



DESIGN + ENVIRONMENTAL ANALYSIS

GRADUATE STUDENT HANDBOOK

2021-2022

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Introduction

Welcome to D+EA!

On behalf of the graduate field of Design and Environmental Analysis, welcome! All of us here hope that you will find your time at Cornell stimulating and enjoyable.

This handbook presents information that will serve as a first-line reference to the questions you may have as you begin your program right through to your graduation. It is a compilation of information available from many sources including the D+EA web site, The Graduate School web site, the Cornell University web site, and various other paper and Internet resources. Of course, you may always contact me or D+EA's Graduate Field Assistant in 1411 MVR Hall, if you have questions to which you cannot find an answer here.

The faculty, staff, and continuing students in D+EA look forward to interacting with you both socially and professionally. We wish you well and stand ready to assist you throughout your busy and challenging graduate program.

Jack Elliott
Associate Professor
Director of Graduate Studies

About D+EA

D+EA is a pioneer in creating a multi-disciplinary department committed to developing and using research to inspire innovative design that can improve the interior environments in which we live our lives. Since its inception in 1969, its mission has broadened to include not only the interior built environment, but also the strategic planning and management of various facilities and the study of the materials, technologies, and equipment used in these environments.

The Department of Design and Environmental Analysis faculty are committed to using a broad-based and diverse set of research and design methodologies to understand how the planning, design and management of the built environment affects individuals, groups, organizations and communities, and how this knowledge can facilitate the generation of innovative design solutions to pressing social and cultural issues. Through our work on sustainable design and development we are also committed to examining and developing designs that contribute to the health of the environment as well as those inhabiting it. As a faculty we want our research, teaching, and outreach efforts to make a difference in the lives of youth, families, elders, and the diverse communities within which we all lead our lives.

To help ensure the success of these efforts, D+EA is committed to the practice of evidence-based design as a way of making informed decisions about the planning, design, and management of the built environment. D+EA has been at the forefront of this approach to design from its inception more than half a century ago. Its leading-edge multi-disciplinary faculty with expertise in the fields of design, human factors/ergonomics, and environmental psychology are committed to integrating instruction, research, and outreach to address and help solve real world problems. These include studying residential communities that fight obesity by encouraging a more active lifestyle, offices that help attract and retain the best talent in the world, products that support specific activities and are safe and easy to use, hospitals that improve the quality of healthcare, construction practices that reduce waste and harmful human pollutants, designs and environmental practices that aspire to be regenerative, not just sustainable.

The connecting thread is a commitment to design innovation grounded in an understanding of the social, historical, technical, environmental and economic context and consequences in which organizations of all sorts plan, design, and use physical settings and the materials, products and technology in them to fulfill their mission.

The combination of a friendly department in a small department in a world-class university led by faculty at the leading-edge of their fields creates an unparalleled learning opportunity and research environment.

Who's Who in D+EA

Director of Graduate Studies (DGS)

Jack Elliott
3425 MVR Hall
255-9714
jre15@cornell.edu

Office Hours:
Thursdays, 14:00-17:00 or by appointment



The faculty members in each field appoint a director of graduate studies (DGS) to represent them to the Graduate School and coordinate activities of the field. The DGS is the primary liaison between the field and the Graduate School. He or she helps establish academic priorities and allocate resources for graduate students. The DGS strives to enhance the quality of graduate education and general student welfare. These individuals also oversee the admissions process and so may be the most familiar with you when you arrive. You will need to have your DGS sign any documents required by the Graduate School.

Graduate Field Assistant (GFA)

Sienna Torbitt
1411 MVR Hall
255-2168
slt86@cornell.edu

Office Hours:
Monday – Thursday: 8:00am – 4:30pm
Friday: 8:00am – 4:00pm

The Graduate Field Assistant (GFA) helps students, faculty, and the DGS in many ways. The GFA serves as a liaison between students and the faculty. The GFA is familiar with campus resources and can answer many questions about the degree process and can also help you with paperwork and clarify your student status. D+EA's GFA is looking forward to helping you with all your student-related questions and needs.

Department Interim Chairperson

Yasser Gowayed
T57A HEB
255-3151
yag5@cornell.edu



The Department Chair's door is open to students in need. If you have a problem that can't be solved by the Director of Graduate Studies, the Graduate Field Assistant, or your advisor, feel free to make an appointment to meet with Yasser.

D+EA Administrative Staff

Administrative Manager

Kim Fenner
T57B HEB
255-3152
kaf10@cornell.edu

Chair's Assistant

Gretchen Strong
T57 HEB
255-2144
gms264@cornell.edu

Financial Administrator

Vicki Sill
1414 MVR Hall
255-5321
vss25@cornell.edu

Administrative Assistant

Christianne White
1411 MVR Hall
255-3151
cmw84@cornell.edu

The friendly and professional D+EA administrative staff is here to assist you. If you have a question that is not directly related to your graduate coursework, stop by 1411 MVR Hall and see Christianne. She'll be happy to assist you.

D+EA Faculty

D+EA has full-time faculty with expertise in human factors and ergonomics, interiors, architecture, industrial design, and environmental psychology.

D+EA website to link to people: <https://www.human.cornell.edu/dea/about/team>

The Graduate School

Design and Environmental Analysis is one of the many graduate fields governed by the Cornell University Graduate School. You register through the Graduate School, and it will grant your degree. The web site will be an important resource for you and we encourage you to become very familiar with it. The home page is: <http://gradschool.cornell.edu>.

The rules governing graduate education are established by Cornell University's graduate faculty and published in the Code of Legislation of the Graduate Faculty, a separate publication. The Code of Legislation of the Graduate Faculty contains specific details about graduate study and should be consulted whenever you have questions. To help you, sections of the document are referenced in various topics found throughout this guide. The Code of Legislation of the Graduate Faculty is available online at: <https://gradschool.cornell.edu/policies/code-of-legislation/>.

