All UCSB graduate students are automatically members of GSA, which is supported by fees. The GSA is made up of students elected by the Executive Council, a seven-member board of officers; a General Council, consisting of elected departmental representatives; and the general student body. The General Council meets on the first Tuesday of every month, at 5:30 p.m. Free pizza and soft drinks are provided. The GSA lounge is open from 10-5 during the academic year to students who want a place to study or just relax. Watch for the GSA News and Review, a newsletter that contains details concerning General Council meetings, and other GSA plans for the year.

Other Student Organizations

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

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

Contact the Campus Activities Center (CAC) at (805) 893-4550 for information on how to get in touch with one or more of these groups. CAC maintains information on over 300 other organizations covering a spectrum of interests, based on information provided by the groups and organizations. *Grad News*—a newsletter for graduate students, which comes out at the beginning of fall and spring quarters—features news and timely information on many of these groups. If you are a member of a student organization that we have failed to mention above, please let us know and we will include your organization in next year's edition.

Further Resources

Graduate school can be a stressful time. You are encouraged to seek out activities that will add spice and variety to your life. *Kiosk* is a good place to begin when you want a source book of things to do. The Graduate Women's Network has published a comprehensive resource guide for graduate women entitled, *To Survive and Flourish: A Survival Guide for Graduate Women at UCSB*. The guide can be found in the campus authors' section of the University Center Bookstore. When you need the help of a specific

organization or center, there are plenty available to you at UCSB including: the Women's Center; Counseling & Career Services; Student Health Service and Physical Activities & Recreation.

Housing Information

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

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

Student Health Services

Student Health Services (SHS) offers basic medical care as well as selected specialties and extensive educational services. Most of the medical services are free, supported through registration fees. The Walk-In Clinic is available, without appointment, for urgent care (note: *urgent*). Some appointments are available in the Same Day Clinic for non-urgent care. Appointments can also be made for normal health care (call appointments (805) 893-3371). The Women's Clinic provides all preventive health care needs for women in addition to pregnancy and STD testing. Other services require minimal fees, as posted in the lobby and in all clinic waiting areas: pharmacy, x-rays, lab tests, physical therapy (by referral only), and specialty clinics. During "Discovery Days" at the beginning of fall quarter, SHS holds orientation sessions to inform students on effective use of SHS. SHS is located in Building 588, and is open Monday-Friday, 8:00 a.m. to 4:30 p.m.

All graduate students are charged a quarterly fee (currently around \$ 721.25) for the mandatory Graduate Student Health Insurance Plan (GSHIP). For Teaching Assistants (25% time) and Associates, the Graduate Division pays the fee. Other graduate students must either pay the fee or present proof to the SHS Insurance Office that they have comparable coverage under another health insurance policy. GSHIP features year-round, worldwide coverage. For further information, call the SHS Insurance Office (805) 893-2592.

UCSB Recreation Center

Graduate student fees give all registered graduate students access to the Recreation Center (Rec Cen) during the fall, winter and spring quarters. For a modest fee, (ca. \$25) students may use the Rec Cen during the summer quarter. A validated registration card is your permit to enter the facility.

The Rec Cen offers a 50-meter pool, a 25-yard pool, outdoor recreation areas, large fitness center, five racquetball courts, two squash courts, two gymnasiums, pro shop, equipment room and locker rooms. It features weight and cardio training, basketball, volleyball, badminton, and other activities (leagues, classes). Guests over 18 years of age may use the Rec Cen for a charge of \$5.00 per day.

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

Disabled Students Program

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

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 Student Affairs/Administrative Services Building (SAASB), room 1201.

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. Email: oiss@sa.ucsb.edu. Phone: (805) 893-2929.

Women's Center

<http://www.sa.ucsb.edu/women%27scenter/>

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

Library and Study Space

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

Quarterly Programs and Workshops

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

RPEP and SHPEP

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

Lounge and Gallery

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

University Children's Center

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

Instructional Development

<http://www.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) 893-4335.

