**Human-Computer Interaction Institute (HCII)**

# Professional Masters of Educational Technology and Applied Learning Science (METALS)

## 2018-2019 Handbook

**METALS**
Masters of Educational Technology
& Applied Learning Science

**Last Updated August 22, 2018**

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*Welcome to the Carnegie Mellon community! And congratulations again on being accepted to one of the world's best universities.  What our founder, Andrew Carnegie, said over 100 years ago "My heart is in the work." still rings true today at Carnegie Mellon.*

*While this handbook is specific to your academic experience in the METALS program, there are several other resources and offices graduate students are encouraged to consult during their tenure at Carnegie Mellon University.  Information about The Word, the student handbook, the Office of the Assistant Vice Provost for Graduate Education, the Office of the Dean of Student Affairs and others are included in Appendix A of this handbook.*

## Carnegie Mellon University Statement of Assurance

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information.  Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the vice president for campus affairs, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-2056.

Obtain general information about Carnegie Mellon University by calling 412-268-2000.

The Statement of Assurance can also be found on-line at:
https://www.cmu.edu/policies/administrative-and-governance/statement-of-assurance.html.

## HCII Mission

The Human-Computer Interaction Institute (HCII) is an interdisciplinary community of students and faculty at Carnegie Mellon University. The HCII's mission is to understand and create technology that harmonizes with and improves human capabilities, goals, and social environments, through interdisciplinary research and education joining design, computer science, and behavioral and social sciences.

While the HCII is headquartered within the School of Computer Science, members of the HCII community represent a broad spectrum of the Carnegie Mellon University campus including the College of Humanities and Social Sciences, Graduate School of Industrial Administration, College of Fine Arts, Tepper School of Business, Carnegie Institute of Technology, as well as the School of Computer Science. Collaborators and sponsors come from other universities in Pittsburgh and around the world, and a range of industry partners from small startup companies to multi-national corporations.

## History of the HCII

The idea for a Human-Computer Interaction Institute at CMU can be traced back to 1967, and to the very origins of the computer science program here. Founders Allen Newell, Herbert A. Simon, and Alan J. Perlis – an interdisciplinary team if ever there was one –believed that the new discipline of computer science should include the study of phenomena surrounding computers, not just the theory and design of computation devices themselves (Letter to Science, vol. 157, no. 3795, 9/22/67, pp. 1373-1374).

In 1985, Bonnie John (still a graduate student at the time!) opened the first user studies laboratories for faculty and student use. Originally built to observe and record individual users of the ZOG system (an early hypermedia system), the labs are now used for training in usability analysis and for carrying out a large range of studies in human-computer interaction. In 1993, Bonnie John offered the first CMU course in Human-Computer Interaction. Soon after, a committee drawing on faculty across the campus founded the Institute.

By 2000, the CMU faculty/staff directory listed over 60 faculty, staff, and postdoctoral researchers affiliated with the HCII. HCII research and educational programs span a full cycle of knowledge creation. The cycle includes research on how people work, play, and communicate within groups, organizations, and social structures. It includes the design, creation, and evaluation of technologies and tools to support human and social activities. The HCII has a record of evaluating and monitoring the immediate and longer-term usability and social aspects of new technologies and tools. This work informs new technologies and tools.

## Research at the HCII

Research carried out at the HCII addresses all areas in which people live and work, communicate and collaborate, learn and change with and through technology. Some examples are user-interface software tools, cognitive models, dialogue systems, data visualization, gesture recognition, intelligent agents, visual interface design, human-robot interaction, computer-supported cooperative work, computer music and drama, intelligent tutors, technical writing, assistive technologies, and the organizational and social impact of technology. Our

methodologies are as varied as the research we carry out. HCII faculty and students are often solicited as collaborators, by academia and industry. Our industry alliances range from an individual company working with a small group of students to multi-company consortia seeking multi-national solutions.

## Academic Programs

The Human-Computer Interaction Institute (HCII) at Carnegie Mellon University is pleased to offer multidisciplinary undergraduate and graduate educational programs that emphasize understanding, implementing and evaluating technologies for the benefit of people and society.

METALS is a one-year, interdisciplinary Masters program that trains graduate students to apply evidence-based research in learning to create effective instruction and educational technologies within formal and informal settings such as schools, workplaces, and museums. The professional program culminates with a seven-month capstone project for an external client. Guided by industry and faculty mentors in this team-based research and development project, students experience the end-to-end process of a product cycle from idea through prototyping.

## METALS Program Overview

METALS is an intense, interdisciplinary program that condenses a normal two-year graduate program into twelve months. The program is taught jointly by leading experts in the Human-Computer Interaction Institute and the Department of Psychology at Carnegie Mellon. METALS is also part of the Carnegie Mellon University's Simon Initiative.

The first and second semesters in the METALS program focus on mastering core knowledge and skills through courses in learning principles, technology design and implementation, and a range of engaging electives. The second semester introduces the student Capstone Project, a substantial industry project with an external client. The third and final semester over the summer focuses on Capstone Project exclusively.

This program is distinct from both Master of Human Computer Interaction (MHCI) and the Learning Sciences track in the HCII PhD program and is not designed as a feeder to that program.

## Program Goals

Graduates of the METALS program are trained to design, develop, and implement advanced solutions, making sense of state-of-the-art technologies and methods such as:

- Artificial Intelligence
- Machine Learning
- Language Technologies
- Intelligent Tutoring Systems
- Educational Data Mining
- Tangible Interfaces

Upon completion of the METALS program, graduates:

- Understand how these technologies can be applied to engineer and implement innovative and effective educational solutions.
- Understand cognitive and social psychology principles relevant to research-informed instructional design.
- Possess the instructional and interaction design skills needed to create solutions that not only enhance learning, but are also desirable.
- Understand the role of and have skills in using psychometric and educational data mining methods in evaluating and improving educational solutions.
- Develop continual improvement programs that employ *in vivo* experiments and educational data mining to reliably identify best practices and opportunities for change.

## Program History

The curriculum is an outgrowth of the extensive research conducted by the National Science Foundation's Science of Learning Center, LearnLab, in which more than 200 researchers produced more than 2,050 publications and talks as well as over 350 classroom studies. Our partners have employed our research at several companies including Western Governors University, Kaplan, Cengage, Pearson, Renaissance Learning, TurnItIn, Carnegie Learning and others.

Carnegie Mellon is known by the software and technical industries for its interdisciplinary nature, rigor and deep knowledge in learning science, human-computer interaction, psychology, design and computer science.

## Contact Information

### METALS Program
- Ken Koedinger, METALS Faculty Director, koedinger@cmu.edu, NSH 3601, 412-268-7667
- Michael Bett, METALS Managing Director, mbett@cs.cmu.edu, NSH 2602F 412-268-8616
- Jo Bodnar, METALS Program Coordinator, jobodnar@cs.cmu.edu, NSH 3509, 412-268-6162

### HCII Administrative
- Jodi Forlizzi, HCII Director, forlizzi@cs.cmu.edu, NSH 3519
- Carolyn Buzzelli-Stumpf, Assistant to the Director, cbstumpf@andrew.cmu.edu, NSH 3521 412-268-1001

### School of Computer Science
- Andrew Moore, Dean, awm@andrew.cmu.edu, GHC 5113
- David Garlan, Associate Dean for Master's Programs, garlan@cs.cmu.edu, (412)268-5056

HCII / METALS
School of Computer Science
Carnegie Mellon University
5000 Forbes Avenue
Pittsburgh, PA 15213

## Graduate Student Concerns & Grievances

Graduate students are encouraged to discuss any concerns or grievances initially with the faculty or staff member(s) involved. If no resolution is obtained, students are expected to seek informal resolution of grievances through consultations within the academic unit, department or program (including the academic advisor, program director and/or department head). Students may also seek assistance with the informal resolution of a grievance through the designated college ombudsperson or the Assistant Vice Provost for Graduate Education.