The Cornell Graduate School provides graduate students with information regarding policies, requirements, resources, forms, and more, online. Please see:

Policies: <https://gradschool.cornell.edu/policies/#results>

Requirements: <https://gradschool.cornell.edu/academic-progress/requirements-milestones/>

Resources: <https://gradschool.cornell.edu/resources/>

Forms: <https://gradschool.cornell.edu/forms/>

Staff Directory: <http://www.gradschool.cornell.edu/about/contacts/staff-directory>

Governance and Structure: <https://gradschool.cornell.edu/about/governance-and-structure/>

Admitted student information, including living in Ithaca and FAQs:
<https://gradschool.cornell.edu/admissions/admitted-students/>

Degree Requirements

To earn a degree in one of our D+EA graduate programs, a student must fulfill the following requirements:

- Completion of course requirements as outlined in the student's admitted program concentration curriculum sheet.
- Completion of Graduate School requirements (see below)

The Graduate School's degree requirements are kept to a minimum in order to give the Special Committee and the student freedom to determine appropriate

degree requirements and to define a program of study best suited to the student's particular goals.

For the Ph.D., M.A., and M.S. degree programs several requirements imposed by the Graduate School, including:

- Maintaining registration status (see below)
- Formation of a Special Committee
- Completion of Responsible Conduct of Research (RCR) training
- Completion of the Student Progress Review (SPR)
- Timely completion of A, M, and/or B Exams
- Submission of the thesis or dissertation

Except in certain professional degree programs, requirements for credits or courses are not imposed by the Graduate School.

Credit Minimums

To be a fulltime graduate student, you must register for a minimum of 12 credits each semester. Typically, you will enroll in ~14-16 credits per semester. You will be automatically registered for Grad 9012 (Masters) 9010 (PhD Pre A-Exam) 9011 (PhD Post A-Exam) credits to ensure that you reach the minimum of 12 credits per semester. However, these are just a "place holder" credits; please register for courses to replace these placeholders.

Schedules at a Glance

[Academic Year Calendar](#)

[Cornell University Calendar](#)

Academic Year Milestones

There are a number of critical events in the development of a master's thesis and doctoral dissertation. Knowing these may help clarify expectations and build an overall understanding of one's thesis development. These "milestones" are listed below in chronological order. Please verify specific dates at the start of each term. For additional information refer to department web site, the Graduate School, the University calendar, and/or the D+EA Graduate Field Assistant.

Fall Semester 2021

August

- ▶ Graduate School Grad Student Orientation – **August 10 (10:00am)**
- ▶ Teaching Assistantships (TA's), Research Assistantships (RA's), & Graduate Research Assistantships (GRA's) appointments begin **August 21**
- ▶ D+EA Graduate Student Orientation – **August 24**
- ▶ D+EA TA Orientation – **August 24**
- ▶ Student/Faculty Welcome Reception – **August 27**
- ▶ Meet with Temporary Advisor – First week of classes and throughout term

September

- ▶ Finalize Course Schedule – First three weeks of term
- ▶ Last Day to Add – **September 9**
- ▶ TAs coordinate all leaves and end of term departure dates

October

- ▶ Seek/confirm Thesis/Dissertation Chair by Fall Break
- ▶ Last Day to Change grade option/Drop – **October 21**
- ▶ Thesis Research Grant Proposals – **October 25 by 4pm**
- ▶ Second-Year Thesis Presentations – October/November TBD

November

- ▶ Second-Year Thesis Presentations – November TBD
- ▶ Course Pre-Enrollment for Spring
- ▶ Check Graduate School [Thesis/Dissertation](#) webpage for last filing date of thesis for December degree

December

- ▶ TA Awards Announced – early December

Spring Semester 2022

January

- ▶ Teaching Assistantships (TA's), Research Assistantships (RA's), & Graduate Research Assistantships (GRA's) appointments begin **January 5**
- ▶ Classes resume – **January 25**

February

- ▶ Finalize Course Schedule – First three weeks of term
- ▶ Last Day to Add – **February 8**
- ▶ Schedule Regular Meetings with Thesis/Dissertation Advisor – Throughout term
- ▶ TAs coordinate all leaves and end of term departure dates
- ▶ Thesis Research Grant Proposals – **February 28 by 4pm**

March

- ▶ Last Day to Change grade option/Drop – **March 22**
- ▶ 1st Year, Students seek Minor Members by Spring Break
- ▶ Check Graduate School [Thesis/Dissertation](#) webpage for last filing date of thesis for May degree
- ▶ First Year Thesis Presentations – March TBD

April

- ▶ Course Pre-Enrollment for Fall
- ▶ First Year Thesis Presentations – April TBD
- ▶ First year students submit Special Committee Selection and Changes through Student Center

May

- ▶ TA Awards Announced – mid-May
- ▶ TAs coordinate return dates and start of work prior to start of fall classes (mid-August) or by date agreed upon with faculty
- ▶ Commencement – **Sunday, May 29**

Summer Session

Thesis Writing and Completion – coordinate with Committee Chair

Check Graduate School [Thesis/Dissertation](#) webpage for last filing date of thesis for August degree

D+EA Graduate Program

Masters graduate students in D+EA are admitted to one of two majors within the DEA Graduate Field: MA in Design or MS in Human Environment Relations (HER). Both are two-year degree programs.

