



Media Arts and Sciences

Graduate Student Handbook

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Graduate Chair: Todd Ingalls

Graduate Administrator: ameed@asu.edu

School of Arts, Media and Engineering

Herberger Institute for Design and the Arts

Ira A. Fulton Schools of Engineering

Arizona State University

PO Box 878709 Tempe, AZ 85287-8709 Ph: 480 965 9438 Fax: 480 965 0961

Table of Contents

Important Reminders.....	3
I. Program Guidelines.....	4
i. Registration Requirement	4
ii. Supervisory Committees.....	4
iii. Program of Study	4
<i>Entrance Exams.....</i>	5
<i>Course Requirements.....</i>	5
<i>Research and Dissertation Hours.....</i>	5
<i>Filing Your Program of Study (iPOS).....</i>	6
iv. Master’s in Passing	6
v. Satisfactory Progress	6
vi. Comprehensive Examinations.....	6
vii. Dissertation	8
viii. Time Limit.....	10
ix. Academic Integrity.....	10
x. Policy on Academic Probation and Dismissal of Graduate Students.....	10
xi. Probation and Dismissal Process	11
II. Funding and Resources.....	12
i. Research Assistant and Other Funded Positions	12
ii. RA Evaluations.....	12
iii. Access to Facilities.....	13
iv. Travel Funds.....	13
Appendix A: MAS Degree Planning Sheet	14

Important Reminders

Purpose

This graduate handbook is to serve as a departmental supplement to ASU Graduate College policies and procedures (http://graduate.asu.edu/faculty_staff/policies) and ASU's Student Services Manual (<http://www.asu.edu/aad/manuals/ssm/index.html>). It is the responsibility of all MAS students to ensure that they are adhering to these policies as well. In instances where AME policies are more restrictive than Graduate College or general ASU policies, AME policies must be followed.

Dates and Deadlines

ASU's academic calendar (<http://students.asu.edu/academic-calendar>) and the Graduate College (http://graduate.asu.edu/progress/graduation_deadlines) list many deadlines that are important for graduate students. It is the responsibility of all MAS students to be familiar with these deadlines and to ensure they meet these deadlines.

I. Program Guidelines

i. Registration Requirements

Graduate students must be registered for a minimum of one hour of graduate level credit that appears on the Program of Study or in an appropriate graduate level course (such as Continuing Registration credits) whenever university facilities or faculty services are used. This includes registration during any semester or summer session in which comprehensive examinations are taken or a thesis, dissertation proposal, or dissertation is defended, even if graduation occurs in a later semester.

International students must also meet visa registration requirements. For more information see:

<http://global.asu.edu/current>

RAs and other funded students should enroll for no more than 15 *course* credit hours per academic year (9 hours one semester and 6 the other). It is preferable, if possible within the parameters of the student's plan of study, that such students enroll in only 12 *course* credit hours per academic year (6 hours per semester). In exceptional circumstances and only with the agreement of the advisor(s), a student may enroll for a maximum of 18 *course* credit hours per academic year (9 hours per semester). There is no limit on the number of *research* hours for which a student may enroll, so long as such enrollment is consistent with Graduate College policies.

ii. Supervisory Committees

Every graduate student is assigned a faculty advisor upon admission into the MAS program. Once students have matriculated into the program, they may, if needed, seek a new advisor who is more appropriate to their research. The faculty advisor is responsible for supervising the student's progress through the MAS program and the student's contribution to the School's research. It is the responsibility of the student to form committees for comprehensive exams and their dissertation. Students should refer to Graduate College policies in determining the make-up of their committees. Please see the sections on comprehensive exams and dissertations for more information on AME committee requirements.

iii. Program of Study

The MAS PhD is a post-bachelor's program requiring 84 credit hours. Thirty-nine of the credit hours will be from coursework, 33 from research, and 12 from dissertation work. Based on the discretion of the MAS faculty committee, students may be allowed to apply up to 20 course credit hours from a previously awarded master's degree towards the MAS program degree requirements.