If a grievance cannot be resolved informally with the faculty or staff member, or through consultation with the program director or department head, students should follow the Computer Science grievance policy and procedure: http://www.cmu.edu/policies/StudentPolicy.html.  All points laid out in this handbook follow the policies of the School of Computer Science (SCS) and/or university policies, as defined on the official CMU Policies website (http://www.cmu.edu/policies/ ).

Additionally, students may confer with the university graduate student ombudsman, Suzie Laurich-McIntyre, slaurichmcintyre@cmu.edu, on issues of process or other concerns as they navigate conflicts.  Suzie Laurich-McIntyre is the Assistant Vice Provost for Graduate Education.

## METALS Degree Requirements

The university grading policy is described on https://www.cmu.edu/policies/student-and-student-life/grading.html.

Students earn a letter grade (A, A-, B+, B, B-, C+, C, C-, D+, D, or R) for each course taken. Pass/fail grades are not permitted for courses used to satisfy METALS course requirements, nor are S grades.  Neither are counted toward degree requirements.

**Course work must receive a grade of B- or better to be acceptable and counted toward graduate degree requirements. To graduate, students must have a QPA (Quality Point Average) of 3.0 or better.**

Courses in which students do not receive a grade of B- or better may be retaken.

The METALS program requires a minimum of 153 units. The average grade of 153 units applied to the degree shall be at least B, and the student may choose any 153 units satisfying the degree requirements to compute the grade average.

Courses taken in the 12 months prior to matriculating can satisfy the degree requirements if they are not used to satisfy another degree. Transfer credit from other institutions is not accepted for this program.

**Withdrawal of a Degree**
The university reserves the right to withdraw a degree even though it has been granted should there be discovery that the work upon which it was based or the academic records in support of it had been falsified.  In such a case, the degree will be withdrawn promptly upon discovery of the falsification.  The complete reference to this university policy is available at: https://www.cmu.edu/policies/student-and-student-life/withdrawal-of-a-degree.html.

## The METALS Curriculum

### Core Courses:
05-823 E-Learning Design Principles - Instructor: Ken Koedinger  - Fall

>This course is about e-learning design principles, the evidence and theory behind them, and how to apply these principles to develop effective educational technologies. It is organized around the book *E-Learning and the Science of Instruction: Proven Guidelines for Consumers and Designers of Multimedia Learning* by Clark & Mayer with further readings drawn from cognitive science, educational psychology, and human-computer interaction. You will learn design principles 1) for combining words, audio, and graphics in multimedia instruction, 2) for combining examples, explanations, practice and feedback in online support for learning by doing, and 3) for balancing learner versus system control and supporting student metacognition. You will read about the experiments that support these design principles, see examples of how to design such experiments, and practice applying the principles in educational technology development.

85-738 Educational Goals, Instruction and Assessment - Instructor: Sharon Carver  - Fall

>Students will learn to use scientifically based principles and practical strategies for:

>1.  developing learner models and educational goals based on detailed task analysis of the knowledge, skills, and dispositions required for understanding and mastery,
>2.  aligning the instructional program and its valid assessment with learners and goals, and
>3.  considering additional aspects of learning environments that may impact implementation and evaluation.

05-840 Tools for Online Learning - Instructor: Chinmay Kulkarni  - Spring

>In this course, we will explore issues that pertain to interaction and interface design. The class will focus on elements of the larger interaction design process including basic design principles, information architecture and navigation, planning and brainstorming methods, and techniques for developing rapid sketches and prototypes. Course Requirements: This class will not focus on learning specific software tools. Students are expected to have prior experience using a variety of design and programming tools. Please speak with the instructor if you have questions regarding these prerequisites.

05-692 Interaction Design Overview - Instructor: Karen Berntsen  - Fall

In this course, the fundamentals of communication and interaction design including layout, typography, color, sketching, storyboarding, and the use of images are presented. Students will become proficient with these skills, and will become comfortable engaging in studio critique, a critical discussion of the strengths and weaknesses of a given design. Course assignments will take the form of several short exercises.

05-681 METALS Project I (15-unit spring course)
05-682 METALS Project II (48-unit summer course)

Experiential learning is key component of the METALS program. Through a substantial team project, students apply classroom knowledge in analysis and evaluation, implementation and design, and develop skills working in multidisciplinary teams. The project begins in the spring semester before graduation and continues full-time through the final summer semester; it must be taken in consecutive spring and summer semesters. The course number for spring is 05-681 and for summer 05-682.

### *Five Electives*
You may use the five elective courses to design the program to your individual interests, background and goals. **You must choose a minimum of three electives from at least two of the three subject areas (Technology, Learning Sciences Theory & Instructional Design, Methods & Design).** Electives may be cross-listed, but can only count in one subject area. Each elective course must be the equivalent of a full-semester (9 or 12 unit) course; two mini (half-semester) courses (6 units each) count as one elective. Elective courses must be different from any that you may have taken as part of the METALS core, and they cannot have counted toward a degree previously awarded by CMU.

Electives must be individually approved by the METALS Director, on a case-by-case basis for each student to realize their program goals and future endeavors.

| Technology | Methods & Design |
|---|---|
| *Choose one:*<br><br>• Personalized Online Learning (05-832)<br>• Design of Educational Games (05-818)<br>• Applied Machine Learning (05-834)<br>• Machine Learning (10-601, 10-701)<br>• Computational Models of Discourse Analysis (11-719)<br>• Design & Engineering of Intelligent Information Systems (11-791)<br>• Role of Technology in Learning in the 21st Century (05-838)<br>• Interactive Data Science (05-839)<br>• Visualization in HCI (05-899) | *Choose one:*<br><br>• Human Factors (05-813)<br>• Transformational Game Design Studio (05-899)<br>• Stats: Experimental Design for Behavioral and Social Sciences (36-749)<br>• Design of Educational Games (05-818)<br>• Service Design (05-652)<br>• Research Methods for Design (51-744)<br>• Data Science Approaches for Psychology (85-732)<br>• Personalized Online Learning (05-832)<br>• Learning Media Design (05-691)<br>• Learner Experience Design (51-886) |
| Learning Sciences Theory & Instructional Design<br><br>*Choose one:*<br><br>• Cognitive Development (85-723)<br>• Human Expertise (85-792)<br>• Applications of Cognitive Science (85-795,05-795)<br>• Scientific Research in Education (85-736)<br>• Learning in Humans and Machines (85-726)<br>• Research Methods for the Learning Sciences (85-748)<br>• Role of Technology in Learning in the 21st Century (05-838)<br>• Learning Analytics and Educational Data Science (05-899) | General Electives<br><br>*Any two additional courses above or choose two from the list below:*<br><br>• Computer Mediated Communication (05-817)<br>• Social Web (05-820)<br>• Evidence-Based Management (94-814)<br>• Language Acquisition and Technology (82-888 A)<br>• Designing for Service (51-785)<br>• Methodology of Visualization (51-831)<br>• Web Accessibility (05-897)<br>• Gadgets, Sensors and Activity Recognition in HCI (05-833)<br>• Machine Learning Text Mining (11-741)<br>• Advanced Web Design (51-828)<br>• Designing Human Centered Software (05-891)<br>• Language and Statistics (11-761)<br>• Decision Making Under Uncertainty (95-760)<br>• Other possibilities if approved by METALS Director |

## Two Place-out Courses

Carnegie Mellon's METALS is a rigorous interdisciplinary program. Every student arrives here with his or her own set of talents and skills and we would like to reward you for your prior hard work by giving you the opportunity to "place-out" of several of the required courses.