Programs and Services

Counseling and Career Services

In addition to academic apprentice positions, many part-time University staff positions are available. Jobs are listed at the Counseling and 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 in the Applied Learning Program at Counseling and Career Services. Both on- and off-campus jobs are added daily. Phone: (805) 893-4411.

Applied Learning Program (ALP)

The Applied Learning Program of Counseling and Career Services is a student service providing seasonal employment and internships to all registered UCSB students. Dozens of local short-term and seasonal jobs are listed on the JobsLine phone system (open 24 hours a day, 7 days a week). To use the Jobsline, you must obtain a password at Counseling and Career Services. New positions are added daily. Located in Building 599, phone: (805) 893-4418.

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

To schedule a classroom videotaping contact Video Taping (805) 893-4346), consulting regarding teaching practices

TA Development Program

Instructional Consultation's campus-wide TA Development Program (805) 893-3341, TADP@id.ucsb.edu) offers training activities for Teaching Assistants and serves as a resource for departmental TA training programs. Campus wide activities include the following.

TA Handbooks

TAs as Teachers is distributed at the fall campus-wide orientation and sent to all first-year TAs who are unable to attend. The International Teaching Assistant Handbook is given to all new international TAs.

Campus wide TA Orientation

Held each fall quarter, this orientation 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) 893-4346.

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.

Jobs Line

<http://career.ucsb.edu/gradstudents/index.html>

For part time, full time, temporary or seasonal employment, students can call our JobsLine, accessible 7 days a week, 24 hours a day. Employers use the JobsLine to list job openings in a voicemail system. As soon as the employer hangs up, the job is posted in our “New Jobs Today” box. Every morning they are then categorized by job category for easy student access. JobsLine: (805) 893-3311. Job Status Line: (805) 893-8239.

To use the service, UCSB students should register with Counseling and Career Services and then stop by the Applied Learning desk to receive the password for the quarter. If you are not registered with Counseling and Career Services, come to the front desk with proof of enrollment to register. The password changes every quarter to insure that only registered UCSB students are competing for the positions on the phone line.

Most of the listings are for off-campus work. Pick-up or print the Student Employment Mini-Guide for additional contacts and strategies for both on and off-campus employment.

Best Bets from the Net

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

Monster Board: <http://www.monster.com/>
An interactive database for listing and locating jobs

The Catapult: <http://www.catapult.com/>
National Association of Colleges and Employers job listings.

Margaret Riley’s Internet Guide: <http://www.rileyguide.com/>
A “best of the net” from a Web expert.

Job Web: <http://www.jobweb.com/>

A job posting service for employers looking for students from particular colleges. To see jobs posted for UCSB as well as all other UC students, please come into Counseling and Career Services and ask for the passwords.

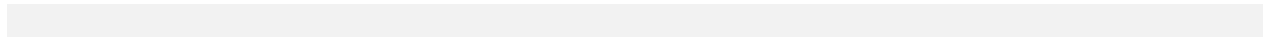
Appendices

Each year a number of meetings are held for entering graduate students. Please see the academic calendar on the next page of this handbook for dates and times of the following meetings. Attendance at both is obligatory.

- Campus-wide graduate student orientation
- Departmental graduate student meeting

All new Teaching Assistants are required to attend the following two meetings:

- Campus-wide orientation
- Departmental orientation



MAT PROGRAM

GRADUATE ACADEMIC CALENDAR

2009-10

FALL PRE-INSTRUCTIONAL ACTIVITIES:

ENGLISH LANGUAGE PLACEMENT EXAM FOR ALL NON-NATIVE SPEAKERS:

ELPE - Written Fri., Sept. 18 9-11:30am Girvetz 1004

ELPE - Oral The following Mon. & Tue.
(Scheduled individually)

TA LANGUAGE EVALUATION (campus):

See Above

Contact Department

TA ASSISTANT ORIENTATION (campus):

Tues., Sept. 22 9am-1pm Campbell Hall

GRAD STUDENT ORIENTATION MTG AND STUDENT FAIR - ALL NEW GRADS

Wed., Sept. 23 9am-2pm Campbell Hall

INTERNATIONAL STUDENT ORIENTATION (campus)

