

# Gevirtz Graduate School of Education



## Department of Education Student Handbook Fall 2011

### **Some General Hints for Success**

- Help build community – introduce yourself, smile and say hello to your colleagues, the faculty, students, and staff.
- An Education email account is provided for all GGSE students. If you prefer to use another email address, please have your email forwarded from your GGSE email account. Important information is distributed via email. Please also check your mailbox in Education 3104 often.
- Talk to “2<sup>nd</sup> and 3<sup>rd</sup> year” students. They can share advice and important information.
- Familiarize yourself with the Library as soon as possible; technology is abundant and there are many useful things to learn.
- Be aware of the financial aid deadlines. Visit the Graduate Division’s web site: [www.graddiv.ucsb.edu](http://www.graddiv.ucsb.edu) or ask the GGSE Student Affairs Officer for more information.
- There are many things to do. Get involved.
- Take advantage of the cultural, educational, and recreational events on campus.

## CONTENTS

Some General Hints for Success	2
Contents	3
The Department of Education	4
GGSE Diversity and Equity	4
General Characteristics of the Department	4
Enrollment Statistics 2010-2011	5
Academic Requirements	5
Helpful UCSB Websites	6
Interdisciplinary UCSB Ph.D. Emphases	6-9
Advisors and the Advising Process	9-10
Faculty Sabbaticals 2011-2012	10
Influential People	10
The GGSE Dean	10-11
Department of Education Chair	11
The Graduate Advisor, Student Affairs	11
Student Affairs Office (SAO)	12
Department of Education Program Office	12
Gevirtz Research Institute – grants, human subject protocols	12-13
Graduate Student Association in Education (GSAE) Council	13
Life in the Graduate School – funding, fellowships, Grad Division, courses, forms, grading, grievances and appeals	14-16
Additional Student Resources – email, mailboxes, lounge, building hours	17-18
Loaner Equipment	18-19
Professional Organizations	20
Department of Education Community Activities	20
Campus Resources – parking, publications, campus facilities	21
Tips for Teaching Assistants	22
Faculty Directory	23
ITG – technology resources, email, classrooms, ADA’s lab, video conferencing	24-25
FAQ’s	26-28

**Note:** Every attempt has been made to ensure that the information in the Handbook is current and correct. It is each student's responsibility to confirm the deadlines, requirements and paperwork that apply to his/her situation at each step in the graduate school process. You are encouraged to consult with your own advisor, the Student Affairs Office, and the Graduate Division, and utilize the resources on the UCSB web sites.

This Handbook is also available on the GGSE website at:

<http://education.ucsb.edu/Graduate-Studies/Education/home.htm>

If you have special needs regarding these materials, please contact the Department of Education Program Assistants at 893-4515, or email [progoffice@education.ucsb.edu](mailto:progoffice@education.ucsb.edu).

Nina Forte and Trish Studley  
Program Assistants / Editors

## **Department of Education**

Welcome to the Department of Education in the Gevirtz Graduate School of Education (GGSE) at UC Santa Barbara. This handbook is written to acquaint you with the academic programs, faculty, and community life of the Department of Education. Students can pursue six different emphases for an education master's degree or a doctoral degree.

This handbook is a *supplement* to the preceding "Gevirtz Graduate School of Education Student Guidelines" provided by the Student Affairs Office. The Guidelines covers requirements and procedures that apply to all GGSE students. It also covers general academic topics, a comprehensive listing of financial support, and additional information about enrollment.

The Department of Education Student Handbook provides an overview of the academic programs and requirements. The requirements apply to students who are beginning this year. Students who began prior to this fall can choose to follow these requirements or those in place when they began the program. All academic decisions should be made in conjunction with the student's advisor. This handbook offers information about the faculty and staff of the Department of Education as well as other influential people in the GGSE. It also contains a compilation of information about community life in the School of Education and the various resources available to graduate students.

## **GGSE Diversity & Equity**

The Gevirtz Graduate School of Education (GGSE), in the pursuit of academic excellence, is committed to recruiting, supporting and retaining a community of students, faculty and staff that reflects the diversity of our state and nation. The faculty, staff and students of the GGSE recognize and respect the dignity and worth of all people. We value individual differences including, but not limited to, racial and ethnic backgrounds, nationality, gender, sexual orientation, disability, religion, socioeconomic status, age, and divergent perspectives. Our goal is to create a diverse community where all members feel safe and included. We welcome discussion of complex issues related to diversity and equity inside and outside the classroom. We are committed to providing all members of the GGSE community multiple opportunities for their voices to be heard. We believe a dedication to these principles of inclusion is essential to our scholarship, leadership, citizenship and democracy.

## **General Characteristics of the Department**

Consistent with the goals of the GGSE, the Department of Education faculty train students to (1) conduct scholarly inquiry into education, especially into educational responses to the challenges posed by the individual, economic, linguistic, and cultural diversity of our multicultural society, and (2) educate leaders -- scholar researchers and scholar practitioners -- to address educational challenges, especially those arising out of diversity.

We are committed to discovering educational responses to the diversity challenge, especially in pre-college public education, that provide the best possible balance between the equally valued goals of equity and excellence in a manner consistent with our democratic society.