We advise students to take advantage of this opportunity as it will give you more time to take electives, independent studies or various other courses that you may find of interest. If you choose not to take advantage of these place-out opportunities, then we cannot guarantee the completion of the program in 12 months.

- Knowledge of Programming
  Proficiency in a programming language such as C, programming methodology and style, problem analysis, program structure, algorithm analysis, data abstraction, and dynamic data. Normally met through an introductory course in programming in C, C++, Pascal or JAVA, that requires the student to write programs of about 300-lines of code from scratch. Equivalent course at CMU is 15-100 Introductory/Intermediate Programming.

- Knowledge of Statistics
  Basic concepts, logic, and issues involved in statistical reasoning, such as probability theory, methods for statistical inference, introductory research methods, exploratory data analysis, and the use of some statistical tests in the regression analysis and the contingency table families. Equivalent courses at CMU are 36-220 Engineering Statistics and Quality Control and 36-202 Statistical Methods.

## Sample Plans of Study

*Full-time Study:* The METALS degree is designed to be earned in three semesters over the course of one year from August to August.  Here is a sample full-time schedule:

| Fall | Spring | Summer |
|---|---|---|
| 05-823 E-Learning Design Principles<br>85-738 Educational Goals, Instruction and Assessment<br>05-840 Tools for Online Learning<br>05-692 Interaction Design Overview<br>Elective 1 | 05-681 METALS Project I<br>Elective 2<br>Elective 3<br>Elective 4<br>Elective 5 | 05-682 METALS Project II |

*Part Time Study:* Students have the option to complete the program on a part-time basis. By exercising this option, you will be able to tailor completion of the coursework to suit your needs. You will work with an advisor to set up an appropriate plan of study. Ideally students should be able to complete the degree within a period of two years by taking two courses per semester, including summers. During the summer METALS Project II course, students are expected to be enrolled as full-time students, and should make the appropriate arrangements with their employers for leave. Part-time students must also be aware that all HCI core courses are held during the day, so it is not possible to complete the degree as a night student. Also we cannot guarantee that all electives will be available during the summer.

The following is a sample part-time plan of study that keeps in mind required course sequences.

| First Fall | First Spring | First Summer |
|---|---|---|
| **85-738** Educational Goals, Instruction and Assessment<br>**05-823** E-Learning Design Principles | Elective 1<br>Elective 2 | Elective 3<br>Elective 4 |
| **Second Fall** | Second Spring | Second Summer |
| 05-692 **Interaction Design Overview**<br>05-840 **Tools for Online Learning** | Elective 5<br>05-681 METALS Project I | 05-682 METALS Project II |

## Independent Study

Independent Study courses are designed to provide students with an opportunity for intensive study of a subject that is either unavailable or insufficiently covered in regular course work. Independent/Directed study is not intended to substitute for existing courses, but to provide the opportunity for a specialized educational and research experience. Independent studies cannot satisfy as distributional electives.

**Who can supervise?** Any METALS faculty member is eligible to serve as the supervisor of an Independent Study course or project. The student must provide a brief prospectus of the project to the faculty supervisor as a basis for an agreement on the objectives of the course.

To Receive Approval. Students arranging Independent Study or Directed Study programs must:
1. Receive approval from their advisor before electing the course.
2. Draw up a contract with the supervising faculty member that describes in detail the course and its requirements. Submit the form to Jo Bodnar for processing.

**Restrictions**: METALS students may elect the lesser of up to a total of 24 units or two courses of Independent Study towards their degrees.

### Transfer Courses & PCHE

https://www.cmu.edu/policies/student-and-student-life/transfer-credit-evaluation-and-assignment.htm

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grade. Such courses will not be taken into account for academic actions, honors or QPA calculations. (Note: suspended students may take courses elsewhere; however, they may receive transfer credit only if their college's and department's policies allow this.)

Courses must be approved by the Director for transfer credit. In general this program does not allow transfer courses.

### Enrollment Verification

Enrollment Services is the only University office that can provide an official letter of enrollment, official transcript and enrollment verification.  Enrollment verification can be requested online through The HUB at https://www.cmu.edu/hub/registrar/student-records/verifications/

### Statute of Limitations

As outlined in the Master's Students Statute of Limitations, https://www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html METALS students who have matriculated at Carnegie Mellon beginning Fall 2018 will complete all requirements for the master's degree within a maximum of four years from original matriculation as a master's student, or less.  Once this time-to-degree limit has lapsed, the person may resume work towards a master's degree only if newly admitted to a currently offered master's degree program under criteria determined by that program.

Under extraordinary circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a school or college may, upon the relevant department's recommendation and with the written approval of the dean (or designate), defer the lapse for a period commensurate with the duration of that interruption.  Students who are pursuing a master's degree as part-time students for all semesters of their program, as approved by their program, may also appeal to their program or department for extension of the time to degree limit.

## Purchasing and Reimbursement Protocols and Policies

### Purchasing Procedure

All purchases of goods, services, and equipment using University funds, including restricted accounts and research grants and contracts, must receive prior approval from the Executive Director or the Program Director.

If you use your own cash, check or credit card to make a purchase over $20, it may not be possible to reimburse you for the expenditure. Since the University is a tax-exempt institution, under no circumstances will sales tax be reimbursed with the one exception being on travel expenses. All purchases must have prior approval of the Executive Director or the Program Director.

Itemized receipts and packing slips for all purchases are to be submitted promptly for reconciliation and purchase documentation.  Credit Card receipts will not be accepted.

Office supplies are available for purchase at the University Store and are not provided by the department.

## Graduate Student Reimbursement Policy

### Capstone Expenses

Legitimate business expenses can be reimbursed by the department. will help you claim reimbursement provided you have the following:

- Itemized receipt indicating item purchased and proof of payment
- Business purpose for purchasing item
- Account to be charged for reimbursement
- Approval by the Executive Director or the Program Director and subsequent signature for reimbursement
- Signed expense report

Please consult with the Executive Director or the Program Director prior to incurring the expense for additional instruction.

### *Travel Expenses*

Pre-approved legitimate travel expenses can be reimbursed by the department. Our program administrator will help you claim reimbursement once you provide the following:

- All receipts must be itemized and specify the items purchased.  Credit card slips are not acceptable receipts.
- Hotel receipts must show a zero balance with proof of payment and your name
- Students may only reserve lodging through AirBnB with prior approval from the Program Director.
- Receipts for meals must be collected, you cannot claim per diem meals.
- Personal car mileage is calculated at the current IRS rate per mile; mileage covers gas, but not tolls.
- Business purpose for travel
- Account to be charged for reimbursement
- Approval (by faculty member) and subsequent signature for reimbursement
- Signed travel expense report

*Conditions:*

All receipts must have proof of purchase indicated. For business expenses, tax will not be reimbursed under any circumstance, except for non-travel business meals. To avoid paying tax,

see if a staff member can purchase the item for you with a University-provided Tartan Credit Card.