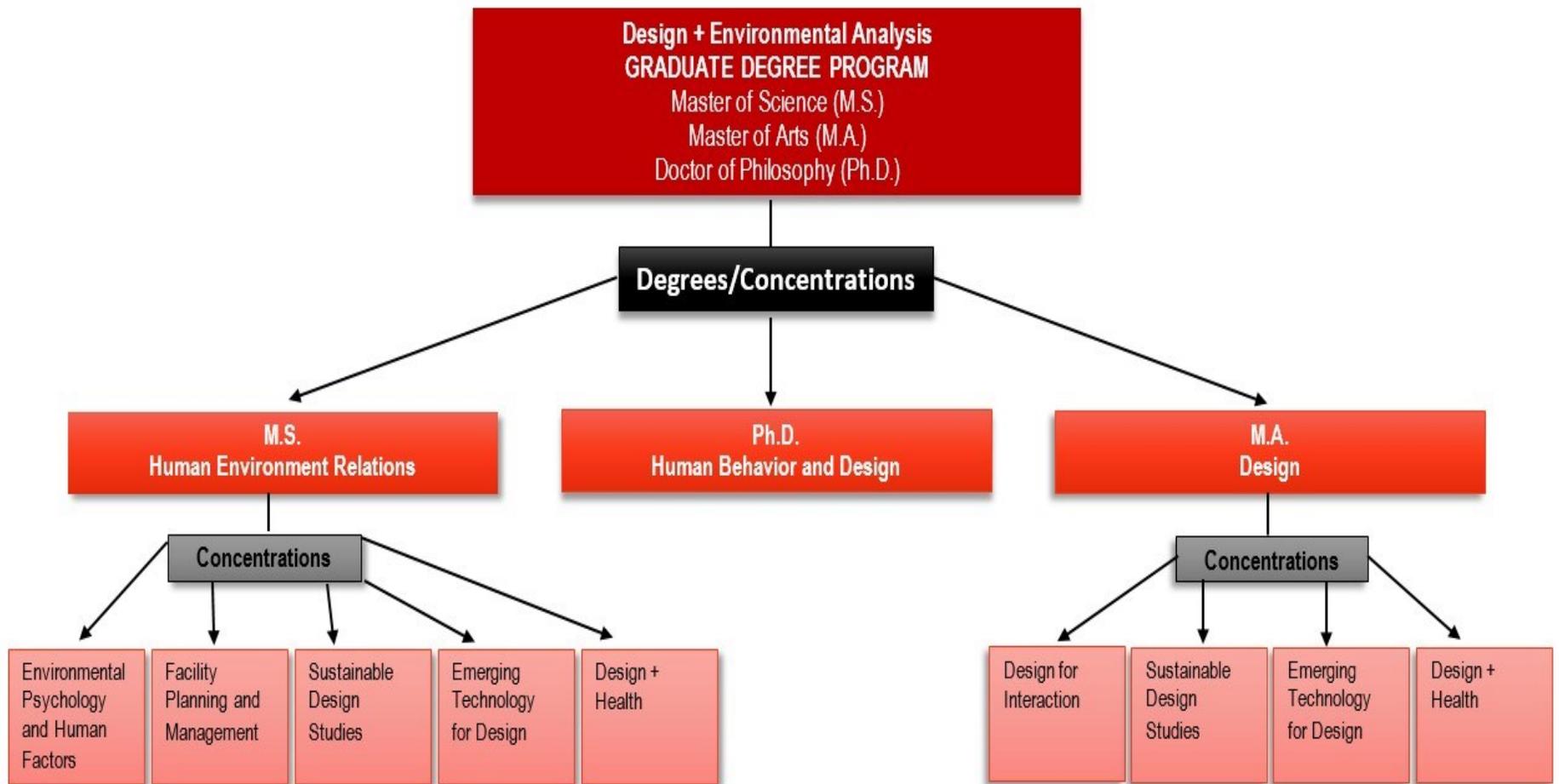
- The Master of Arts (M.A.) in Design is intended for students with an undergraduate degree in interior design, architecture, or product design who want to do advanced study and research in interior design. A portfolio is required as part of the application process. As shown in the figure below, the M.A. Design has four formal concentrations:
 - 1) *Design for Interaction*
 - 2) *Sustainable Design Studies*
 - 3) *Emerging Technology for Design*
 - 4) *Design + Health*

Within the prescribed curriculum, students work with their faculty advisor to select specific courses that reflect students' particular interests and background.

- The Master of Science (M.S.) in Human Environment Relations is intended for students with a wide variety of undergraduate degrees who want to study the relationship between people and their physical surroundings, some aspect of facility planning and management, human factors, or housing and design. The M.S. in Human Environment Relations includes five formal concentrations:
 - 1) *Environmental Psychology and Human Factors,*
 - 2) *Facility Planning and Management,*
 - 3) *Sustainable Design Studies,*
 - 4) *Emerging Technology for Design*
 - 5) *Design + Health*

For each concentration, the expected curriculum is outlined. Within the prescribed curriculum, students work with their faculty advisor to select specific courses that reflect students' particular interests and background.

Ph.D. students in D+EA are admitted to a four-year fully-funded program in Human Behavior and Design that bridges the two majors of Design and Human Environment Relations. The Ph.D. degree is intended for students with an undergraduate or a master's degree who want to develop a deep expertise in some aspect of the interactions between design of the built environment and human behavior. Students will work closely with their chairs to determine a personal program of study, within the prescribed curricular requirements.



Coursework in the Major

Required and suggested coursework established by the D+EA field for the specific major and concentration or area of study can be obtained on the D+EA web site, or from the Graduate Field Assistant via email (in PDF format). In addition to these curriculum guidelines, graduate students must work closely with their special committee members to determine what other coursework might be required. Minor members of a student's committee may require or suggest courses that are not listed on the curriculum sheets.

Course Waiver

If you have taken a course at a different institution that is comparable to one of the DEA course requirements, you may request a course waiver.

- First, speak with your chair (advisor) about which course requirement you are interested in waiving and what prior course you think may fulfill the requirement.
- Second, meet with the professor of the required course and discuss your level of competency in that area (show the professor your old syllabus and course assignments). If they determine (through dialogue, exams, etc.) that you indeed have sufficient understanding of the material, you will ask them to sign a Course Waiver Form.
- Third, request a Course Waiver Form from D+EA's Graduate Field Assistant, have the professor of the course and your advisor sign it, and then submit it to the DGS.