<b>EDUCATION PROGRAM STATISTICS 2010 / 2011</b>
<b>Total Enrollment for Fall 2010 = 218</b>
Female Students = 165
Male Students = 53
International Students = 15
African / African American = 15
American Indian = 0
Chinese / Chinese American = 6
Japanese / Japanese American = 2
Korean / Korean American = 4
Filipino = 5
Vietnamese = 2
Other Asian = 5
Pacific Islander = 0
East Indian / Pakistani = 2
Latino / Other Hispanic = 13
Chicano / Mexican American = 25
Puerto Rican = 1
White = 82
Other = 14
Declined to State = 27

### **Academic Requirements**

Students who enroll in the Department of Education emphases are expected to fulfill both course requirements and other requirements that demonstrate competency in their field of study. For master's degree students, this competency is demonstrated by either an examination or a research project, depending upon the master's emphasis. For doctoral students there are both research requirements and exam requirements.

Students who are seeking a Ph.D. are expected to obtain a master's degree in the course of fulfilling doctoral requirements. *Students who already have a master's degree in a related area usually do not need to do this.* The master's degree is awarded upon completion of the required courses and completion of the second year project or comprehensive exam, depending on the particular emphasis requirements. In general the masters' requirements are a subset of the Ph.D. requirements and do not represent extra work.

In some cases students may feel they have already taken courses that fulfill the Department of Education requirements. In consultation with their advisors, students can explore the possibility of obtaining a waiver for a particular course or substituting a different course within the department. The procedure for obtaining a waiver differs depending upon the course, but includes seeking permission from the professor who teaches the required course and the advisor's approval.

The course requirements described in the emphasis descriptions are typically the minimum. Students, particularly Ph.D. students, are expected to take additional courses that expand upon their personal area of interest. This may entail taking courses in related departments outside of Education. Students are encouraged to explore their options throughout the campus.

Helpful UCSB Web Sites:

- <http://www.ucsb.edu> (Campus Home Page)
- <http://www.education.ucsb.edu> (GGSE Home Page)
- <http://www.graddiv.ucsb.edu>
- <http://www.finaid.ucsb.edu>
- <http://www.library.ucsb.edu>
- <http://www.registrar.ucsb.edu>

### **Interdisciplinary UCSB Ph.D. Emphases**

There are six interdisciplinary emphases that doctoral students in education may add to their major emphasis within the GGSE. They are: Applied Linguistics; Cognitive Science; Global Studies; Language, Interaction and Social Organization (LISO); Quantitative Methods in the Social Sciences (QMSS) and Technology and Society. These programs enable students to work with a variety of faculty from *different departments* on campus while developing expertise in fields which cross traditional disciplinary boundaries. More specifics about the requirements for each emphasis are given below.

#### **Applied Linguistics**

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

The field of applied linguistics is a growing and vibrant one in universities nationally and internationally. Applied linguistics is an interdisciplinary field of research and instruction that provides theoretical and descriptive foundations for the empirical investigation of language-related issues, especially those of language education (first-language, second-language, foreign-language, and heritage-language teaching and learning), but also issues of bilingualism and biliteracy, language planning and policy, language assessment, translation and interpretation, lexicography, rhetoric, and composition. Students who demonstrate competence in these areas increase their opportunities for employment, as many job descriptions indicate a preference for candidates with an emphasis in applied linguistics or second language acquisition. Also, with the ever-increasing number of second language learners at the K-12 levels, it is essential for all teachers and educational researchers to have a fundamental understanding of language learning and teaching theories and practices.

Students pursuing a Ph.D. in the Departments of East Asian Languages and Cultural Studies, Education, French and Italian, Germanic, Slavic, and Semitic Studies, Linguistics, and Spanish and Portuguese may petition to add an emphasis in applied linguistics. The interdisciplinary program in applied linguistics involves over 30 faculty members in 12 departments on campus. Students who petition to add the emphasis must fulfill the following requirements in addition to the requirements for the Ph.D. in their home department: (1) a minimum of two courses taken from the core group of applied linguistics courses, which provide them with the basics of linguistics, second language acquisition theories, second/foreign language teaching methodologies, and practical applications of theory to teaching (Second Language Acquisition

Theory and Research; Second Language Teaching Methodology; Foreign/Second Language Teaching Practicum; Topics in Applied Linguistics); (2) a minimum of two courses in one of five sub-areas (Linguistics, Discourse, Second Language Acquisition; Language and Society, Socio-cultural Perspectives, Multilingualism and Multiliteracy; Language, Literacy and Composition Studies; Language and Cognition, Psycholinguistics; Language Acquisition Using Technology); (3) required independent study (4 units), taken with an appropriate faculty member, leading to a research paper describing theoretical, empirical, or applied work in applied linguistics.

In addition to the course and unit requirements described above (including the research paper), a Ph.D. qualifying examination (or a separate exam) will test the student's knowledge within the applied linguistics emphasis. At least one faculty member of the applied linguistics program shall participate in the qualifying (or separate) examination. Students are also strongly encouraged to attend the Applied Linguistics lecture series and will be asked to present their research papers informally as part of the lecture series.

Additional information may be found at: [www.appliedlinguistics.ucsb.edu](http://www.appliedlinguistics.ucsb.edu). Questions may be directed either to a participating faculty member or to Dr. Dorothy Chun at (805) 893-2293 or: [dchun@education.ucsb.edu](mailto:dchun@education.ucsb.edu).

### **Cognitive Science**

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

The graduate emphasis in Cognitive Science at UC, Santa Barbara is an interdisciplinary program that may be added by students completing doctoral training in Education, Communications, Computer Science, Geography, Linguistics, Psychological & Brain Sciences and Religious studies. Cognitive Science is an interdisciplinary field that has emerged during the past few decades at the intersection of a number of existing disciplines, including psychology, linguistics, computer science, anthropology, philosophy, neuroscience and education. It can be defined as the interdisciplinary study of thinking, perception, and intelligent behavior, as determined jointly by the nature of the environment and by the internal architecture of the intelligent agent, whether human, animal or machine.