Tax will be reimbursed for expenses incurred due to normal business related travel (hotel, airfare, meals), but NOT for miscellaneous expenses such as the purchase of a replacement mouse for a department laptop, poster board for a presentation, etc., purchased while traveling or preparing for travel. These items should have been purchased through a department approved buyer thus not incurring tax expense.

## Absences

The HCII views attendance as an individual student responsibility. Students are expected to attend classes, task and team meetings, presentations, seminars, and so forth. For meetings where the student's absence could hinder the performance of the group, such as task meetings, team meetings and group presentations, it is the student's responsibility to provide satisfactory evidence to the METALS Director METALS to substantiate the reason for the absence. Among the reasons absences are considered excused by the program are the following:

- Death or major illness in a student's immediate family. Immediate family refers to: mother, father, sister, brother, grandparents, spouse, or child. If unclear, check with your program director in advance of your absence.
- Illness of a dependent family member.
- Illness that is too severe or contagious for the student to attend (to be determined by Health Center or off-campus physician).

### *Leaves of Absence*

Students who wish to leave their program temporarily (outside of industrial research internships) may request a leave of absence by submitting a request to their program director. If granted, leaves are initially extended for a period of no more than one year. However, an extension of up to one additional year may be granted under exceptional circumstances. When an extension is granted, the conditions for return must be negotiated with the advisor and approved by the program director prior to returning to the program. Further extensions of leave will not be granted. Students should be in good standing in order to be granted a leave of absence.

Students on leave of absence must contact their program coordinator two months prior to the end of the leave to indicate their plans. While a leave can in principle start at any time, university regulations allow students to return only at the beginning of a semester (usually late August or January).

The university policy can be found here: https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/

## Assistance for Individuals with Disabilities

The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community.  We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503

and 504 of the Rehabilitation Act of 1973.  Students who would like to receive accommodations must submit a Voluntary Disclosure of Disability Form to access@andrew.cmu.edu to begin the interactive accommodation process.

For more information please see http://www.cmu.edu/education-office/disability-resources/.  Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Catherine Getchel, 412-268-6121, getchell@cmu.edu to access the services available at the university and initiate a request for accommodations.

## Maternity Accommodation Protocol
http://www.cmu.edu/student-affairs/theword/acad_standards/creative/studentmaternityprotocol.html

Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. All female students who give birth to a child while engaged in coursework or research are eligible to take either a short-term absence or formal leave of absence. Students in course work should consider either working with their course instructor to receive incomplete grades, or elect to drop to part-time status or to take a semester leave of absence.  Students engaged in research must work with their faculty to develop plans for the research for the time they are away.

Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away. Students must contact the Office of the Dean of Student Affairs to register for Maternity Accommodations.  Students will complete an information form and meet with a member of the Dean's Office staff to determine resources and procedures appropriate for the individual student. Planning for the student's discussion with her academic contact(s) (advisor, associate dean, etc.) will be reviewed during this meeting.

## Intellectual Property Disputes
Disputes concerning rights to intellectual property must be resolved according to the procedures set forth in the University's Intellectual Property Policy, available at:
http://www.cmu.edu/policies/documents/IntellProp.html.

## Research Misconduct
Carnegie Mellon University is responsible for the integrity of research conducted at the University. As a community of scholars, in which truth and integrity are fundamental, the University has established procedures for the investigation of allegations of misconduct of research with due care to protect the rights of those accused, those making the allegations, and the University.

The procedures for handling allegations of research misconduct are set forth in the Policy for Handling Alleged Misconduct in Research at Carnegie Mellon University, available at

http://www.cmu.edu/policies/documents/ResrchMisc.html.

For graduate students found responsible for research misconduct, the President of the University may impose specific sanctions up to and including expulsion. The imposition of sanctions is subject to the procedures for approval and/or appeal prescribed for community standards violations, available at
http://www.studentaffairs.cmu.edu/theword/comm_standards/standards.html

## University Policies & Expectations

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this departmental graduate student handbook, the following resources are available to assist you in understanding community expectations:

- The Word/Student Handbook: www.cmu.edu/student-affairs/theword//index.html
- University Expectations: https://www.cmu.edu/student-affairs/ocsi/academic-integrity/index.html
- Academic Integrity Policy: https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html
- University Policies Website: www.cmu.edu/policies/
- University-wide Protocol for Responding to Violations https://www.cmu.edu/student-affairs/ocsi/academic-integrity/grads.html
- Graduate Education Website: http://www.cmu.edu/graduate/policies/index.html

Please see Appendix A for additional information about The Word and University resources.

### *The Carnegie Mellon Code*

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible.

These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist.

The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by

their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the university.

The Carnegie Mellon Code can also be found on-line at: [http://www.cmu.edu/student-affairs/theword/code.html](http://www.cmu.edu/student-affairs/theword/code.html).

### *Reasonable Person Principle*

We believe that quality does not come from rules and structure, but from high standards and a vigorous and exciting environment. Consequently the department has a bare minimum of rules and requirements. Instead, as in other parts of the Institute and School, we rely on the reasonable person principle. This principle says in essence that we should all operate under the assumption that we are reasonable and intelligent adults in a cooperative community, and that we will operate in all situations as a reasonable person would. Everyone is expected to know that the lack of a specific rule is not a license to game the system, subvert its intent, or do something outside what any reasonable person would see as right. When something is not clear, ask first!

### *Community Standards, Policies & Procedures*

Carnegie Mellon is a community of diverse members committed to maintaining an environment that encourages personal and intellectual growth that promote our traditions of innovation, leadership, responsibility to society, learning, dedication, commitment to quality and commitment to each other. We are a community with high standards and high expectations for those who choose to become members, including established community standards intended to foster behavior that is consistent with a civil and educational setting.

It is the responsibility of each community member to become familiar with the standards and expectations of the Carnegie Mellon community. In general, each member should:

- Respect the rights of others
- Respect the property of individuals, groups and Carnegie Mellon
- Know, understand and abide by all Carnegie Mellon community standards, policies and regulations, as well as all local, state and federal laws.
- Engage in behavior that does not interfere with individual, group or Carnegie Mellon regular activities and/or operation
- Ensure that guests behave in a manner consistent with and in accordance with the expectations of our community. At the core, the standards, policies and regulations of the Carnegie Mellon community are designed with one or more of the following four purposes: to promote and protect the rights of members of, or visitors to, the community; to promote and protect the health and safety of members of, or visitors to, the community; to promote and protect the academic integrity of the community; and to promote the respect of and protect the property of the community members and University.

*Community Standards Violations*

As members of the University community, Carnegie Mellon students are expected to respect the rights of all students, faculty and staff and adhere to the policies outlined in the Student Handbook contained in The Word, available at http://www.studentaffairs.cmu.edu/theword/ and any applicable college, department or graduate program handbooks. If a student has observed a violation of university policy or law, or feels harmed by another student's misconduct (e.g. affecting his/her welfare, property, safety or security) he/she should file a report with the Dean of Student Affairs, the Student Life Office, and/or University Police as appropriate.

The procedures for adjudicating community standards violations and for appealing the results are available at http://www.studentaffairs.cmu.edu/theword/comm_standards/standards.html.