Course time conflicts are **NOT** a valid reason for requesting a waiver. **In addition, you will not be able to waive the required core DEA field courses (DEA 6100: Studies in Design Thinking, DEA 6200 Studies in Human-Environmental Relations, and DEA 7100 DEA Graduate Pro Seminar).**

Minimum Grades

Being a non-course offering school, the Graduate School does not have a minimum grade policy. However, the graduate faculty of the field of Design and Environmental Analysis has established a minimum grade policy where a minimum grade of B- will be required for courses taken within the major. If a grade lower than a B- is received on a course taken within the major, the student will be required to retake the course. There is no minimum grade for other courses outside of the major.

Minimum GPA

Cornell's [Satisfactory Academic Progress](#) policy stipulates that students in research degrees must maintain a minimum GPA of 2.25 to be in good academic standing or to be eligible for federal loans.

Advice to Incoming D+EA Graduate Students

Advice from DEA MA, MS and PhD Students to 1st year grad students

- Be active in your learning.
- Network with as many people as possible – make friends with all your DEA peers, connections with all the DEA faculty as well as other departments.
- Make sure learning is fun!
- Connect with a research population or a design challenge you are passionate about – having a mission-driven approach provides valuable external motivation during the thesis / dissertation process.
- Start planning your thesis out early. Decide your topic before the end of your first year, work to have your IRB submitted and approved before the end of summer, and either start data collection right away or have it completed prior to that of the start of your second year. It will make your life SO much easier.
- Planning for your education here is really important because your time is limited, and you want to get the most out of it. Planning would involve many conversations with people in and out the department and get their advice. Just don't be afraid to communicate because information is key, and you really want to expand your horizon.
- Set a timeline for your entire thesis during your first semester and solidify/discuss it with your advisor. Make sure the timeline and goals you set are attainable but also take your health into consideration. Know what's best for you and don't sacrifice your health or yourself for your thesis.
- Research Methods is very important and is fundamental to your research program. To fully and deeply understand this, consider additional methods courses outside of the department.
- Make sure to explore as much as you can in the form of auditing classes, attending events, and getting to know professors. Cornell is the kind of place where there isn't a lot of hand holding, but there are many people (both student and faculty) who are rooting for you and will help you out however you can. The best resource at Cornell is the people you meet here.
- To start working on thesis seriously by the second semester
- Steer your own ship – nobody is going to do it for you.
- Read emails from the GFA (Sienna), DGS (Jack) and Graduate School. They will help you stay on-track and on-schedule.
- Refer to Student Handbook

Graduate Student Office / Computer Lab (4110 MVR)

The D+EA Graduate Student Office/Computer Lab in 4110 MVR is provided as a privilege and convenience for our D+EA graduate students. A policy has been put in place to safeguard this privilege for future students. At D+EA graduate student orientation, each new graduate student is asked to sign an agreement designed to prevent misuse of this area so we can keep it available and cost-free to students.

Policy

The purpose of this policy is to inform users of the access, use, and care of the D+EA Graduate Student Office/Computer Lab in 4110 MVR. The safe and careful use of the facility is the responsibility of all users, as well as that of the staff. This document presents policies designed to help users keep their work and the equipment as safe as possible. Any misuse or misconduct, such as abuse or negligent use of the facility, will not be tolerated. This policy does not claim to be all inclusive but rather a guideline for careful use of the facility.

The D+EA Graduate Student Office/Computer Lab is for use by D+EA graduate students. With special permission, undergraduate student employees may use the facility when working on a faculty-sponsored project. All D+EA graduate students may receive card access after reviewing and signing this policy. Listed below are the guidelines that must be followed to maintain the facility properly.

Guidelines – Do's

1. The Door Must Remain Locked
Every year, hundreds of thousands of dollars of computer equipment are stolen from Cornell. **The door to this facility must be kept closed – never propped open.** Individuals who enter the facility are responsible for securing the door.
2. Card Access
You must read, sign, and return the D+EA Graduate Student Office/Computer Room Policy Agreement Form to the D+EA Main Office in 1411 MVR. We will request access for you based on your Cornell ID#.
3. Acquire Basic Knowledge of Computer Equipment
The user is responsible for acquiring basic knowledge of computer equipment either through self-instruction or by attending workshops. Workshops are offered by Cornell Information Technologies (CIT). A list of training opportunities can be found on the CIT web site at:
<http://www.cit.cornell.edu/training/>
4. Notify Staff of Hardware Problems
It is essential that each user handle the equipment with care and seek help when faced with hardware problems. To report problems or malfunctions with computer equipment in the facility, see someone in the D+EA Main Office in 1411 MVR.

Guidelines – Do Not's

1. Do NOT Share Your Cornell ID Card or Admit Unauthorized Users
Card access via your Cornell ID card is issued to D+EA graduate students only, and **under no circumstances** should it be shared with unauthorized users. Admittance to the facility is restricted to authorized users to ensure its security and yours. If you see someone who is not a D+EA graduate student in this room, please notify someone in the D+EA Main Office in 1411 MVR.
2. Do NOT Copy Software Illegally
The software that is currently running on the computers has been purchased and is in compliance with University policy. Under no circumstance should private software be used, stored, or downloaded on these machines. Any software installed without permission will be promptly removed.
3. Do NOT Remove Documentation from Facility
Documentation is available for the benefit of all authorized users and must remain in the facility. Once it is removed, it cannot be replaced.
4. Do NOT Abuse the Printer
A printer has been provided to you free of charge for work-related printing. Do not abuse this privilege by printing personal documents or printing of course work for TA assignments. If costs become excessive, we will have to resort to NetPrints which will force you to pay for printing. In addition, **DO NOT USE GLOSSY PAPER or CARD STOCK**. It damages the printer requiring costly repairs.

