Information For Current PAM-based PhD Students

Procedures for Awarding of Graduate Funding

The PAM PhD program funds students getting PhDs in PAM, Sociology and Economics. All PAM-supported PhD students are considered to be part of the “PAM PhD Program”. The Field of PAM seeks to guarantee funding for all students during their time in the PhD program. As noted below, typically this means 5 years of funding for students who enter with a BA, and 4 years for those who enter with a Master’s degree. PAM-funded PhD students are typically funded through one of three sources: Fellowships, Teaching Assistantships or Research Assistantships. Fellowships can be either internal (from Cornell) or external (from another funding agency) and often cover 12 months. Assistantships (Research and Teaching) are normally awarded for a nine month period. All assistantships and most fellowships provide a tuition fellowship and stipend. Research and Teaching Assistantships require a work commitment of fifteen to twenty hours per week including intersession (unless other arrangements have been made with the supervisor). It is anticipated that graduate students will, when possible, serve as both teaching and research assistants prior to completion of their degree. The Director of Graduate Studies determines placement for most internal fellowships and for Teaching Assistantships. Research Assistantships are determined by the faculty member hiring the student. Students themselves apply for external fellowships.

Funding for First Year Students

To the extent possible, each first year student in the PAM PhD program is given a fellowship in the first year. Those who do not have fellowships are typically given Teaching Assistantships. First year funding is determined by examining students’ transcripts, GRE scores, letters of recommendation, background, and previous relevant experience.

Funding for Continuing Students

Continuing students’ academic performance, including a designation of "satisfactory" on term grade reports and on the annual review of PAM PhD students, and assistantship performance as judged by their supervisor are used in determining future assistantships.

Criteria for Selection for Graduate Teaching Assistantships

Students apply for Teaching Assistantship positions for the Fall semester in April of the previous semester; for the Spring, students apply in October of the previous semester. Assignments will be selected based on the following criteria:

- Fit between position/person
- English competency

1 Through the International Teaching Assistant Development Program (ITADP), Cornell University is committed to preparing International Teaching Assistants (ITAs) for the Cornell classroom in order to provide quality instruction for all undergraduate students. By University policy, ITAs who have any duties involving interaction with undergraduate students and, who are not from countries where English is the first language, are required to do an oral proficiency assessment to ensure intelligibility. This language proficiency assessment (also known as a screening interview) determines whether an ITA must enroll in the ITADP and if additional English classes are needed beyond
- Academic performance
- Number of semesters of previous support – support includes: any Department or University financial assistance that includes tuition and fees. Preference will be given to PAM-funded students with funding guarantees.
- Previous assistantship performance (Professor’s preferences will be considered.)

Priority for Allocating College and Department Assistantship Positions to Faculty

Teaching Assistants:

All PAM teaching assistant resource allocation decisions are subject to the allocation of teaching assistant lines to the PAM department by the CHE Dean. The department's instructional needs are the first priority for allocating these assistantships. The PAM Director of Graduate Studies reviews the size of pre-enrollment in all PAM classes and recommends teaching assistant allocations to the PAM Chair for approval. The general rule for teaching assistant allocation is one graduate teaching assistant for every 50 enrolled students per faculty member. (Note that this rule is subject to change depending on the total number of students taught by PAM faculty and the number of teaching assistants available for our classes.) The PAM Chair can also consider other aspects of instructional need and workload such as: course pedagogy, development of new courses, independent studies students, research and experiential learning honors advisees, masters and doctoral advisees, and use of other resources for a given course such as undergraduate teaching assistants or a teaching support specialist.

Research Assistants:

Research assistants are normally supported through the faculty member's own funding, including external grants and contracts. Faculty members with assistantship funding may hire students to fill these assistantships from within the pool of Field graduate students, or from elsewhere at Cornell.

Revocation/Termination of Assistantships

Revocation of Assistantships

PAM typically offers incoming PhD students a multi-year commitment of financial support. Offers of support normally do not exceed 5 consecutive years for students who begin their PhD studies with a bachelor's degree and 4 consecutive years for students who begin their PhD studies with a master's degree. "Support" includes any support from any funding sources through the University which covers tuition and fees. Teaching assistantships (TAs), research assistantships (GRAs, RAs) from the Department of PAM or any other department in the University, and fellowships from any of the Colleges or the Graduate School are considered in the total support. Future years of support may be continued if a PhD student takes a leave of absence, and if the ITADP. The 30 minute language proficiency assessment includes an informal oral interview and a simulated teaching exercise. Students must complete an on-line registration form and be prepared to teach a 5-7 minute lesson. Incoming ITAs who do not pass the language proficiency assessment will be assigned to teaching assistantship duties (e.g., grading) that do not involve interaction with undergraduate students for at most two semesters. During that time, they are expected to participate in the ITADP and take other classes as determined by the ITADP based on the language proficiency assessment. Failure to attain proficiency in English after two semesters is grounds for revocation of assistantship support.
continuation of support is approved by the Chair of the student’s special committee and the Director of Graduate Studies of the student’s Graduate Field of study. However, the semesters of support given up during the leave of absence do not automatically carry forward to future years after the leave. Leaves of absence without the prior approval for continuation of support, or leaves of absence for more than 2 semesters, are grounds for revocation of future support.