Entrance Exams

Beginning in Fall 2011, all new MAS students will be required to take entrance exams on core proficiencies. The exams will be used to identify any deficiencies in these areas. Depending on the results of a student's exam, they may be asked to take a deficiency course or to work with their advisor to otherwise remedy the deficiency. Students who pass the exams will begin taking AME graduate courses with no additional restrictions or requirements. Students who have deficiencies will need to remedy them before taking any 600-level courses.

Course Requirements

Required courses (30 credit hours): The 30 required course credits will be from the transdisciplinary media courses offered by AME. All students will be required to take at least two courses under each of the five constituting areas of experiential media (30 hours). MAS students are required to take the two introductory courses (Experiential Media Methodology Theory I and II) during their first year. All first-year students should ideally only take 500-level courses during their first year. With advisor approval, a first-year student can begin taking 600-level courses in their first Spring semester, provided they are taking Methodology and Theory II simultaneously.

With the approval of the AME Graduate Chair and the student's advisor, up to one of the required ten AME courses (3 credit hours) can be substituted by another graduate level course offered by a collaborating department. One more of the required courses (3 credit hours) can be substituted by an independent study course (AME 790), again with the approval of the advisor and Graduate Chair.

Area	Course 1 – 500 level	Course 2 – 600 level*
Introductory	Experiential Media Methodology & Theory I	Experiential Media Methodology & Theory II
Sensing	Understanding Activity	Multimodal Sensing Systems
Perception & Modeling	Integrated Perception & Cognition	System Modeling
Feedback & Interaction	Interactive Forms	Media Synthesis
Experiential Construction	Media Installations OR Integrated System Development	Models for Experiential Construction

*600-level permanent numbers are pending ASU approval (expected Spring 2012).

Electives (9 credit hours): The 9 hours of elective credit can be from any graduate level courses offered at ASU. The selection of the courses will relate to the student's research interests and will require the approval of the student's advisor.

Research and Dissertation Hours

Research (33 credit hours)

MAS PhD students are expected to be research active throughout the realization of their degree. It is thus expected that students will be enrolled in a minimum of three research hours per semester [ex: (4 years X 6 credits per year) + (1 years X 9 credits) = 33].

Dissertation (12 credits hours)

A student must register for 12 credits of dissertation hours. Those credits must be split between at least two semesters. A student can register for dissertation credits only after the comprehensive examination has been passed.

v. Filing Your Program of Study (iPOS)

Students must submit their iPOS using the MyASU online system. The student's advisor, AME, and the Graduate College must all approve a student's iPOS. A fully approved program of study is required to be on file before a student can petition to take their comprehensive exams.

The ASU Graduate College requires graduate students with regular status to submit their iPOS by the time they have enrolled for 50 percent of the minimum credit hours required towards their degree program (42 credit hours for the MAS).

vi. Master's in Passing

A master's in passing (MIP) is available for MAS PhD students. In order to receive the MIP, students must complete 33 credit hours and successfully complete at least three credit hours of AME 593 with a grade of B or better. Any student who is interested in pursuing the master's in passing should contact the Program Manager for more information.

vii. Satisfactory Progress

The ASU Graduate College establishes policies on satisfactory progress towards your degree (<http://graduate.asu.edu/progress>). AME has additional requirements of maintaining a 3.25 GPA (please see the section on academic probation for more details).

viii. Comprehensive Examinations

Description: This exam is conceived as an integrative alternative to a traditional area-centric comprehensive exam. Students will be required to demonstrate competency in the integration of the areas covered through AME research and coursework through answering a complex and customized question devised by the student's committee and approved by all AME faculty.

The comprehensive exam committee must include the student's research advisor, two other AME faculty members and may include one additional member outside of the AME program.

Exam eligibility: In order to be eligible, students must have completed at least one course in each of the five AME course areas (introductory, sensing, perception and modeling, feedback and interaction, experiential construction) before taking the comprehensive exam. They are encouraged to complete most of their AME course requirements before taking the exam. This requirement is meant to ensure students have an understanding of the different aspects of experiential media development before taking the exam. Additionally, the Graduate College requires that an approved program of study be on file before the student completing the exam.