## Additional Links to University Policies

**Student Policy Links:**
http://www.cmu.edu/policies/StudentPolicy.html

**Policy on Equal Employment Opportunities/Affirmative Action**
http://www.cmu.edu/policies/documents/EEOAA.html

**Alcohol & Drugs**
http://www.cmu.edu/policies/documents/DrugAlcohol.html

**Grading Policies**
http://www.cmu.edu/policies/documents/Grades.html

**Privacy Rights of Students**
http://www.cmu.edu/policies/documents/StPrivacy.html

**Copyright Policy**
http://www.cmu.edu/policies/documents/Copyright.html

**Student Health Insurance Policy**
http://www.cmu.edu/health-services/student-insurance/

*Disciplinary Action for Cheating or Plagiarism*

While there is a university-wide disciplinary committee which handles serious disciplinary matters referred to it, the responsibility for establishing disciplinary guidelines rests with each department. It is felt that the following set of rules can be uniformly and fairly applied in the Human-Computer Interaction Institute.

First, cheating in any form is not permitted as an ethical or professional behavior and will not be tolerated. Cheating includes, but is not necessarily limited to:

• The use of unauthorized materials including computer programs in preparation of an assignment or during an examination.

• The submission or use of falsified data.

• The submission of work that is not the student's own.

• Plagiarism- use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. (See below)

• The use of an alternate/stand-in/proxy during an examination.

• Supplying unauthorized data to another student for the preparation of an assignment or during an examination.

• Collaboration in the preparation of an assignment, unless specifically required or allowed by the instructor, will usually be viewed as cheating. Each student, therefore, is responsible for understanding the policies of the instructor offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments.

Should any student be found guilty of cheating on a quiz, exam, homework or project, at minimum a zero grade will be recorded and then averaged in with the other grades (should there be any) for the term. Depending on the circumstances, and at the discretion of the instructor and the Department Head, the student may be failed in the course and may be expelled from the University. In any case, the University will be notified of any case of cheating or plagiarism. A repeated occurrence of cheating will be treated as an automatic failure (R grade) and expulsion from the University.

A subtler form of cheating arises in the form of plagiarism, which is defined as "passing off as one's own ideas or works of another." Making use of reference material and failing to note (either at all or properly) the original source constitutes plagiarism. When two or more people work together on an individual project and each then turns in his/her individual report as though no collaboration was involved, this also is plagiarism. Simply rewriting another's words or thoughts, or rearranging another's materials, is in every sense plagiarism - unless the student properly and completely references such material, each and every time it is used and to the full extent of usage.

Should a case of plagiarism arise, the initial responsibility for judging the seriousness of the offense will rest with the instructor. If the instructor feels that the student was simply sloppy in referencing the material used and plagiarized, a judgment of sloppy professionalism rather than cheating will be made. The grade for the paper, project or thesis will be lowered by at least one grade point. On the other hand, if the instructor feels that the student plagiarized flagrantly, and intentionally meant to mislead the instructor into thinking that the work was the student's own original work, the grade for the report, project or thesis will be recorded as zero.

It should be emphasized that any group collaboration that involves individual take home projects, papers or theses should be carried out only with considerable discretion. That is,

students are encouraged to discuss and collaborate among themselves on the various principles which are exposited in class or covered in the reading material, etc.; but any group discussion or collaboration which involves any specifics of take-home projects, papers or theses should be avoided - unless the ideas or efforts of others are properly noted. Put differently, when individual work and thinking is called for, group thinking and/or work is entirely inappropriate and is a form of plagiarism.

In any case of cheating or plagiarism, the student may request a review of the instructor's decision by the department head, who will then make the final decision for the department. The student, of course, can appeal any faculty decision to the University Committee on Discipline. In a case of flagrant cheating by a graduate student on a thesis, the matter will be forwarded to the Disciplinary Committee for stronger action.

Please review the entire policy at: http://cmu.edu/policies/documents/Cheating.html

**Safeguarding Educational Equity Policy Against Sexual Harassment and Sexual Assault**

Sexual harassment and sexual assault are prohibited by CMU, as is retaliation for having brought forward a concern or allegation in good faith.  The policy can be viewed in its entirety at: http://www.cmu.edu/policies/documents/SA_SH.htm.   If you believe you have been the victim of sexual harassment or sexual assault, you are encouraged to make contact with any of the following resources:

- Office of Title IX Initiatives, http://www.cmu.edu/title-ix/, 412-268-7125
- Sexual Harassment Advisors, found in appendix A of the Policy Against Sexual Harassment and Sexual Assault;
- Survivor Support Network, found in appendix B of the Policy Against Sexual Harassment and Sexual Assault;
- Sexual Harassment Process and Title IX Coordinators, found in section II of the Policy Against Sexual Harassment and Sexual Assault;
- University Police, 412-268-2323
- University Health Services, 412-268-2157
- Counseling & Psychological Services, 412-268-2922

*Discriminatory Harassment*
Carnegie Mellon is firmly committed to intellectual honesty, freedom of inquiry and expression and respect for the dignity of each individual. Acts of discriminatory harassment or intimidation will not be tolerated, whether based on race, ancestry, color, national origin, gender, disability, religion, creed, belief, age, veteran status or sexual orientation.

Graduate Students with concerns or grievances related to discriminatory harassment or intimidation by another student should contact the Dean of Student Affairs for resolution. Acts of harassment or intimidation by a student may be referred the University Committee on Discipline.

Graduate Students with concerns or grievances related to alleged discriminatory harassment or intimidation by a faculty or staff member should contact the University Ombudsman and Assistant Vice President for Diversity and Equal Opportunity Services (412) 268-1018. In cases of discriminatory harassment where the alleged actor is a faculty or staff member, the process

will follow (as closely as appropriate under the circumstances of the case) the process outlined for resolution of claims of sexual harassment.

### *Sexual Harassment*

Graduate student grievances or concerns relating to sexual harassment will be handled according to the University's Policy Against Sexual Harassment. Any member of the university community, whether faculty member, student, or staff member, who believes she or he has been subjected to sexual harassment or knows of the occurrence of probable sexual harassment is strongly urged to immediately contact one of the sexual harassment advisors or policy coordinators directly, Office of Title IX Initiatives, http://www.cmu.edu/title-ix/, (412-268-7125), or with the help of the sexual harassment hotline (412-268-7445).

For further information about the processes contemplated by the University's Policy Against Sexual Harassment, see, Policy Against Sexual Harassment http://www.cmu.edu/policies/documents/SexHarass.html and Sexual Harassment Advisors http://www.cmu.edu/policies/documents/HarassSupplement.html.

### *Cultural Awareness and Respect*

The HCII is an extremely diverse department. This year you will join students from different countries and cultures all around the world with whom you will work and live as a community. Working with colleagues from different backgrounds than your own is an invaluable learning experience, and an integral part of education. We expect that students from different cultures will have different attitudes, including attitudes toward gender, race, age, religion, sexual orientation, and disability, and encountering and discussing these differences may form the subject of some of your most valuable learning moments. And yet, regardless of your attitudes or those of your peers, respect must govern every one of your actions. That is, we expect that students and faculty, regardless of background, age or rank, will deal with each other respectfully, without insult or antagonism. Because of the importance of respect in the intensely collaborative environment of the HCII, violations will be dealt with severely. Repeated infractions may result in a student's termination from his/her program, in which case no tuition refund will be available.

## Financial Support:

Financial Aid Information
Emergency Loans
Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Student Affairs (see Appendix A), www.cmu.edu/student-affairs/index.html, to inquire about an Emergency Student Loan.

The Office of the Dean of Student Affairs (Warner Hall, 3rd floor, x8-2075) offers short-term emergency loans for supplies, medication, food or other unexpected circumstances. The loans are interest-free and for short periods of time (not longer than a month).