Please contact the Chair, Dr. Mary Hegarty at 893-3750 or by email at: [hegarty@psych.ucsb.edu](mailto:hegarty@psych.ucsb.edu), or Dr. Yukari Okamoto at 893-2601 or by email at: [yukari@education.ucsb.edu](mailto:yukari@education.ucsb.edu) or Dr. Betsy Brenner at 893-7118 or by email at: [betsy@education.ucsb.edu](mailto:betsy@education.ucsb.edu) for more information.

### **Global Studies**

<http://www.global.ucsb.edu/phd/about.html>

The Global and International Studies Program hosts an interdisciplinary Ph.D. Emphasis with a consortium of participating departments. The Global Emphasis allows students to design a course of study focused on international and transnational issues, processes, and flows. Ph.D. Emphasis students receive guidance and mentoring from the Global Studies faculty as they prepare their dissertations, and the Global Emphasis is recognized when they are awarded the doctorate.

From 2011, the Emphasis is directed by Professor Alison Brysk in Global Studies:

[abrysk@global.ucsb.edu](mailto:abrysk@global.ucsb.edu) and supervised by a Coordinating Committee from all participating departments. The participating departments are Anthropology, Communications, Comparative Literature, Education, English, Film and Media, Geography, History, Political Science, Religion, and Sociology. Courses for the emphasis are taught within each of these departments. Professor Jenny Cook-Gumperz is the Education Department's representative on the Coordinating Committee. She can be reached at [jenny@education.ucsb.edu](mailto:jenny@education.ucsb.edu).

## **Language, Interaction and Social Organization (LISO)**

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

Language Interaction and Social Organization provides a framework within which three distinct but related approaches to the study of interaction and social organization can be brought together. The three approaches are: the ethnographic study of naturally occurring interaction; interactional functional linguistics, which studies the structure of natural languages and the properties of language in use; and the study of sequentially organized activities carried out through the medium of language.

All three approaches emphasize the importance of language use in concrete situations as a fundamental resource for human action and social organization, and recognize the crucial role that close, detailed description of real-time human activities play in building a knowledge base adequate for the scientific study of language, human interaction, and social organization.

In addition to satisfying the Ph.D. requirements of their home department, the emphasis requires three quarters of the LISO seminar in any combination of: Linguistics 274, Education 274, or Sociology 274, plus three elective courses (at least one from each of the participating departments other than the student's home department).

Please contact Dr. Jason Raley at 893-5367, or by email: [ralej@education.ucsb.edu](mailto:ralej@education.ucsb.edu). Dr. Amy Kyratzis at 893-7078 or by email: [kyratzis@education.ucsb.edu](mailto:kyratzis@education.ucsb.edu). Dr. Jenny Cook-Gumperz at 893-3786 or by email at: [jenny@education.ucsb.edu](mailto:jenny@education.ucsb.edu).

## **Quantitative Methods in the Social Sciences (QMSS)**

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

Conducting quantitative social science research requires competence in certain core design and analysis methods that are common across social science disciplines. In addition, some specialized methodologies have emerged from research applications that are unique to social science fields. At most universities, social science instruction and research takes place in many separate units spread throughout the campus and discourages the sharing of resources and ideas. The overarching purpose of the QMSS program is to overcome these barriers by creating a unifying administrative structure that capitalizes on UCSB's strengths to create a unique interdisciplinary program. The QMSS emphasis offers UCSB an effective strategy for rapidly consolidating diverse expertise into a strong, highly visible program. The following departments participate in the QMSS: Anthropology, Communication, Economics, Education, Geography, Political Science, Psychology, Sociology, and Statistics and Applied Probability.

Please contact Dr. Karen Nylund-Gibson at 893-5165 or by email at: [knylund@education.ucsb.edu](mailto:knylund@education.ucsb.edu) for more information.

## **Technology and Society**

<http://cits.ucsb.edu/education>

The Ph.D. emphasis in Technology and Society is a degree supplement that provides multi-disciplinary training for graduate students planning dissertations dealing with the societal implications of technology.

The study of technology and society is inherently multi-disciplinary. Most scholars working in this area ground their investigations and claims in a home discipline and methodology, but find

themselves of necessity exploring literatures and paradigms from other disciplines as well. In some cases, the tools necessary for understanding problems fully are spread across disciplines, and in others it is simply the case that many scholars have arrived at an examination of the same phenomenon from different directions.

For doctoral students preparing for dissertation work and in progress on dissertations dealing with information technology and society, a systematic introduction to the paradigms and literatures relevant to their interests from outside their home department is vital to cutting-edge scholarship. A doctoral emphasis provides the curriculum for approaching these broader intellectual terrains.

A structured introduction to thinking and research from other perspectives has both short- and long-term benefits. In the short run, it can help students frame dissertation questions in novel, creative ways and can give them broader tools for answering them. An official marker or designation of multi-disciplinary training attached to a doctorate in an established discipline is an advantage on the academic job market. Interest in hiring scholars with expertise in information technology and society is clear at many universities.

In the longer term, multi-disciplinary exposure from graduate school can prove very useful to mid-career scholars expanding their networks at universities and moving into positions of administration and campus decision-making because it provides a basis for understanding the larger workings of the academy.