Thurs-Sat., Sept. 17-19

See below

Thurs Sept 17 8:15am-5pm Courtyard Lotte Lehman Hall

Fri Sept 18 8am-10pm Courtyard Lotte Lehman Hall

Sat. Sept 19 8:30am-12pm Santa Rosa Hall

MAT NEW STUDENT MAT ORIENTATION

Tues., Sept. 22 3-4pm Elings 1601

MAT GRADUATE STUDENT MEETING

Tues., Sept. 22 4-5pm Elings 1601

MAT GRAD STUDENT/FACULTY RECEPTION

Tues., Sept. 22 5-6pm Foyer on the First Floor near the Entrance

2009-10 CALENDAR:

	FALL	WINTER	SPRING
CLASSES BEGIN	Thurs., Sept. 24	Mon., Jan. 4	Mon., March 29
CLASSES END	Friday., Dec. 4	Fri., March 12	Fri., June 4
FINAL EXAMS	Mon.-Sat., Dec. 7-12	Mon-Sat., March 15-20	Sat- Fri., June 5-11
QUARTER ENDS	Sat., Dec. 12	Sat., March 20	Fri., June 11
COMMENCEMENT			Sat.-Sun. June 12-13

Holidays:

- **Labor Day:** Monday, September 7, 2009
 - **Veterans' Day:** Wednesday, November 11, 2009
 - **Thanksgiving:** Thursday & Friday, November 26 & 27, 2009
 - **Christmas:** Thursday & Friday, December 24 & 25, 2009
 - **New Year:** Thursday & Friday, December 31, 2009 & January 1, 2010
 - **Martin Luther King, Jr.'s Birthday:** Monday, January 18, 2010
 - **Presidents' Day:** Monday, February 15, 2010
 - **Cesar Chavez Holiday:** Friday, March 26, 2010
 - **Memorial Day:** Monday, May 31, 2010
 - **Independence Day:** Monday, July 5, 2010
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Useful Campus Publications

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

Grad News

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

Housing

Published by Housing and Residential Services

Career Manual

Published by Counseling and Career Services

Graduate Student Guide

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

Guide to Filing Theses and Dissertations at UCSB

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

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

Published by Orientation Programs, UCSB (call (805) 893-3443), and is accessible on the World-Wide Web at <http://www.mcl.ucsb.edu/kiosk/>. Includes important information and tips for new students, including a telephone directory with numbers for all academic departments and campus agencies.

California Residency

If you are not a resident of California, you will be assessed about \$15,723.00 in out-of-state tuition annually. Even if you have a multi-year fellowship that pays in-state fees, out-of-state tuition will be paid by the fellowship for the first year only. However, if you are a U.S. citizen or a documented resident, according to I.N.S. regulations you may qualify for California residency after one year of living in California if during your first year in Santa Barbara you take the steps necessary to demonstrate your intention to make California your permanent home. You must petition to establish California residency at the beginning of your second year.

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

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

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

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

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

Federal Law and University Employment

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

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

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

Valid U.S. passport
Certificate of citizenship
Certificate of naturalization
Unexpired foreign passport with Immigration Service endorsement authorizing UCSB employment

Alien Registration Receipt Card (Green Card)

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

Identity Documents

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

Employment Authorization Proofs

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

Some Useful UCSB Web Sites

General

<http://www.ucsb.edu>

Instructional Computing – computing services for the UCSB community

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

Directory Services

<http://ucsbuxa.ucsb.edu/ISC-Web/infoserv.html>

Graduate Division

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

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

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

Financial Support: <http://www.graddiv.ucsb.edu/financial/>

The \$ource: <http://www.graddiv.ucsb.edu/Source>

News and Publications: <http://www.graddiv.ucsb.edu/pubs/>

Grad Handbook: <http://www.graddiv.ucsb.edu/academic/handbook/>

Calendar and Deadlines for Grad Students:

<http://www.graddiv.ucsb.edu/calendar/index.cfm?d=cal&s>

Communications Services

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

Housing

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

Graduate Student Association

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

Counseling and Career Services

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

Office of International Students and Scholars (OISS)

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

Instructional Development

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