Graduate students should consult the graduate student financial aid information found on The HUB website: http://www.cmu.edu/finaid/graduate/index.html.  Students will find the Graduate

Financial Aid Guide, information about funding options and how to apply for financial aid and other helpful links.

## Taxes

The deadline for local, state, and federal taxes is April 15.  You can obtain tax forms in the mail, at the post office, or at the Carnegie Library.  Questions about your tax status should be addressed to the IRSTeleTax at 412-261-1040, or the Pennsylvania Department of Revenue at 412-565-7540. Although subject to federal taxes, student stipends are generally not assessed local or state taxes.

## New Policies

When policies are changed it is because the department believes the new rules offer an improvement; any such changes will be discussed at a meeting with the graduate students. However, students currently enrolled whose degree program is affected by a change in policy may choose to be governed by the older policy that was in place at the time of their matriculation. In case degree requirements are changed and certain courses are no longer offered, the department will try to find some compromise that allows those students to satisfy the original requirements.

## Summary of Graduate Student Appeal and Grievance Procedures

https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html.
Graduate students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource webpage. This document summarizes processes available to graduate students who seek review of academic and non-academic issues. Generally, graduate students are expected to seek informal resolution of all concerns within the applicable department, unit or program before invoking formal processes. When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter is to follow the formal procedures outlined here.   These appeal and grievance procedures shall apply to students in all graduate programs of the University. Students should refer to the department specific information in this handbook for department and college information about the administration and academic policies of the program.  Additionally, students may confer with the graduate student ombudsman, Suzie Laurich-McIntyre, slaurichmcintyre@cmu.edu, on issues of process or other concerns as they navigate conflicts

**Highlighted University Resources for Graduate Students and The WORD, Student Handbook**

**Key Offices for Graduate Student Support**

**Office of the Assistant Vice Provost for Graduate Education**
www.cmu.edu/graduate; grad-ed@cmu.edu
The Office of the Assistant Vice Provost for Graduate Education, AVPGE,  directed by Suzie Laurich-McIntyre, Ph.D., Assistant Vice Provost for Graduate Education, provides central support for graduate students in a number of roles. These include being an ombudsperson and resource person for graduate students as an informal advisor; resolving formal and informal graduate student appeals; informing and assisting in forming policy and procedures relevant to graduate students; and working with departments on issues related to graduate students and implementation of programs in support of graduate student development.

The Office of the AVPGE often collaborates with the division of Student Affairs to assist graduate students with their Carnegie Mellon experience.  Senior members of the student affairs staff are assigned to each college (college liaisons) and are often consulted by the Assistant Vice Provost for Graduate Education and departments on an individual basis to respond to graduate student needs.
The Office of the Assistant Vice Provost for Graduate Education (AVPGE) offers a robust schedule of professional development opportunities.  Some are geared towards a specific population (master's students, PhD students at the beginning of their program, graduate students seeking tenure track positions, etc.) and others are open to all graduate students (time management, balancing, staying healthy).  A full schedule of programs is at http://www.cmu.edu/graduate/.

The Office of the AVPGE also coordinates several funding programs, and academically focused seminars and workshops that advise, empower and help retain all graduate students. The fundamental goals of our programs have been constant:  first, to support, advise and guide individual graduate students as they work to complete their degrees; second, to contribute to the greatest degree possible to the diversification of the academy.   Visit the Graduate Education website for information about:

- Conference Funding Grants
- Graduate Small Project Help (GuSH) Research Funding
- Graduate Student Professional Development: seminars, workshops and resources

**Office of the Dean of Student Affairs**
www.cmu.edu/student-affairs/index.html
The Office of the Dean provides central leadership of the metacurricular experience at Carnegie Mellon.  The offices that fall under the division of Student Affairs led by Vice President and Dean of Student Affairs Gina Casalegno, include (not an exhaustive list):

- Athletics
- Career and Professional Development Center
- Cohon University Center
- Counseling & Psychological Services (CaPS)
- Dining Services
- Housing Services
- Office of Community Standards and Integrity
- Office of Student Leadership, Involvement, and Civic Engagement
- University Health Services
- Wellness Initiatives

Graduate students will find the enrollment information for **Domestic Partner Registration** and **Maternity Accommodations** in the Office of the Dean of Student Affairs and on the website. The Office of the Dean of Student Affairs also manages the **Emergency Student Loan** (ESLs) process.   The Emergency Student Loan service is available through generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable within 30 days. Loans are available to enrolled students for academic supplies, medication, food or other expenses not able to be met due to unforeseeable circumstances.

The Office of Integrity and Community Standards also provides consultation, support, resources and follow-up on questions and issues of Academic Integrity: www.cmu.edu/academic-integrity.

**Center for Student Diversity & Inclusion**
https://www.cmu.edu/student-diversity/
Diversity and inclusion have a singular place among the values of Carnegie Mellon University. The Center for Student Diversity & Inclusion actively cultivates a strong, diverse and inclusive community capable of living out these values and advancing research, creativity, learning and development that changes the world.

The Center offers resources to enhance an inclusive and transformative student experience in dimensions such as access, success, campus climate and intergroup dialogue.  Additionally, the Center supports and connects historically underrepresented students and those who are first in their family to attend college in a setting where students' differences and talents are appreciated and reinforced, both at the graduate and undergraduate level.  Initiatives coordinated by the Center include, but are not limited to:

- First generation/first in family to attend college programs
- LGBTQ+ Initiatives
- Race and ethnically-focused programs, including Inter-University Graduate Students of Color Series (SOC) and PhD SOC Network
- Women's empowerment programs, including Graduate Women's Gatherings (GWGs)
- Transgender and non-binary student programs

**Assistance for Individuals with Disabilities**
http://www.cmu.edu/education-office/disability-resources/
The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community.  We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973.  Students who would like to receive accommodations can begin the process through Disability Resources secure online portal or email access@andrew.cmu.edu to begin the interactive accommodation process.

Students with disabilities are encouraged to self-identify with the Office of Disability Resources by contacting Catherine Getchell, 412-268-6121, getchell@cmu.edu to access the services available at the university and initiate a request for accommodations.

**Eberly Center for Teaching Excellence & Educational Innovation**
www.cmu.edu/teaching
Support for graduate students who are or will be teaching is provided in many departments and centrally by the Eberly Center for Teaching Excellence & Educational Innovation.  The Eberly Center offers activities for current and prospective teaching assistants as well as any graduate students who wish to prepare for the teaching component of an academic career.  The Center also assists departments in creating and conducting programs to meet the specific needs of students in their programs. Specific information about Eberly Center support for graduate students is found at www.cmu.edu/teaching/graduatestudentsupport/index.html.

**Carnegie Mellon Ethics Hotline**
The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity relating to financial matters, academic and student life, human relations, health and campus safety or research.

Students, faculty and staff can anonymously file a report by calling 877-700-7050 or visiting www.reportit.net(user name: tartans; password: plaid). All submissions are reported to

appropriate university personnel.

**The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.**

**Graduate Student Assembly**
www.cmu.edu/stugov/gsa/index.html
The Carnegie Mellon Student Government consists of an Executive Branch and a Legislative Branch. This is the core of traditional student government, as governed by the Student Body Constitution. The Executive Branch serves the entire student body, graduate and undergraduate, and consists of one president and four vice-presidents. The Legislative Branch for graduate students, The Graduate Student Assembly (GSA) passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests.  GSA also contributes a significant amount of funding for conferences and research, available to graduate students through application processes managed by the Office of the Assistant Vice Provost for Graduate Education.  GSA also plans various social opportunities for graduate students and maintains a website of graduate student resources on and off-campus, http://www.cmu.edu/stugov/gsa/resources/index.html. Each department has representation on GSA and receives funding directly from GSA's use of the student activities fee for departmental activities for graduate students.  The department rep(s) is the main avenue of graduate student representation of and information back to the graduate students in the department.