Participating departments are: Anthropology, Bren School, Communications, Computer Science, English, Film and Media Studies, History, Media Arts and Technology, Political Science, and Sociology.

Please contact Dr. Judith Green at: 893-4781 or by email: [green@education.ucsb.edu](mailto:green@education.ucsb.edu), or Dr. Mike Gerber at: 893-4439 or by email: [mgerber@education.ucsb.edu](mailto:mgerber@education.ucsb.edu).

An Interdisciplinary partnership is currently being formed with  
**The Department of Feminist Studies.**  
Once this becomes finalized and is available for student participation,  
the information will be posted on the GGSE website.

### **Advisors and the Advising Process**

A student's advisor plays a key role during the student's graduate career. The advisor guides and assists the student through the entire graduate school experience. The advisor's consent is needed when planning course work as well as the selection of research projects. Most students meet with their advisors throughout the school year for advice as well as to keep their advisor informed of their progress. First year advisors are assigned during the admissions process when faculty select the students with whom they share common interests. Should you wish to change your advisor to another faculty member, you may simply do so by obtaining a "Change of Advisor" form in the Education Program Office, Education, Room 3102, or online at:  
<http://education.ucsb.edu/Graduate-Studies/Education/current-students/EDUC-forms.htm>.

**Please note:** while students typically work with their new advisor during the first year before requesting a change, one may do so when the need arises. When you change advisors, it is polite, but not required, that you inform your old advisor of the change.

Although most advisors are readily available to their students, there are some restrictions upon faculty time and availability. The “Faculty Office Hours” list for Fall, Winter and Spring quarters are posted in the Education Program Office, ED 3102. Please note the sabbatical list below. Faculty need ample time to read student work, especially at the end of the quarter when there are many other demands and commitments. Many faculty are also unavailable during the summer, most have nine month appointments that coincide with the academic year. During the summer they have other obligations and may choose not to do routine advising activities with students.

### **Faculty on Sabbatical / Leave for 2011-2012**

<b>Fall 2011</b>	<b>Winter 2012</b>	<b>Spring 2012</b>
Dr. Julie Bianchini	Dr. Jenny Cook-Gumperz (in res)	Dr. Robert Koegel (in res)
Dr. Danielle (modified service)	Dr. Jin Sook Lee	Dr. Jin Sook Lee
Dr. Robert Koegel (in res)	Dr. Russell Rumberger	Dr. Russell Rumberger
Dr. Russell Rumberger		

As you grow and change in graduate life so will your style of working with your advisor. Some hints for working with your advisor include:

- Ask how they want to keep up-to-date on your progress; sometimes a note in the advisor's mailbox or e-mail between meetings is all that is necessary.
- Make an appointment with your advisor to find out about them, ask them about their research interests and what expectations they have for their students.
- Sit in on a class your advisor is teaching so you get to know their teaching style and the manner in which they communicate information to students.
- Don't wait until a crisis to contact your advisor as constant dialogue can promote a better working relationship.

### **Influential People**

As important as the classes one takes are the people that comprise the Department of Education community. Below you will find information on the students, staff and faculty that contribute to the functioning of the program. Information about the faculty is available on our web page: <http://education.ucsb.edu/Faculty-Research/Faculty-Listing/listing.php>.

### **Dean of the Gevirtz Graduate School of Education**

Jane Close Conoley

The Dean provides leadership to the Gevirtz School in internal development and external relationships. She is responsible for leading strategic planning and managing the overall operations and budget for this unit of the University. The Dean facilitates relationships with the many on and off campus constituencies involved in Pre-K through 12 education, mental health services for children and families, and educational research. Within the UC system, the Dean provides leadership for the science and mathematics initiatives and collaborates with other deans and directors to inform public policy, improve early childhood through community college

outreach, reconceptualize the role of technology and learning, and enhance the impact of educational and psychological research.

Dean Conoley states:

“Welcome to the Gevirtz Graduate School of Education. The faculty, staff and students of our graduate school are committed to engaging with you during your participation in our community of learners. Savor this time period of your higher education, as it is an ideal time to explore, reflect, and learn in the midst of other educational professionals who have also embarked on an exciting journey into a variety of educational arenas. The Gevirtz Graduate School of Education is proud of its diverse and talented student body. We also take pride in our capacity to prepare students for many future career paths, including educational and psychological research from multiple disciplinary perspectives and the practice of teaching, professional development, educational leadership, and applied psychology (counseling, clinical, and school). Get to know your colleagues in these diverse program areas! I look forward to this exciting academic year and to meeting with you periodically through your Graduate Student Association.” To make an appointment with Dean Conoley call 893-3917.

### **Department of Education Chair**

Mary (Betsy) Brenner

Dr. Brenner serves as Chair of the Department of Education in the GGSE. Aside from the tasks typical of all professors in the Department, which include teaching, research, and advising students, she has major responsibility for administering the Department's budget, hiring and supervising faculty and staff, coordinating the work of the faculty, creating teaching assignments, monitoring course offerings, and coordinating review of the faculty for merit advancement and promotion. The Chair works with student-related issues including making assignments of the Department's Teaching Assistants, reviewing aspects of students' progress, and working with students who have particular concerns or difficulties.

Dr. Brenner encourages students to find ways in which they can involve themselves in the rich academic life of the Department and the University. A graduate education, in addition to class work and formal requirements, includes informal meetings with colleagues in the student lounge, collaborative work on research projects, brown-bag discussions with gatherings of faculty and students, attendance at GSAE events, regular meetings with your advisor, and noontime colloquia presented by visiting scholars. To make an appointment with Dr. Brenner (or Betsy as she prefers to be called), you may contact her via email at: [betsy@education.ucsb.edu](mailto:betsy@education.ucsb.edu).