Registration

The following information is extracted from the Graduate School's website and can be found online at: <https://gradschool.cornell.edu/academic-progress/requirements-milestones/registration/>

University registration is the official recognition of a student's relationship with the university and is the basic authorization for a student's access to campus resources. You must be registered each semester until you finish your degree or withdraw from the program. You do not register if you are granted a leave of absence.

In order to be considered a registered student by the university, a student must:

- settle all financial accounts, including current semester tuition;
- clear any holds, whether these are from the Bursar's Office, Cornell Health, the Judicial Administrator, or the Graduate School; and
- satisfy New York State health requirements.

Enrollment in courses does not constitute or imply university registration.

Students can check their registration status at the beginning of the semester using Student Essentials. If you are registered, your Registration Status will state “Registered” with a green checkmark. The absence of a green checkmark means there is a hold preventing your registration.

You must register for the summer session if, during the summer, you will receive financial aid, fellowships, loans, assistantships, travel grants, or tuition awards. You also must register in order to use campus facilities during the summer. If you are not on campus, but if you meet any of the previous conditions, you must register for the summer.

Summer Registration is held online through your [Student Center](#) around mid-April. There is no tuition charge for summer registration and enrollment in the graduate research course, although if requesting a registration unit for summer study, you do pay tuition. Registering does not enroll you in any courses. It simply establishes your student status.

Course Enrollment

Enrollment must be completed within 15 calendar days of the start of the semester and is accomplished using [Student Center](#). Some courses require permission of the instructor to register. To get permission, complete the online [add/drop form](#), and get the signature of the course instructor.

Courses can be dropped or grading options and credit hours can be changed as follows:

- Add/ change: The last date to add a class or change credits is within 15 calendar days of the start of the semester.
- Drop: The last date to drop a class or change the grading basis is seven weeks after the start of the term. All drops and changes must be made through your [Student Center](#).

Please be aware that changes to course enrollment are not permitted after official course enrollment dates. In accordance with university policy, the Graduate School will only accept course enrollment petitions for truly exceptional circumstances. If you drop a course after the drop date your transcript will show a “W” signifying that you withdrew from it. The deadline to drop with a “W” is the last day of classes. If you want to drop a course after the seventh week, you must complete the online [General Petition](#) form.

Auditing a class means you regularly attend the class, but do not participate in all aspects of the course. You also will not receive any credit hours and the course will be marked with a “V” on your transcript. Some courses do not lend themselves to auditing, and in such cases, instructors may not allow it.

Special Committees

A temporary advisor is assigned to all new students. You may elect to retain this faculty member to serve as your special committee chair or seek out someone else to serve in that capacity. In the meantime, you have someone who can provide guidance as you get started. Within the first three weeks of the semester, students should nominate their official committee chair.

You are responsible for putting together your own Special Committee, which is composed of a faculty member from D+EA who will serve as your chair and additional members from any field or discipline in the university, provided they are a member of the graduate faculty. The special committee is responsible for helping you develop your research and academic program. The Graduate School imposes no requirements for courses or grades, so your special committee will ensure that you make appropriate progress and achievement.

The first step is to select your special committee chair. The faculty member who represents your major subject in your graduate field is considered the chair of your special committee. Your chair will supervise your thesis or dissertation work and will typically provide the facilities and supervision necessary to conduct your research.

At a minimum, master's students must select one faculty member to represent their major field (the chair) and a second member to represent their minor field. PhD students must select one faculty member to represent their major subject (the chair), and two members to represent their two minor fields.

Deadlines for establishing a full committee:

- Master's degree students must complete their special committee selection by the **end of the second semester**.
- Doctoral candidates must have a full special committee no later than the **end of the third semester**.

Choosing a Minor Member

You have a lot of flexibility when it comes to selecting members of your special committee. Any member of any graduate field may serve on your special committee, with occasional limits imposed on the faculty based on their field standing.

Minor members represent a different subject than the chair and a specific concentration within that subject, so that a total of at least two subjects and concentrations are represented on a master's committee. The minor subject represented by the minor members may be within or outside your field of study.

A list of graduate faculty at Cornell with their approved concentrations is online at: <https://gradschool.cornell.edu/admissions/degrees-fields/cugradfos/>

If you need to change a member of your committee, all members of the newly formed committee must approve changes. It does not, however, require approval from any members who are leaving. All changes to your committee are submitted to the Graduate School electronically, using the link that appears in Student Center. For master's students: you may make changes at any point prior to three months before the final examination. For PhD students: you may make changes to your special committee at any time prior to your A Exam. Committee changes after your A Exam require the dean's approval. Additionally, you may not schedule your B Exam within three months of a committee change.

Student Progress Review

The [Student Progress Review](#) (SPR) supports regular communication including written feedback between students and their advisors, requiring research degree students and their Special Committee to have at least one formal conversation each year about academic progress, accomplishments, and plans. Students complete a [form](#) describing milestones completed, accomplishments, challenges and plans. The Special Committee chair responds in writing and indicates whether the student's progress is excellent, satisfactory, needs improvement, or is unsatisfactory.

All D+EA PhD students are required to complete the SPR annually, along with the Departmental Progress Report. All D+EA MA and MS student are required to complete the SPR in their 2nd year of the program. Both students currently on campus, and In Absentia students are required to complete the SPR.

Teaching Assistantships

Teaching Assistantships (TAs) are awarded to PhD students by the Department Chairperson in consultation with the Director of Graduate Studies (DGS) and department faculty. Decisions regarding Fall TAs are typically made in April. Spring term TA decisions are made in late October or November. Faculty receive a memo from the Director of Graduate Studies announcing upcoming TA assignments. Decisions are made by comparing the department's and faculty's needs with the skills of the student. **IMPORTANT NOTE:** TA awards are not based on student financial need.