**Intercultural Communication Center (ICC)**
www.cmu.edu/icc/
The Intercultural Communication Center (ICC) is a support service offering both credit and non-credit classes, workshops, and individual appointments designed to equip nonnative English speakers (international students as well as international students who attended high school and/or undergraduate programs in the U.S.) with the skills needed to succeed in academic programs at Carnegie Mellon. In addition to developing academic literacy skills such as speaking, reading and writing, students can learn more about the culture and customs of the U.S. classroom. The ICC also helps international teaching assistants (ITAs) who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon and provides ITA testing, required testing indicating a nonnative speaking student has a language proficiency required before being allowed to work with undergraduates in classes, labs or individual meetings.

**Office of International Education (OIE)**
http://www.cmu.edu/oie/
Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries.  Office of International Education (OIE) is the liaison to the University

for all non-immigrant students and scholars. OIE provides many services including: advising on personal, immigration, academic, social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; maintaining a resource library that includes information on cultural adjustment, international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website, and conducting orientation programs.

**Veterans and Military Community**
http://www.cmu.edu/veterans/
Military veterans are a vital part of the Carnegie Mellon University community. Graduate students can find information on applying veteran education benefits, campus services, veteran's groups at CMU, non-educational resources and international military service information through the Veterans and Military Community website. There are also links and connections to veteran resource in the Pittsburgh community. The ROTC and Veteran Affairs Coordinator can be reached at uro-vaedbenefits@andrew.cmu.edu or 412-268-8747.

**Key Offices for Academic & Research Support**
**Computing and Information Resources**
www.cmu.edu/computing
Computing Services provides a comprehensive computing environment at Carnegie Mellon. Graduate students should seek Computing Services for information and assistance with your Andrew account, network access, computing off-campus, campus licensed software, email, calendar, mobile devices, computer security, cluster services and printing. Computing Services can be reached at it-help@cmu.edu.

The Carnegie Mellon Computing Policy establishes guidelines and expectations for the use of computing, telephone and information resources on campus. The policy is supported by a number of guidelines graduate students should know. The policy and guidelines are available at: www.cmu.edu/computing/guideline/index.html.

**Research at CMU**
www.cmu.edu/research/index.shtml
The primary purpose of research at the university is the advancement of knowledge in all fields in which the university is active. Research is regarded as one of the university's major contributions to society and as an essential element in education, particularly at the graduate level and in faculty development. Research activities are governed by several university policies. Guidance and more general information is found by visiting the Research at Carnegie Mellon website.
**Office of Research Integrity & Compliance**
www.cmu.edu/research-compliance/index.html

The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University.  The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation.  ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, intellectual property rights and regulations, and institutional animal care & use.  ORIC also consults on, advises about and handles allegations of research misconduct.

## Key Offices for Health, Wellness & Safety

### Counseling & Psychological Services
https://www.cmu.edu/counseling/
Counseling & Psychological Services (CaPS) affords the opportunity for students to talk privately about issues that are significant for them in a safe, confidential setting.  Students sometimes feel confused about why they are feeling upset and perhaps confused about how to deal with it.  An initial consultation with a CaPS therapist will clarify options and provide a recommendation to the appropriate mental health resource at Carnegie Mellon or the larger Pittsburgh community.  CaPS services are provided at no cost.  Appointments can be made in person or by telephone, 412-268-2922.

### Health Services
www.cmu.edu/HealthServices/
University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care and contraception as well as on-site pharmaceuticals. The CMU student insurance plan covers most visit fees to see the physicians and advanced practice clinicians & nurse visits.  Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility and students should review the UHS website and their insurance plan for detailed information about the university health insurance requirement and fees.

UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals.  Graduate students should contact UHS to discuss options for health insurance for spouses, domestic partners and dependents.  Appointments can be made by visiting UHS's website or by telephone, 412-268-2157.

### Campus Wellness
https://www.cmu.edu/wellness/
At the university, we believe our individual and collective well-being is rooted in healthy connections to each other and to campus resources.  The university provides a wide variety of wellness, mindfulness and connectedness initiatives and resources designed to help students

thrive inside and outside the classroom.  The BeWell@CMU e-newsletter seeks to be a comprehensive resource for CMU regarding all wellness-inspired events, announcements and professional and personal development opportunities.  To sign up for the e-newsletter, text BEWELLATCMU to 22828 and share your preferred email address.


**University Police**
http://www.cmu.edu/police/
412-268-2323 (emergency only), 412-268-6232 (non-emergency)
The University Police Department is located at 300 South Craig Street, Room 199 (entrance is on Filmore Street).   The department's services include police patrols and call response, criminal investigations, shuttle and escort services, fixed officer and foot officer patrols, event security, and crime prevention and education programming.  Visit the department's website for additional information about the staff, escort and shuttle, emergency phone locations, crime prevention, lost and found, finger print services, and annual statistic reports.

Shuttle and Escort Services
University Police coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and community.  University Police Shuttle & Escort website has full information about these services, stops, routes, tracking and schedules.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault, and fire safety policies and containing statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. Graduate students can obtain a copy by contacting the University Police Department at 412-268-6232. The annual security and fire safety report is also available online at https://www.cmu.edu/police/Fire%20and%20Safety%20Reports.html.


**The WORD**
http://www.cmu.edu/student-affairs/theword//
The WORD is Carnegie Mellon University's student on-line handbook and is considered a supplement to the department (and sometimes college) handbook.  The WORD contains campus resources and opportunities, academic policy information and resources, community standards information and resources.  It is designed to provide all students with the tools, guidance, and insights to help you achieve your full potential as a member of the Carnegie Mellon community.   Information about the following is included in The WORD (not an exhaustive list) and graduate students are encouraged to bookmark this site and refer to it often.  University policies can also be found in full text at: http://www.cmu.edu/policies/.
Carnegie Mellon Vision, Mission
Carnegie Code
Academic Standards, Policies and Procedures
        Educational Goals

Academic and Individual Freedom
Statement on Academic Integrity
Standards for Academic & Creative Life
    Assistance for Individuals with Disabilities
    Master's Student Statute of Limitations
    Conduct of Classes
    Copyright Policy
    Cross-college & University Registration
    Doctoral Student Status Policy
    Evaluation & Certification of English Fluency for Instructors
    Final Exams for Graduate Courses
    Grading Policies
    Intellectual Property Policy
    Privacy Rights of Students
    Research
        Human Subjects in Research
        Office of Research Integrity & Compliance
        Office of Sponsored Programs
        Policy for Handling Alleged Misconduct of Research
        Policy on Restricted Research
    Student's Rights
    Tax Status of Graduate Student Awards

Campus Resources & Opportunities
    Alumni Relations
    Assistance for Individuals with Disabilities
    Athletics, Physical Fitness & Recreation
    Carnegie Mellon ID Cards and Services
    Cohon University Center
    Copying, Printing & Mailing
    Division of Student Affairs
    Domestic Partner Registration
    Emergency Student Loan Program
    Gender Programs & Resources
    Health Services
    Dining Services
    The HUB Student Services Center
    ID Card Services
    Leonard Gelfand Center
    LGBTQ Resources
    Multicultural and Diversity Initiatives
    Opportunities for Involvement
    Parking and Transportation Services