### **Graduate Advisor for Students**

Carol Dixon

The Graduate Advisor is primarily responsible for matters of student affairs. All matters pertinent to admissions, financial aid, program changes and leaves of absence must be approved by the Graduate Advisor. The Graduate Advisor's signature is the only signature, other than the Department Chair's, recognized as official on forms and petitions that are sent to the Registrar and/or the Graduate Division. The Graduate Advisor serves as a liaison between the student body and the Department. In this role, the Graduate Advisor also serves as an advisor to the Graduate Student Association Council, works with students with grievances, and advises students on matters of academic policy. To make an appointment, contact her at 893-2185 or via email at: [dixon@education.ucsb.edu](mailto:dixon@education.ucsb.edu).

## **Student Affairs Office (SAO)**

Katie Tucciarone, Amy Meredith and Christina Franzblau

The Student Affairs Office (SAO) is located in ED 4100. The SAO, under direction from the Graduate Advisors, maintains official student files and assists students with understanding university policies and procedures regarding quarterly deadlines, registration, fellowship information, schedule adjustments, petitions/forms, time to degree issues. Like the Graduate Advisors, the SAO staff act as a liaison between various campus offices (Graduate Division, Office of the Registrar, Financial Aid, etc.).

Paperwork is associated with many steps leading to a graduate degree. In order to ensure that progress towards degree completion is recorded by the University in a timely and accurate manner, students should regularly consult with SAO for the appropriate forms or petitions needed when approaching "degree milestones" such as the awarding of a master's degree, nomination of committee members, qualifying examinations, and dissertation defense. Also, students should inform the SAO of any changes to designated faculty advisor. Forms to change the following are available in ED 4100 or through the GGSE website: changes to student status (e.g., lapsing, taking a leave of absence, or reinstating), and/or program/emphasis changes (e.g., petitioning to add degree objective, or change emphasis).

To contact the Student Affairs Office you may call: 893-2137. They are also available via email: Katie Tucciarone: [katiet@education.ucsb.edu](mailto:katiet@education.ucsb.edu), Christina Franzblau: [cbaker@education.ucsb.edu](mailto:cbaker@education.ucsb.edu), and for Fellowships; Amy Meredith: [amyh@education.ucsb.edu](mailto:amyh@education.ucsb.edu).

## **Department of Education Program Office**

Nina Forte and Trish Studley

The Department of Education Program Office provides support for the Education faculty and students. They facilitate communication between continuing and new students and respond to emphases questions from prospective applicants. The Program Assistants are available to answer your program questions and provide information regarding course enrollments, approval codes, deadlines, forms, fellowship processes and access to loaner equipment. The Education Program Office in ED 3101 also serves as the students' drop-off point for the quarterly Course Evaluations (ESCI) of faculty.

You may call the Program Office at: (805) 893-4515. For general assistance email: [progoffice@education.ucsb.edu](mailto:progoffice@education.ucsb.edu). Or: Nina Forte; [nina@education.ucsb.edu](mailto:nina@education.ucsb.edu) located in ED 3102, or Trish Studley; [trish@education.ucsb.edu](mailto:trish@education.ucsb.edu) located in ED 3101.

## **Gevirtz Research Institute**

The Gevirtz Research Institute, located in ED 4117 and 4119, provides support to faculty and researchers' extramurally funded projects. The researchers write grants, often with student assistance, covering a variety of specific areas of study. Funded topics have included: effectiveness of after-school literacy activities, assessment of service impact on outcomes of individuals with developmental disabilities, new methods for teaching math and science, development of a screener for behavioral and emotional problems in children, and evaluation of substance abuse and trauma treatment programs. The Gevirtz School administers approximately \$2 million dollars in funding each year from many different agencies. These include: the National Science Foundation, National Institutes of Mental Health, the William and Flora Hewlett

Foundation, the James Irvine Foundation, and the County of Santa Barbara. Doctoral students involved with these projects receive research experience and training. The Gevirtz Research Institute is led by Jane Close Conoley as interim director with Carla Whitacre as research consultant.

- Administration of proposals and awards for the Department of Education is coordinated by **Heather Phillips**, ED 4119, [heather@education.ucsb.edu](mailto:heather@education.ucsb.edu).
- Administration of proposals and awards for the Department of Counseling, Clinical and School Psychology, as well as all GGSE Human Subject protocols, is coordinated by **Kelly Hayton**, ED 4117, [kelly@education.ucsb.edu](mailto:kelly@education.ucsb.edu).
- For assistance with research funded employment, contact the appropriate person above, and/or **Tracey Velasquez**, GGSE Employment Analyst, ED 4113, [tracey@education.ucsb.edu](mailto:tracey@education.ucsb.edu).

### **Graduate Student Association in Education (GSAE Council)**

The Graduate Students Association in Education (GSAE) is the official students' association which exists to promote and represent the interests of students in the GGSE to the UCSB campus community on administrative, academic, and student affairs. As a body of student representatives, the GSAE consists of elected officers as well as the general student population. Decisions are made by consensus, with all members having a voice in decision making. The purpose of the association is to promote student participation in a manner that is rewarding, challenging, and supportive. Some of the responsibilities of GSAE are to provide mentorship and relay campus information to new and continuing students. The Council also organizes and participates in numerous events including the Fall Orientation and Faculty and Staff Appreciation Day, as well as organizing social events and colloquia on topics of interest to graduate students throughout the year.