Teaching assistantships are made each semester. Continuation for subsequent semesters is based on satisfactory job performance, satisfactory academic performance, and department needs and resources. The faculty supervisor is responsible for determining the TA's assignments and monitoring TA work and hours. TA duties must be related to faculty course instruction.

Contact your faculty supervisor for details as to when you begin your Teaching Assistantship. Your TAship is not completed until final grades are turned in at the

end of the semester. This means that you must not book any flights home until you receive approval for those dates with your faculty supervisor. If your faculty supervisor is not able to give you enough work to fulfill the TA commitment, they may assign you to another faculty member in the Department or refer you to the DGS to coordinate additional work.

During peak workload periods, TAs may be asked to work extra hours. Compensating adjustments should be made at other times to balance the time. This should be worked out in advance between you and your faculty supervisor. Initiative and follow-through on tasks is expected. Faculty supervisors rely heavily on the professionalism of their TAs. This includes following through on tasks without repeated reminders, weekly planning of work schedules, advance notification of schedule changes or course conflicts, and an overall proactive approach to the position. Don't wait to be asked to make a contribution! Think of and offer to your supervisor suggestions about things you can do to support your supervisor's instructional responsibilities.

All students on assistantships receive university holidays off. Please refer to your assistantship letter regarding holidays. Spring recesses and intersessions are not vacation periods for TAs. Any hours missed during these periods must be made up; i.e., any discretionary arrangements between professor and student about work during these periods must take into account the expectation that the teaching assistant's work over the academic semester averages 15 hours per week.

International students who come from countries where English is not the first language must be cleared by the International Teaching Assistant Program (ITAP) prior to assuming any duties that require interaction with students. This is achieved either by participating in the summer ITAP training or by passing an ITAP Language Assessment (ILA). Students who pass either completely or with a requirement to take an ITAP course concurrently can hold office hours, be in the classroom, etc. Students who have not yet passed the language assessment can hold grading and other supportive duties

Pay

TAs are paid on the Exempt Semi-Monthly calendar schedule which can be found online at:

<http://www.dfa.cornell.edu/dfa/payrollservices/information/paycalendars.cfm>

Paychecks/Direct Deposit

All employees are strongly urged to sign up for Direct Deposit. Direct Deposit allows for your pay to be distributed directly into whatever savings or checking account that you designate. Your pay can be divided among up to three separate accounts. The Direct Deposit form is available online at:

<https://www.dfa.cornell.edu/payroll/employees/directdeposit>

If you would like to view or print your paycheck, you may access it online at: <http://www.dfa.cornell.edu/dfa/payrollservices/services/epay/index.cfm>.

Student Academic Services Assistant IV (SASA)

In some cases, department may need to hire master's students. This support is in the form of salaried employment, paid on a bi-weekly basis according to the level IV remuneration. If opportunities are available, master's students will receive notification from the Director of Graduate Studies. A timecard will be set up in Workday where a record of all hours worked will be logged. An I-9 form is required before work commences. If you have not yet completed an I-9 Form for a student position on campus, you will be required to meet (in person) with a Cornell representative who will physically examine your documents and complete Section 2 of the Form I-9. There is a listing of acceptable forms of identification that can be used when meeting with the Cornell representative. Only original documents (no copies) will be accepted.

Research

All research degree students, both master's and PhD students are required to complete training on Responsible Conduct of Research (RCR), addressing issues of authorship, peer review, plagiarism, and research misconduct. Each student must complete online training through Cornell's [Office of Research Integrity and Assurance](#) (ORIA) prior to the end of the second registered semester.

Human Subjects Compliance

Before beginning research involving human subjects (including survey respondents and secondary data analysis) researchers must 1) complete training in the use of human subjects and 2) submit an application for the use of human subjects for approval by the University Committee on Human Subjects (UCHS). All D+EA Graduate Students are required to take the on-line Training Program For Researchers in the Use of Human Subjects regardless of their area of study. Details are provided at D+EA graduate student orientation. The training is available online at: <http://www.irb.cornell.edu/training/citi/> - once you have completed the section called "Test Your Understanding" you will be asked to enter two e-mail addresses to confirm that you have completed the training. Please enter the e-mail address of your thesis chair and the D+EA GFA's email. For information on education and certification in the Protection of Human Research Participants and preparing a human subjects protocol for review by the UCHS, please refer to: <http://www.irb.cornell.edu>.

Thesis/Dissertation Research Grant

The thesis/dissertation research grant is available to all PhD (beginning of 3rd year) and 2nd year Master students who have made sufficient progress towards completing their thesis/dissertation as determined by their committee chair. This grant is available one time only for any student as long as the department has

funds available. Applications will be accepted twice a year on the last Monday of October and the last Monday of February.

Graduate School Grants

The Graduate School offers a variety of [travel and research grants](#) to graduate students to enhance their research. Students are encouraged to apply for grant funding related to professional conferences, research travel, or summer language education.

Thesis/Dissertation Presentations

Each semester, we provide opportunities for DEA graduate students to present their research ideas to the DEA community. Typically, this occurs within our graduate seminar, DEA 7100. In the Spring semester, all 1st year graduate students and 4th year PhD students present, whereas in the Fall semester, all 2nd year graduate students and 3rd year PhD students present.

The thesis/dissertation research presentations are designed to help guide all DEA graduate students in the thesis/dissertation research development process. Each student is given 12-15 minutes total to present and receive feedback. Posters are required to be displayed one week in advance. Attendance at presentations is required for all graduate students in D+EA to the full extent that your academic schedule will allow.

This exercise will help you to begin to commit to a thesis/ dissertation topic and methodology and is intended as an informal way for you to elicit feedback from the faculty and students on issues you would like help with. You should feel free to focus your questions/feedback on those problem areas in your thesis that would be most useful to you.