Schedule and Petitioning Process: The comprehensive examination will be offered once in the fall semester and once in the spring semester. Students must petition no later than March 15th (or the business day directly following, if on a university holiday or weekend) to take the examination in the fall and no later than October 15th (or the business day directly following, if on a university holiday or weekend) to take the examination in the spring. The petition form will require a signature from the student’s advisor indicating that the advisor believes that the student is prepared to complete the comprehensive examination. Once the program manager receives the petition, the student’s advisor and committee will be notified and will begin to prepare the student’s examination question. The schedule is summarized below:

Petition Date	Deadline for Faculty Approval of Question	Exam is given	Answers due no later than	Written Results due
October 15 th	February 15 th	March 15 th	April 25 th	May 15 th
March 15 th	September 15 th	October 15 th	November 25 th	December 15 th

Examination and Completion: The student’s comprehensive examination committee will develop the question the student is assigned. If applicable, a reading and resource list will be provided by the committee. The list will include work/ideas related to the question and will be broadly related to the student’s thesis goals. The goal of the list is to enable the student to contextualize the comprehensive exam and develop a broad understanding of the problems in experiential media design.

The student is expected to present an integrated response to the exam that includes the knowledge/insight present in the reading list. The student will also need to present their response to their committee. These presentations are open to the rest of the AME community (faculty, staff and students) as well. Important points for students to remember are:

1. The exam question will not be discipline specific, but related to a broad societal concern. Therefore, the students are encouraged to not develop a

discipline specific response (e.g. an algorithm that is engineering centric vs. an arts thesis project).

2. The student is **not** expected to develop a fully functioning experiential media system, as this is counter to the AME philosophy that encourages teamwork towards the solution of complex human problems.
3. The student is free to discuss her/his exam with peers and seek a wide range of sources to develop a response. This can be done in conjunction and dialogue with their colleagues who are more versed in certain elements of the system design. The sources need to be cited in the response. We champion the idea that complex problems are beyond the ultimate solution of an individual alone.

The format of the response to the question prepared by the comprehensive examination committee is up to the individual student in consultation with their committee, with the constraint that it must include some form of written component. All responses should be submitted to the committee by the assigned deadline and with adequate time for the committee to review them before the presentation. The question given to the student will specify a deadline for the written materials to be distributed to the committee.

Metrics: the AME faculty will review all student responses, with the students' comprehensive examination committees leading the discussion on the responses submitted by their students. The approved evaluation criteria submitted in the comprehensive examination question will be utilized in considering the quality of the response. The comprehensive examination committee will assign a pass, pass with revisions, or fail grade to the student based on internal deliberations and the AME faculty committee review. It will be the responsibility of the comprehensive examination committee chair to communicate these results to the student and work out appropriate schedule in the circumstance of a pass with revisions grade. Also in the situation of a pass with revision grade, the student will receive written feedback from the AME faculty explaining their critique and identifying specific areas for improvement.

If the student receives a failing grade they will need to go through the process of petitioning for a new exam. The student has two opportunities to pass the exam. Per ASU Graduate College policy, the second exam must be within one year of the original exam.

ix. Dissertation

The dissertation stage consists of four sub-stages:

1. Forming the dissertation committee
2. Writing the proposal and approval by dissertation committee
3. Realization of the proposed media system and writing of document

4. Defense

Dissertation committees

Upon successful completion of their comprehensive exams, students may form their dissertation committee and prepare their dissertation proposal. Dissertation committees must include at least three faculty members from the MAS Graduate Faculty list (http://graduate.asu.edu/graduate_faculty/degree/G12). The chair or co-chairs must be approved for this role on the graduate faculty list (indicated with 'ch' on the above site). Other committee members need only appear on the list (indicated with 'gf' on the above site). Students can also submit a request to have an ASU faculty member on their committee even if they are not on the graduate faculty list. This can be in substitution of one of the three committee members from the list. Students can also petition to have up to two members external to ASU, in addition to the required three members. The School and the Graduate College must approve both of these requests. The student submits the committee through their iPOS in MyASU and should submit any Committee Request Forms to the program manager.