The GSAE Council meets regularly to discuss issues that are relevant to the students in Gevirtz School. Every graduate student in the GGSE is invited to participate in the association meetings. The monthly meetings are held in the GGSE Lounge, ED 3134 but the day/time change each quarter for the convenience of council members. Check the GSAE website for upcoming meeting times.

Refer to the GSAE Council webpage: <http://www.ucsbgsae.org/home> for the latest news, calendar, and descriptions of the Officers' responsibilities. The GSAE can also be found on Facebook: <http://www.facebook.com/gradstudents>.

For any questions or concerns, please feel free to e-mail the council: [gsae@education.ucsb.edu](mailto:gsae@education.ucsb.edu).

#### **GSAE COUNCIL OFFICERS 2011-2012**

MILES ASHLOCK - President  
GARY HADDOW - Vice President, Communications  
MARIO GALICIA - Vice President, External Public Relations  
MYLEY DANG - Vice President, Internal Public Relations  
KATY NILSEN - Vice President, Finance

## Life in the Graduate School

### Funding Information

UCSB provides three main types of support for graduate students: fellowship or merit-based support, academic apprentice personnel positions (e.g., Teaching Assistant and Graduate Student Researcher), and need-based support, which is offered through the Financial Aid Office. Students may also seek personal employment.

All U.S. citizens and permanent resident graduate students at UCSB are required to file the Free Application for Federal Student Aid (FAFSA) in order to be considered for financial support. The FAFSA is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), the Financial Aid Office, and/or Graduate Division. The FAFSA is used to compile a "need analysis" which is used in the determination of all financial support packages. Students must also provide the Financial Aid Office with any supplemental information they request.

### Fellowship Programs

A variety of fellowships are available to continuing students, and are awarded on the basis of academic merit, financial need, scholarly achievement, and promise. To be eligible, students must be enrolled in a full-time program of study and must have filed the Free Application for Federal Student Aid (FAFSA). Some fellowships are restricted to doctoral candidates, while others are awarded to both masters and doctoral students. In general, preference is given to doctoral or combined masters/doctoral candidates. Some fellowships are restricted to U.S. citizens and permanent residents, while others are available to international students as well. Student nominations are decided by the Department of Education Fellowship Committee.

The Graduate Student Advisor, Dr. Carol Dixon, or the Education Program Office will notify students via their GGSE email accounts inviting them to apply as the fellowships become available. In making its decisions from the many applications, the Fellowship Committee takes into account a variety of factors including the specific fellowship criteria, academic merit (GPA, progress in the program, year in the program, other accomplishments and level of prior support). The criteria could change a bit from year to year, depending upon the terms of the fellowship guidelines and the applicant pool in any given year. Students may contact the GGSE Graduate Student Advisor for questions.

**The Graduate Division** administers several campus-wide fellowship competitions, particularly to support research expenses and students working on their dissertation. Students can also apply to the Graduate Division for grants to attend conferences.

Please see the Graduate Division website: <http://www.graddiv.ucsb.edu/financial/> for more information and deadlines, or contact them directly at (805) 893-4653.

### Extramural Funding

Numerous governmental and private-sector fellowships are available to graduate students. Students can begin a funding search by visiting the Graduate Division's website located at: [www.graddiv.ucsb.edu](http://www.graddiv.ucsb.edu).

We encourage you to visit the Graduate Division's funding newsletter, "**The Source**", located at: <http://www.graddiv.ucsb.edu/source/>. This newsletter is maintained by the Graduate Division and has regularly updated listings of national fellowship announcements and links to various funding

sources and databases. It provides specific information regarding fellowship criteria, and deadlines for application. The Graduate Division also offers periodic workshops on extramural funding searches and grant proposal development.

### **Course Enrollment**

Students are required to be enrolled in all courses by the 3rd week of the quarter. It is strongly recommended that students enroll for 12 units each quarter, which can include appropriate independent study units for research projects.

### **Student Progress**

Student progress is monitored regularly by faculty advisors, the Graduate Advisor, the Student Affairs Office and the Graduate Division. We all have the goal of supporting students to complete the graduate program in a timely way. Some of the things monitored are: enrollment each quarter in the required number of units (at least 8 units), grade point average (must be a 3.0, i.e., B or better), and completion of major milestones within campus time frames (four years for completing the masters degree and advancing to candidacy, six years for completion of the doctoral degree). Students are given an advisory notification when they are approaching one of the milestone deadlines. If time to degree milestones are exceeded, students may be placed on warning or probation by Graduate Division.

### **Form Requirements**

As noted, various forms are required to document your progress through graduate school. These forms are usually associated with completing your degree milestones and forming a masters or doctoral committee. Most are available for download from the GGSE website:

<http://education.ucsb.edu/Graduate-Studies/Education/current-students/EDUC-forms.htm>.

Or, you can pick them up from the Student Affairs and/or Program Offices. Some forms must be filed in the Student Affairs Office, others in the Education Program Office, this is specified on each form. It is the student's responsibility to make sure all these forms get filed.

### **Grading Options**

The University of California has two grading systems. Some courses are established with specific grading requirements, either letter grade or Satisfactory/ Unsatisfactory (S/U). However, some courses allow the student to choose which grading option they wish, either a letter grade or S/U. Many seminars within the Department of Education are offered as S/U with no letter grade possible. Discuss with your advisor the appropriate grading option to choose in courses which give you an option. Many scholarships and fellowship applications take a student's grade point average into consideration when making their determination. Therefore, it may be to your advantage to take most courses for a letter grade if possible.