Support through departmental teaching assistantships can also be revoked by the Chair of the Department of PAM on the following grounds:

- unsatisfactory performance as a teaching assistant;
- unsatisfactory academic performance and/or progress in the PhD program;
- failure to attain English proficiency after 2 semesters of support;
- unsatisfactory compliance with academic integrity policies.

Assistantship performance is judged based on the input of the faculty supervisor of the assistantships. Feedback from students and student evaluations of the teaching assistants are also used in making this judgment. Academic performance is judged based on input of the student’s committee at the annual review of each student, and from the Director of Graduate Studies. Failure to attain English proficiency is judged based on input of the International Teaching Assistant Development Program. Compliance with academic integrity policies is judged based on input from the faculty and the Graduate School Academic Integrity Hearing Board. Normally, if the Chair is considering revoking support on one or more of these grounds, the student will be notified in writing and placed on 'probation' for one semester. If performance during the probationary period is still unsatisfactory, the student's support will be revoked. As described below, under special circumstances the assistantship may be terminated during the semester; if that occurs, any future years of support are also revoked.

**Faculty Termination of Assistantships During the Term**

In the event that a graduate assistant is performing highly unsatisfactorily during the term, action must be taken. The faculty supervisor will initiate a conference with the assistant to inform him/her of such unsatisfactory performance, and to make recommendations for improvement. The Director of Graduate Studies and Department Chair will be present at this conference. One to two weeks from the date of this meeting a second conference will be arranged. The one to two-week period is considered a probationary period.

If the faculty member indicates that the graduate assistant's performance is still unsatisfactory after the second meeting, a new graduate assistant can be requested.

If the graduate assistant is terminated, the tuition for the term at hand will not be rescinded; however, the accompanying stipend will not be continued. In cases where an assistantship has been awarded for a one-year period and that assistantship has been terminated in accordance with the above-stated procedures, the continuation of the tuition waiver applies only to the term in which the assistantship is terminated.
**Other Sources of Graduate Financial Assistance**

Listed below are types of financial aid and stipends for graduate students. Students should visit the Graduate School site for current information and deadlines concerning financial aid. Also, make periodic perusals of the Fellowship Database (http://www.gradschool.cornell.edu/fellowships/), which provides a compilation of fellowships, research grants, and awards by various organizations and foundations.

**Dissertation and Thesis Support**

**External Sources**

There are a variety of sources for dissertation support. Some of these are restricted by dissertation topic; others are restricted depending on the characteristics of the applicant; still others are unrestricted. Notices of fellowships will be sent via email, also some will be posted on the Graduate Student Board in the mailroom. Some agencies and foundations run continuing programs for dissertation support. These include the National Science Foundation, the National Institute of Health and the Rockefeller Foundation. Dissertations can often be supported through grants made in the regular granting process in a variety of agencies. To do this requires the cooperation of a professor on the faculty to act as a principal investigator. It also requires a very well thought out and detailed proposal. Discussions about this type of funding can be held with the Director of Graduate Studies, or with your major professor or committee members.

**Part-Time Employment**

Opportunities for part-time work are often available in connection with departmental research projects or other activities. Applications for this type of work should be made directly to the faculty in charge of the specific projects or activities. Candidates may find of value employment in research or other work closely allied to their academic interests; on the other hand, progress in candidacy is difficult when students attempt to support themselves wholly or partially by work unrelated to their studies. A student's combined work duties (including assistantships) must not exceed 20 hours per week.

**Summer Support**

Summer funding is available to PAM Ph.D. students, depending on availability of funds. These funds are used to support student-faculty research collaborations, with the department typically sharing the cost of summer funding with the faculty member. Each spring an email is sent to all students and faculty announcing the availability of summer funds, and providing instructions of how to pursue summer research partnerships.
GENERAL INFORMATION

Graduate Student Office/Computer Room
3M402 and 155 are for PAM PhD student use only. These are the 3M402 MVR and 155 MVR PAM PhD student quiet work space office. The Human Ecology Computer Support Group (CSG) provides support for the computers in these rooms. The only software allowed on the computers is that installed by CSG. Lockers are available in 3M402. Please provide your own padlock for the locker and put your name on the locker in a non-permanent way. PhD students have card access to these offices. If you cannot open these rooms with your ID card, please contact Pat Avery (2301C) paa4@cornell.edu, or 255-8011). See Pat Avery to get the password for the computers in this office.

If supplies (paper, printer cartridges, etc.) are needed for this office, please get them from someone in the PAM administrative offices (MVR 2301).