Examinations

Master's students must pass the "Final Examination for the Master's Degree." You can take this after all degree requirements have been fulfilled, but no earlier than one month before completing the minimum registration unit requirement.

PhD students must pass two exams, known respectively as the A and B Exams. The A Exam is also known as the Examination for Admission to Candidacy. You can take the exam at the end of the fourth semester. The format will be determined by the student's special committee. The A exam typically starts with a 20-30 minute presentation by the student, summarizing what she / he has written about. That is followed by questions from each of the committee members. The event is typically scheduled for 3 hours but can finish earlier. Passing the A Exam means the graduate faculty believes that you are ready to proceed into the dissertation phase of your degree program. The B Exam is an oral defense of your thesis or dissertation. This exam can be taken after completing all degree requirements, but not earlier than one month before completing the minimum

registered semester requirements. At least two semesters of successful registration must be completed between the passing of the A Exam and the scheduling of the B Exam.

A D+EA Thesis Defense checklist is available from the D+EA GFA in advance. Students should also visit the Graduate School [Thesis and Dissertation](#) webpage during the dissertation and thesis preparation process.

Scheduling Exam

All members of the special committee are expected to attend so select a date that is mutually convenient to all members of your committee. Once the date is selected, reserve a suitable room for the defense. You may wish to consider a D+EA Conference Room (if available) which may be reserved through the D+EA Main Office staff in 1411 MVR. If you wish to reserve a different room, send the D+EA GFA an email stating the number of people who will attend, what special equipment is needed, the date and time (allowing for setup time) and your request will be forwarded to the College's Room Coordinator.

Once the details are known, and **at least seven days prior to the defense date**, submit the proper [examination scheduling form](#) to the Graduate School. **Don't delay!** They have become quite strict about compliance on this.

You must also post your thesis announcement seven days prior to the defense. The poster should include your name, thesis title, a very brief abstract (no more than 50-100 words), and the date, time, and location of your thesis defense. This announcement should be posted in several locations within the Department where people will see it. Send a pdf copy of the poster via email to the D+EA's GFA. The GFA will send an announcement to the D+EA Graduate Faculty to make them aware and invite them to attend.

After the Exam

You will need to initiate the [results](#) submission process immediately after the exam for the recording of the exam results and approval by your committee members and field. This must be done **within THREE business days of your exam**. If a degree is to be awarded, you also must Complete ALL the steps in Graduation Manager. If the exam was failed, you must indicate plans for re-examination. If it was a conditional pass, the conditions for completion must be indicated. When the conditions on a conditional pass have been met, the special committee chair should notify the Graduate School in writing.

Thesis and Dissertation Submission

Submission of the final thesis/dissertation must be within 60 days of the final exam. Students who miss the 60-day submission deadline are ineligible to register in future terms.

The Graduate School uses ProQuest to administer the electronic thesis/dissertation (ETD) submission and committee approval process that results in publication in ProQuest Dissertations and Theses (PQDT) database and Cornell's Library Repository, eCommons. Before initiating the electronic process, doctoral students are required to complete the [Survey of Earned Doctorates](#) (SED). A SED Certification of Completion is provided to the student when the survey has been completed. Once the survey is completed, the final electronic version of the thesis/dissertation (ETD) can then be submitted to The Graduate School using the ProQuest system. The SED Certification of Completion is required for submission to ProQuest.

For additional information on submitting your Thesis/Dissertation, please visit: <https://gradschool.cornell.edu/academic-progress/thesis-dissertation/submitting-your-thesis-dissertation/>

Contact the Graduate School at thesis@cornell.edu or 607-254-5810 with any questions or concerns.

Theses by Former Students

In addition to copies of completed theses that are maintained in the D+EA dLib, Cornell University uses Thesis Manager - a digital repository to capture a variety of works, including complete dissertations and theses, book chapters, simulations, images and other digital content. You can publish your original work to Cornell University's growing collection without charge, and make your work available to researchers around the world via the World Wide Web. For more information on submitting to or reviewing previous submissions on Thesis Manager, check: http://cfp-isca.cit.cornell.edu/thesis_mgr or the Graduate School web site at: <https://gradschool.cornell.edu/academic-progress/thesis-dissertation/>

Leaves & Withdrawals

Please take the following information into consideration if you are contemplating in absentia or leave of absence.

In Absentia status requires students to pay the in absentia tuition rate to be considered a registered student, have continued access to University and Departmental resources. You must be at least 100 miles from Ithaca in order to be granted In Absentia status.

Leave of Absence is a non-registered status in which a student is expected to be away from campus and gives up the rights to access of University and Departmental resources. Additionally, a student on leave of absence is not guaranteed continuation of the financial aid package offered at the time of admission. You may request a leave of absence for health, parental, or personal reasons. A leave pauses your student status, with the opportunity to return to your program at a set time. For health reasons, medical or mental health, request a **health leave**, available for up to a maximum of four years.

Leave of absence may be requested for personal reasons other than health and parental accommodation for up to 12 months and renewable for a maximum of four years. Time spent on leave of absence does not count toward time-to-degree limits.

Parental Accommodation

This policy serves parental needs surrounding childbirth, adoption, newborn care, foster care, and acute child health care. Students can select one option (not both except in exceptional circumstances by appeal): a six-week paid accommodation for funded graduate students appointed on assistantship, fellowship, or traineeship (or eight weeks for the birth mother for a cesarean section delivery), or up to one year of reduced academic load status for registered students to be taken in full-semester increments not counting toward time-to-degree limits.

Students maintain access to all Cornell facilities and personnel during their accommodation periods.