### **Incomplete**

If a student needs to take an Incomplete (this decision is made in consultation with the instructor of the course), the student must obtain an Incomplete Petition form from the Office of the Registrar, complete and return the form to the Registrar's Office. In the absence of this petition, a grade of F, NP or U will be recorded. Incomplete grades must be completed by the end of the first quarter following the incomplete class or the incomplete will automatically change to a failing grade. Once the student has completed all outstanding work and submitted it to the instructor, the faculty will enter the eGrades system to change the student's grade from "I" to the final grade for the course. If students need to extend an Incomplete, inform the Student Affairs Office and complete the appropriate paperwork.

## **Appeals and Grievances**

Should problems occur, every effort should be made to resolve them directly and informally. The first discussions regarding a problem should be with the faculty member concerned. Unresolved issues should be taken up with the Graduate Advisor, Emphasis Leader, or Department Chair. If still unresolved, issues relating to TA/GSR employment should be brought before the Dean of the Gevirtz Graduate School of Education. The Graduate Division is also a source for information for graduate students unsure about proper grievance procedures or who have questions about policies affecting their graduate careers. Additionally, academic issues relating to status or progress towards the degree may be brought to the attention of the deans of the Graduate Division. In addition, the Office of Equal Opportunity and the Sexual Harassment Office are located in Phelps Hall, Room 3217A, or available by phone: 893-2701.

### **Handling of Informal Complaints for General GGSE Matters:**

The persons designated to handle such procedures include the Graduate Advisor of Student Affairs, leaders of the various programs, or the Department Chair. The student may select any one of these people that they feel most comfortable with or that they feel can be most helpful with their problem. The person they speak to will handle the complaint with utmost discretion and will not speak to the involved party(ies) without explicit permission of the complainant. However, if the complaint is of a nature that must be reported to University personnel or becomes a formal complaint, this confidentiality cannot be assured.

The Office of the Ombuds is another independent resource available, which offers confidential, neutral, and informal dispute resolution services to all members of the UCSB community. Please note that because of the unique, informal, problem-solving role of the Office, speaking to the Office about a concern does not constitute “notice” to the University that the problem exists, nor is speaking to the Office a step in any applicable grievance process. For more information about the Ombuds services, go to: [www.ombuds.ucsb.edu](http://www.ombuds.ucsb.edu).

### **Formal Complaint Procedures for General GGSE Matters:**

Once a complaint has been brought to the Charges Officer of the Santa Barbara Division of the University of California Academic Senate by either the accused or by the recipient of the complaint, the Academic Senate Procedures will be in effect and the GGSE will cooperate in these procedures as requested to do so.

## Additional Student Resources

### Education Email Account

All Education students are given an Education email account by the ITG department. Usernames and passwords are distributed at Orientation in your Student Handbook. This is GGSE's primary method of communication and it is important to check your Education email frequently. All departmental correspondence such as fellowships announcements, job opportunities, course updates, events, lectures and academic information are distributed to students through this account. Your Faculty Advisor will also utilize this email while working with you.

### Mailboxes

All Department of Education students and faculty are given a mailbox located in Education 3104. The mailroom is unlocked and can be accessed during regular Education building hours: 7:30am-7:30pm Monday-Thursday and 7:30am-5:00pm on Friday. The building is locked on weekends.

- Mailboxes can be used for messages and other material such as books, course information, letters and GGSE announcements, but not for private/personal mail.
- One mailbox is shared by multiple students, so it is important that you check your mailbox frequently since space is limited.
- The mailroom also contains a bulletin board with postings of Education and Campus activities, as well as job opportunities.
- Outgoing campus mail for other departments may be left here for delivery. No stamped U.S. Mail going off campus is allowed. See Trish in ED 3101 for any questions.

### The GGSE Lounge

The Lounge is for students, faculty and staff and is located in ED 3134. The lounge is unlocked and available the same as the mailroom hours above. It is a good place to study, watch TV, or just to eat your lunch. The GSAE Council meets here. The lounge is not available to reserve, but can be used on a first-come-first-served basis for informal student gatherings.

### The Quiet Study Room

Beginning in Fall 2011, a new Quiet Study Room, ED 3140, is available to graduate students who need a quiet place to study or linger between classes. The room is unlocked and open during regular building hours. We are planning to have lockers for the use of graduate students.

The initial set of rules governing the use of this room are as follows. *These rules may change through consultation of the GSAE and the department chair, as we see how this space gets used.*

- 1) This room is a conversation and cell-phone free room. All talk should be taken outside of the room to such spaces as the GGSE Lounge or the stairwell.
- 2) This room is available for TA's to meet with their students, as the sole exception to the conversation rule. If a TA needs the space for quarterly office hours, they should decide their quarterly commitments by week one and post their hours outside the door. Outside of these hours, there will be no conversation in the room. Other students are allowed to share the room during TA office hours but there will be no guarantee that the room will be quiet.
- 3) All video and audio should be listened to by headphone.

- 4) This room is a shared space. Please pick up all trash. All personal belongings (including books and study materials) should be packed up and put away when you are finished. Personal belongings should be stored in the lockers when you are not in the room (except for small breaks).
- 5) The desks are available on a first come, first serve basis. Individuals are not allowed to reserve desks ahead of time.