Dissertation proposal

The proposal must show innovation and significant contribution to experiential media development, further the research activities of the student's groups, and show possible paths for extensibility of his/her work beyond the scope of the dissertation. The proposal may suggest a new research approach to the AME common research agenda or suggest a new application for the agenda. The proposal must also show that the interdisciplinary group necessary for realizing this task has been identified and is committed to realizing the project and that the student has the necessary knowledge and background for the realization of the project. Proposals must be submitted to the dissertation committee at least 15 days ahead of the dissertation proposal defense date.

Realization of proposed system and written thesis

PhD dissertations must result in:

- An operating, innovative experiential media system inspired by a need of societal significance (societal impact must be shown), which has been developed by an interdisciplinary team and has been tested in real-life situations.
- An accompanying written dissertation that presents the theory behind the system, presents the system structure and the development procedure, places the system and theory in the context of previous and current work, explains and supports the need for the system and its intended uses, presents the evaluation and validation procedures and results, suggests paths or models for generalizing the knowledge resulting from the system and its development procedure and paths for extending the work beyond the scope of the dissertation.

Defense

The dissertation committee reviews progress on both the system and written dissertation and when appropriate contacts the graduate program manager for scheduling the defense date. The 1st reading and defense dates must be at least 30 days apart. A close to final version of the system and dissertation must be submitted to the committee at least 15 days ahead of the 1st reading date. Committee members will provide written feedback to the student by the 1st reading date. The final version of the system and dissertation must be submitted to the committee 15 days ahead of defense date.

x. Time Limit

A full time MAS PhD student is expected to finish her/his degree within 5 or 6 years from the start date. The maximum length of time allowed for degree completion for MAS PhD students is seven academic years from the start date. A student must file a petition with the unit to extend their degree completion past 7 years.

xii. Academic Integrity

All MAS students must follow ASU policy on academic integrity. This policy is available at <http://provost.asu.edu/files/AcademicIntegrityPolicyPDF.pdf>

Additional information on academic integrity at ASU is available at <http://provost.asu.edu/academicintegrity/>

xiii. Policy on Academic Probation and Dismissal of Graduate Students

A student who has been admitted to the Media Arts and Sciences program, either on a regular or provisional basis, must maintain a 3.25 or higher grade point average in all courses taken for graduate credit.

Probation

A student will be placed on academic probation if any of the following instances:

1. The student's cumulative GPA for all graduate courses taken at ASU falls below 3.25.
2. The student receives a D or E in a required deficiency or in a course at the 400-level or above.

And/or

3. For reasons other than above, the student fails to make satisfactory progress toward a degree.

Dismissal

A student will be recommended for dismissal from a graduate program if any of the following apply:

1. The student is on academic probation for reason 1 above and fails to bring their GPA to 3.25 or above by the time the next 9 course credit hours are completed.
2. The student receives a D or E while on academic probation for any reason.
3. The student fails to obtain at least a 3.25 GPA in all courses cited as deficiencies upon admission to the program.
4. The student fails to meet any other conditions imposed as part of the probation.

And/or

5. A provisionally admitted student fails to meet the required provision(s) of admission.

Appeals

A student may appeal any action concerning academic probation and dismissal by petitioning the Graduate Chair of AME.

xiv. Probation and Dismissal Process

An AME staff member will review MAS students' transcripts after final grades have been posted each semester to verify the following items. If each item below is verified, the student is considered to be in good academic standing and no action is necessary.

1. The student has a 3.25 or above cumulative graduate GPA.
2. The student has not received a grade of D or E during the previous semester.
3. The student has met the conditions of provisional admission or previous probation, if applicable.

If either of the first two conditions above have not been satisfied, a letter to the student placing them on academic probation is prepared by the Graduate Chair and signed by the School director. Copies are sent to the Ira A. Fulton Schools of Engineering Academic Affairs office and the Herberger Institute for Design and the Arts Academic Affairs office. The student's faculty advisor will also receive a copy of the letter.

If the student was admitted on a provisional basis or was previously on academic probation and has not met the conditions stated, a letter to the student recommending dismissal from the program is prepared by the Graduate Chair and signed by the School director. This letter, copies of the original probation/provision letter, and any other relevant documentation will be sent to the Ira A. Fulton Schools of Engineering

Academic Affairs office, the Herberger Institute for Design and the Arts Academic Affairs office, the student's advisor, and the ASU Graduate College

II. Funding and Resources

i. Research Assistant and Other Funded Positions

Any AME research assistants or other funded students are expected to meet their academic obligations and the research obligations as outlined in their offer letter.