Withdrawal

Students may withdraw voluntarily at any time. Withdrawal is appropriate for students who do not intend to resume studies or to complete an advanced degree at Cornell University. Any interruption of registration is considered a withdrawal unless the student has been granted a leave of absence. A student holding a non-immigrant visa who withdraws is subject to the same U.S. government regulations as apply for a leave of absence.

Resuming Studies after Withdrawal

When an individual wishes to return to the University following a withdrawal, he or she must reapply by completing a readmission form. The graduate field to which the individual is applying may request any additional materials it deems necessary as part of the reapplication process.

Other Important Information

Computer Lab/Building Access

At orientation, you are given a form to sign for ID card access to the D+EA Graduate Lab as well as MVR building access. If you have any problems or questions, contact D+EA's GFA in 1411 MVR.

Bus Transportation

Cornell University provides free bus transportation through Tompkins Consolidated Area Transportation (TCAT) for all registered students enrolled in a degree program after 6 p.m. weekdays, and anytime Saturday and Sunday.

New-to-Cornell students automatically receive [OmniRide](#) privileges for unlimited TCAT privileges in their first year as a matriculated student in a degree program. Privileges expire annually on August 31 for Fall entrants and December 31 for Spring entrants. Students not New-to-Cornell can

purchase [OmniRide](#) privileges at myparking.cornell.edu. Passes expire annually on August 31.

For information about transit services, privileges, and passes, visit <https://fcs.cornell.edu/departments/transportation-delivery-services/parking/getting-around/bus-services-privileges-passes>. This site also has links to the TCAT homepage as well as links to other transit options.

Lost and Found (MVR)

In addition to the Cornell University Lost and Found located in the Campus Police Station in Barton Hall, the College of Human Ecology has a Lost and Found location in its CHE Facilities Office located in the T411 MVR. Occasionally, items that are found in the D+EA area will be held in the D+EA Main Office in 1411 MVR.

Mail

Each D+EA graduate student has an individual mailbox in the D+EA Mailroom in 1423 MVR. Incoming mail/notices will be distributed directly to your mailbox. Please do not forward your personal mail to D+EA. There is a mail slot for outgoing stamped US mail, campus mail within MVR, and campus mail outside of MVR located in the Mailroom. D+EA does not have postage stamps but a U.S. Post Office substation is located on campus in 245 ILR Research Building on Garden Avenue, and offers stamps, money orders, collectibles, prepaid phone cards, priority mail, packaging supplies, and public copiers. It is open from 8:00 a.m. – 4:00 p.m., Monday - Friday (except posted university holidays).

Printing

Printing in the D+EA Graduate Student Office/Computer Lab (4110 MVR) is currently provided at no cost to our graduate students. Should this privilege be abused, printing may be reverted to the Net Print system. We trust our graduate students to be responsible in their printing and use of equipment so we can continue to provide free printing. This printer is not to be used for TA related printing. For this, you should be sending printing to Gnomon Copy. Please contact the D+EA Main Office for more information.

D+EA dLib

The D+EA dLib offers many resources to aid students in their coursework and class assignments. Located in 1424 MVR, the dLib holds pertinent materials, finishes and furniture information from manufacturers, catalogues, and other items of use to our students. Questions may be directed to the D+EA Main Office (1411 MVR) and directed to the dLib Manager.

Graduate Student Life

The Big Red Barn Graduate and Professional Student Center is the campus center for graduate students, a casual gathering spot offering a dining facility and meeting space. The Barn hosts regular social programming throughout the

academic year, including poetry readings, open-mike nights, swing dance lessons, international coffee hours, and a fireside seminar series. For more information, phone 607-254-GRAD or check out <https://gradschool.cornell.edu/student-experience/big-red-barn/> .

Cornell University Information

[CU Info](#) is a great first reference for any questions you may have about Cornell University and the Ithaca area.

The Information and Referral Center (IRC) is maintained by Campus Information and Visitor Relations (CIVR) and is a source of general information for students, staff members, visitors, and other guests of the Cornell community.

Cornell University's Bias Response Program

Cornell is committed to diversity and inclusiveness, and to providing a climate of civility, decency and respect on campus. To this end, Cornell has developed a Bias Response Program to respond to bias-related activity. Bias activity is defined as: acts of bigotry, harassment, or intimidation targeting individuals or groups on the basis of their actual or perceived personal, cultural, or physical characteristics or related factors. Anyone who witnesses, experiences, or finds evidence of any bias activity on the Cornell campus or in an area that impacts the Cornell community should immediately contact a member of Cornell's Bias Reporting Team. The names and contact information are listed online at: http://hr.cornell.edu/diversity/reporting/bias_response.html

Important Cornell Contact Information

Cornell Police

Life-Threatening Emergencies: 911
Non Life-Threatening Emergencies: (607) 255-1111

Lost and Found

(607) 255-7197
Cornell Police headquarters in Barton Hall
lostandfound@cornell.edu

Bursar's Office

(607) 255-2336
260 Day Hall
bursar@cornell.edu

Campus Life Housing & Dining

(607) 255-8582
206 Robert Purcell Community Center
dining@cornell.edu

Commuter and Parking Services

(607) 255-4600
116 Maple Avenue
transportation@cornell.edu

Student Health Benefits

(607) 255-6363
395 Pine Tree Rd.
Suite 210
studentbenefits@cornell.edu

CIT Helpdesk

(607) 255-8990
119 Computing and Communications Center (CCC)
helpdesk@cornell.edu

Ithaca Area Information

You've heard it before; "Ithaca is Gorges!" If you'd like to know more about Ithaca and the surrounding area, check these out:

Ithaca-Related Web Sites

<http://www.visitithaca.com>
<http://www.ithacanet.org>
<http://www.14850.com>

Important Ithaca Phone Numbers

Ithaca Police

Life-Threatening Emergencies: Dial 911
Non-Threatening Emergencies: (607) 272-3245
120 East Clinton Street

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