Graduate Student Office/Computer Facility, Mann, 2nd Floor
This office is for PAM Sloan student use only. This is the PAM Sloan student project or team work space office. There are 10 networked computers, a networked printer, and a telephone (for local calls only) in this office. The telephone number is 255-7211. The Human Ecology CSG provides support for the computers in this room. The only software allowed on the computers in this office is that installed by CSG. Lockers are also available in this office for storing your books and materials when not using work space in the office. Please provide your own padlock for the locker and put your name on the locker in a non-permanent way. PAM Sloan students have been given card access to the room. Please see Pat Avery to get the password for the computers in this office. Please do not take food or drinks in the computer room.

IMPORTANT NOTE: If supplies (paper, printer cartridges, etc.) are needed for this office, please get them from someone in the PAM administrative offices (MVR 2301); do not request the supplies from the CSG in Mann-they do not provide supplies for PAM computing offices.

Teaching Assistant Office
107 MVR is the teaching assistant office for PAM TAs. Geysa Smiljanic (MVR 2250A) maintains the schedule calendar for 107 and you must sign up in person to use the TA office. You can obtain a key from Geysa for this office.

Building Access
MVR is open from 7 am to 8 pm Monday through Friday, 7 am to 6 pm on Saturday, and closed on Sunday. The hours for Mann Library can be found at the following website: http://mannlib.cornell.edu/

Cornell Employment Opportunities
If you are offered a position at Cornell University, but outside PAM, please discuss the potential opportunity with Geysa and make her aware of your intentions. Students at Cornell are expected to work no more than 20 hours a week at Cornell. Please keep this in mind when discussing employment opportunities both within and outside the department.

Payroll
First time TAs, GAs, GRAs and GTRSs must complete new hire paperwork with Geysa Smiljanic and are encouraged to enroll for direct deposit. Tax withholding forms and direct deposit applications are on line and self service. When you complete your new hire paperwork, Geysa will provide you with instructions for completing the withholding forms and completing the direct deposit application. If you are on payroll and have your check direct deposited, you will view your pay advice on line at: http://www.dfa.cornell.edu/payrollservices/ If you do not sign up for direct deposit, the payroll office will mail your check to you.

**Department Equipment**
The department copiers, printers and fax machine may be used only for department business by individuals employed by the University. A graduate student must have an active appointment in the department to have approval to use the department equipment.

**Department mailroom**
PAM graduate students have mail folders in the file cabinet under the window in MVR 2305. PAM faculty and staff mail slots are in MVR 2305.

**Electronic Mail**
Please check your email often, use your Cornell electronic address. Important communication is sent via email.

**Address and phone number**
Please keep all the appropriate offices informed of your address and phone number. Any change of address should be given to the Graduate School, Records Office and Bursars Office. The Field Office, MVR 2250A and update the system via CUInfo.

**Forms required by the graduate school**
Required forms may be obtained at the Graduate School, Records Office, 172 Caldwell Hall or electronically at www.gradschool.cornell.edu. Some forms are available in MVR 3M11B. A copy of any form (completed form) required by the Graduate School must be submitted to the Graduate Field Office in PAM prior to submitting it to the Graduate School.

**Sources of Information on Graduate Study**
The following offices can provide brochures and pamphlets that contain information relevant to graduate study at Cornell University.

**Graduate School Office, inquire in 143 Caldwell Hall**
Cornell University, Ithaca, NY 14853

**On line:** www.gradschool.cornell.edu Code of Legislation of the Graduate Faculty
http://www.gradschool.cornell.edu/pubs_and_forms/pubs/codeoflegislation.pdf

Academic Code of Integrity Handbook
http://cuinfo.cornell.edu/Academic/AIC.html

Guide to Graduate School
http://www.gradschool.cornell.edu/pubs_and_forms/pubs/guidetograduatesstudy.pdf

Doctoral Dissertation, Master's Thesis and Advanced Degree Requirements,
http://www.gradschool.cornell.edu/pubs_and_forms/pubs/thesisbook.pdf

Graduate and Professional Student Assembly
http://www.assembly.cornell.edu/GPSA/Home
International Students and Scholars Office
http://www.isso.cornell.edu/
Graduate School Calendar https://calendar.cit.cornell.edu/ocas-bin/ocas.fcgi?sub=web&web=gbl&vew=tXpFRCoK7%2bqImj4HiWFeRgs5JaEiBSOX&xen=ec6P7PwTpGYxYk2oH7ZMfw%3d%3d&server=tbtzPzHLjyw%3d&ver=2
Graduate School Forms
http://www.gradschool.cornell.edu/?p=11
CUinfo
http://cuinfo.cornell.edu/
Courses of Study and Course Rosters can be found at:
http://www.cornell.edu/academics/courses.cfm

Dean of Students, 401 Willard Straight Hall
Cornell University, Ithaca, NY 14853

The University Faculty, Office of the Dean of Faculty, 315 Day Hall
Cornell University, Ithaca, NY 14853