AME research assistant appointments include the expectation that RAs will work throughout the funded period, except for official university holidays. This includes the expectation that RAs work during the winter and spring breaks unless other arrangements have been made with their supervisor.

Students should also follow the ASU TA/RA handbook. This is available at http://graduate.asu.edu/sites/default/files/TA_RA_Handbook_1.pdf

ii. RA Evaluations

All AME funded students, including IGERT trainees who are on a TA year, are required to submit records of all research activities to the AME Eval system (<http://eval.ame.asu.edu>) at the end of every semester. The AME program manager will send all funded students the deadlines and other pertinent information for that semester. Students are responsible for submitting this records by the deadlines and ensuring that they are complete and accurate. If records submitted in prior semesters need to be updated, it is the responsibility of the student to add information or make changes as necessary.

In addition to the Eval system requirements, all funded students will be evaluated at the end of the academic year by their advisor. This process requires that students outline their academic and research goals and their plan for finishing their program. The evaluation is based on:

- *Academic progress*: MAS students are expected to maintain a 3.25 grade point average or above in graduate coursework.
- *Participation and contributions to research groups*.
- *Progress in research output and deliverables*. By the time of graduation, an MAS PhD student is expected to have compiled a research product record that, at minimum, includes one major* and one standard* research product in which the student has a leading role and three minor* research products in which the student has significant contributions. It is expected that this record will be achieved in a gradual, well-distributed manner throughout the course of the student's PhD studies. The student's annual progress should show satisfactory progress towards achieving this record.

*Please see AME's Definitions of Research Products document for further explanation:
http://ame4.hc.asu.edu/resources/images/b/b0/Definitions_of_research_products.pdf

iii. Access to Facilities

All MAS students have access to AME facilities and labs 24 hours a day, 7 days a week once they have completed the required training and have agreed to the lab policies. Lab orientations are held at the beginning of the academic year. Any questions about lab usage or required training should be directed to the technical team member who is responsible for that lab.

If students violate lab usage policies or inappropriately use the facilities, they will lose access to AME labs and facilities.

Below is the list of space usage priorities for AME. All students are expected to use and reserve AME spaces in accordance with this list.

- First priority: Regularly scheduled AME courses
- Second: Activities of AME funded research groups
- Third: Departmental events
- Fourth: Individual AME student projects
- Fifth: Affiliated faculty and other activities

iv. Travel Funds

AME is not always able to provide funds for student travel to conferences and festivals. If funding is available, priority will be given to students who are presenting a major research product. Second priority will be students who are presenting a standard research product. AME does not provide travel funds for students to present minor or supportive research products.

Students are strongly encouraged to also apply for travel funds from ASU's GPSA (Graduate and Professional Students Association), the Graduate College, the Herberger Institute for Design and the Arts' Student Enrichment Grant, and any other available sources.

Appendix A: MAS Degree Planning Sheet

Year	Fall	Spring
Year 1		
Experiential Media Methodology and Theory I and II (required)		
AME Course		
Elective		
3-6 Research hours each semester		
Other		
Year 2		
AME Course		
AME Course		
Elective		
3-6 Research hours each semester		
Other		
Year 3		
AME Course		
AME Course		
Elective		
3-6 Research hours each semester		
Other		
Year 4		
3-6 Research hours each semester		
Dissertation Hours (AME 799)		
Year 5		
Research Hours (to total at least 33)		
Dissertation Hours (AME 799)		
<ul style="list-style-type: none"> ▪ It is recommended that MAS students complete six course credits each semester and three to six research credits each semester. Students may register for up to nine course credits in a semester with advisor approval. ▪ MAS students must complete two courses in each of the five AME areas. ▪ MAS students must complete three elective courses. ▪ MAS students must complete 33 research hours and 12 dissertation hours. ▪ Student must pass the comprehensive examination before registering for AME 799 Dissertation hours. 		