Shuttle and Escort Services
Spiritual Development
University Police
Student Activities
University Stores

Community Standards, Policies and Procedures
Alcohol and Drugs Policy
AIDS Policy
Bicycle/Wheeled Transportation Policy
Damage to Carnegie Mellon Property
Deadly Weapons
Discriminatory Harassment
Disorderly Conduct
Equal Opportunity/Affirmative Action Policy
Freedom of Expression Policy
Health Insurance Policy
Immunization Policy
Missing Student Protocol
Non-Discrimination Policy
On-Campus Emergencies
Pets
Political Activities
Recycling Policy
Riotous and Disorderly Behavior
Safety Hazards
Scheduling and Use of University Facilities
Sexual Harassment and Sexual Assault Policy
Smoking Policy
Student Accounts Receivable and Collection Policy and Procedures
Student Activities Fee
Student Enterprises
Workplace Threats and Violence Policy

Statement of Assurance

Last updated: May 31, 2018

![METALS - Masters of Educational Technology & Applied Learning Science - Carnegie Mellon University - metals.hcii.cmu.edu]

# METALS Independent Study Proposal

**Student Name:** _____

**Course no. 05-680 Independent Study**          Sec.__A___          **Number of Units** _____

**Semester/yr:**     **Spring** _____                    **Summer** _____                    **Fall** _____

**Instructor(s)** _____

**Instructor(s) email** _____ **Instructor(s) phone no.** _____

**Answer the following questions. This should take two to three sheets of paper.**

**Proposal:**
**Provide below a general overview (2-3 paragraphs) of the Independent Study, including background and an description of the problem that will be investigated. Describe what you will learn (i.e., knowledge or skills as opposed to topics) in your course? How will this information help you develop as a scholar, learner, or future professional?**

**Learning   Objectives:**
**What, specifically, will you be able to do or demonstrate once you completed the independent study? Identify 3-8 course-level learning objectives for the independent study.. The learning objectives should detail what you think you'll better understand (or be able to do) at the end of the Independent Study that you didn't know (or couldn't do) before. Be specific. You may use sub-bullets if appropriate.  Refer to Bloom's Taxonomy for guidance.**

- 
**Deliverables:**

**Describe the deliverable artifacts that will demonstrate your mastery of the learning objectives listed above. Examples may include: research paper; summary report or documentation; prototype**

**hardware and/or software; tool or application development; extension or enhancement; formal presentation; some combination of these artifacts.You may use sub-bullets if appropriate.**

- 

**Work Plan Schedule:**

**Provide a week by week schedule of what you plan to do and accomplish. Note deliverable due dates.**

**Approvals:**

I agree to complete the above-described independent study and provide the final deliverables on the date specified above.

    Student _____ Date _____
                Signature

I agree to oversee the above-described independent study and deliver the final grade to the HCI program administrator on or before the above date.

    Instructor _____ Date _____
                Signature

    HCI Program Advisor _____ Date _____
                Signature

# METALS Capstone Project Gift Card Purchase and Use Procedure

Last Updated July 26, 2018

METALS students who need gift cards to pay project participants should contact our program administrator to request that she purchase cards.

General guidelines:

- Gift cards may be requested multiple times throughout the year, but please group your requests together to minimize the number of purchases and effort required.
- Gift cards may only be given to participants **after they have completed their participation** in your project (or that particular part of your project for which you have offered the specific card).
- Suggested hourly rates:  $20 -$25 for teachers/professionals, $15 for non-professionals and students grades 6-12, and $10 for younger children.
- Use the attached forms to request and keep track of your individual participants and how much each receives —do not go over $74/year to any one participant. ($75 or more causes a taxable event).
- A bulk gift card purchase of **more than $500** requires that you get prior approval from your faculty advisor or the METALS director.

**VIRTUAL GIFT CARD PROCEDURE (**request virtual cards only **after** your participants have finished participating**):**

- ✓ When asking our program administrator to purchase virtual cards for your project, please email her the completed *METALS Capstone Project Virtual Gift Card Purchase Form*.
- ✓ If the purchase is more than $500, provide our program administrator with email approval from your advisor or the METALS Director.
- ✓ Our program administrator will purchase the virtual cards and have them sent by email directly to your recipients.

**PHYSICAL GIFT CARD PROCEDURE (OK to request** physical cards **before or after** your participants have participated):

- ✓ When asking our program administrator to purchase physical cards for your project, please email her the completed *METALS Capstone Project Physical Gift Card Purchase Request Form*.
- ✓ Our program administrator will purchase the cards and notify you by email when they come in.
- ✓ The team member picking up the cards will sign for the cards.
- ✓ Have your project recipients sign the *METALS Capstone Project Physical Gift Card Distribution Form* when they receive their physical cards.
- ✓ When you've finished distributing your physical cards, return the *METALS Capstone Project Physical Gift Card Distribution Form* signature sheet to Jo Bodnar for her records.  Return any un-distributed gift-cards to our program administrator at that time as well.  She will hold these for any future needs your project or another project may have.

# METALS Capstone Project Virtual Gift Card Purchase Form

Project:                          Your Name:                          Date of request:

Faculty Sponsor:                  Your Email:

| | Recipient's Name | Recipient email address | Recipient's Affiliation (i.e. Steel Valley SD teacher, UPMC doctor, retired teacher, etc) | Interview Date | Gift Card type requested (i.e. Amazon, Starbucks) | $ Amount |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |

# METALS Capstone Project Physical Gift Card Purchase Request Form

Project:                           Your Name:                     Date of Request:

Faculty Sponsor:              Your Email:                      Total $ Request:

| | Card type | # of cards | $ amount of card | $ total |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |

―――――――――――――――――――――――――――――――――――――――――――――――――――

GIFT CARD RECEIPT

I, [OBJ]_____ under the direction of _____

      Signature When Receiving Giftcards                                Faculty Sponsor

for _____do acknowledge that I am assuming responsibility for the management

       METALS Project Name

of the gift cards indicated above.  Total $ amount (all cards) received: _____

―――――――――――――――――――――――――――――――――――――――――――――――――――

RECONCILING GIFT CARD REQUEST FOR METALS PROJECT PARTICIPANTS

Total Gift Cards Returned **(# of cards and total $ amount**): _____

Total Amount in Receipts: _____              Date Reconciled: _____

PRINT NAME_____       SIGNATURE _____
METALS Student who Accepted Gift Cards            METALS Student who Accepted Gift Cards

―――――――――――――――――――――――――――――――――――――――――――――――――――

I have done a financial audit on the METALS gift card request and verify that a combination of participants and gift cards being returned to me today equal the original amount requested.

_____       _____

METALS Department Administrator                DATE

# METALS Capstone Project Physical Gift Card Distribution Form

Project:                                          Your Name:

Faculty Sponsor:                                  Your Email:

|    | Name (please print) | Signature | Date | Amount received/Card type |
|----|---------------------|-----------|------|---------------------------|
| 1  |                     |           |      |                           |
| 2  |                     |           |      |                           |
| 3  |                     |           |      |                           |
| 4  |                     |           |      |                           |
| 5  |                     |           |      |                           |
| 6  |                     |           |      |                           |
| 7  |                     |           |      |                           |
| 8  |                     |           |      |                           |
| 9  |                     |           |      |                           |
| 10 |                     |           |      |                           |