### **Loaner Equipment**

The Education Program Office has a limited amount of loaner equipment available for Education students and Instructors to borrow on a first-come-first-serve basis. Equipment is available for pick-up and return to the Program Office from 8:00-5:00 Monday through Friday, closed during the noon lunch hour. The available equipment is listed below.

**For advance reservations or to borrow equipment:  
see Trish Studley in ED 3101.**

**Or you may contact her at: [trish@education.ucsb.edu](mailto:trish@education.ucsb.edu) or at: (805) 893-4515.**

All equipment is in working order, but some may require battery charging or the purchase of batteries or other components by the user, so we suggest checking this prior to your use. The Program Office does not provide supplies except as detailed in the description. Users are responsible for returning the item along with any cases, cords, batteries, etc. in the same working condition as when it was borrowed. If you have experienced a problem with it while in use, please let Trish know.

**PLEASE NOTE:**

The Program Office is unable to provide instructions for use of the equipment. Refer to the ITG website for wiki links to the online manuals. If you need assistance, stop by the ITG "Help Desk" in ED 4203, they will request a tech to help you as soon as possible. You can call the Help Desk at: (805) 893-8031.

PC — (1) Dell laptop. Internet and Office Suite are installed along with the operating system. Speakers included.

MacBook — (1) Apple laptop. Internet, Office Suite and Skype are installed along with the operating system. Speakers included.

***\* Laptop loans are limited to 3 days.***

**Internet Access for laptops:** GGSE features wireless internet service through your Education email account which can be utilized with either of our loaner laptops. For internet or wireless questions, see ITG's: <http://wiki.education.ucsb.edu/wifi>.

DV Cameras — (3) Sony digital video cameras. Battery run with a power pack for recharging. Two of the cameras take a cassette only; 3<sup>rd</sup> camera takes both a cassette and memory stick. User will need to provide these. (Note: the UCSB Bookstore does not carry the memory stick.) Pictures must be downloaded manually.

USB Cable — (2) Universal cable for use with the cameras to download images onto a computer.  
(1) Cable for use with a Mac computer only.

Video Camera & Recorder — (1) Uses 8MM cassette tapes. Has a chargeable battery pack. User will need to provide cassette tapes (Maxell type preferred).

Tripods — (2) Can be used with any of the cameras.

LCD Projector — (1) Overhead projector for use with computers. Can be used for Powerpoint presentations, or connected to other video devices such as DVD players. A remote control laser pointer is included.

Slide Projector — (1) The slide tray will hold up to 80 slides. There are no extra trays.

Tape Recorder — (1) Panasonic portable, with optional microphone and a cord for plug-in.  
User will need to provide four “C” batteries and a cassette tape.  
(2) Sony portables, with optional microphone. User will need to provide two “AA” batteries and a cassette tape.

Transcription Machines — (2) Plug-in. Can be used with a foot peddle, which are available. User will need to provide a cassette tape.

Speakers — (1 set) Small speakers are available.

Conference Call Speaker Phone — (1) Polycom Sound Station for Conference Calls.

Connectors

Easels – For use with Flip Charts.

### **Additional Portable Loaner Equipment**

Also available for loan are the following items on carts which are available for use within the Education Building only. They are located in ED 3130, please see Trish if you’d like to remove them for checkout.

- TV cart with DVD and VHS players.
- Overhead Projector used for transparencies and individual “hard copy” documents.

## **Professional Organizations**

One aspect of academic life is an active participation in professional organizations. Students are advised to pick one or two organizations to join. One of interest to most GGSE students is the American Educational Research Association. Most professional organizations have very inexpensive student membership fees which include subscriptions to professional journals. It may also be worthwhile to attend academic and professional conferences. Most major organizations will hold their conference on the west coast at regular intervals. Other organizations have regional branches with local conferences. Students are encouraged to begin presenting at conferences as early as possible. Second year and master's projects are appropriate pieces of research to present in addition to dissertation research.

## **Department of Education Community Activities**

### Fall Orientation:

In September just prior to the start of classes, an Orientation is held for all new Department of Education students. Presentations are made introducing key people and resources.

### Graduate Celebration:

In June on the Friday before Commencement, the Education Department hosts an informal Graduation Celebration for students who have earned their degrees.

### Workshop and GGSE Lounge Discussions:

Workshops are held throughout the year on topics such as grant opportunities, writing grant proposals and using specialized software. In addition, the GSAE has organized and hosted informal discussions, often held at lunchtime. These can be "brown bag" luncheons, or food might be provided, sometimes with a theme (holiday, cultural dishes, vegetarian, etc.). Topics have included: exploring Piagetian theory vs. Vygotskian theory; Epistemology; an Academic Job Search Skills Workshop; and an Academic Interviewing Skills Workshop. Announcements of workshop opportunities and Lounge discussions are made to students' education email accounts and via flyers in the Mailroom.

### Colloquia:

One expectation that the faculty hold for students is that they will participate in some of the many talks and colloquia held within the Department and on-campus. Through colloquia, students can learn about current research before it is published and meet colleagues from other institutions. There are several different kinds of talks held within the Department of Education: job talks, in-house presentations, and guest speakers. When a faculty position is open, several candidates will be brought in to give presentations. By going to the talks, students can have an opportunity to give some input into the hiring process. Other talks are scheduled from time to time by the department, by other departments or by interdisciplinary groups such as Cognitive Science or Global Studies. Through colloquia students can learn about the most recent research being done.

## Campus Resources

### Parking

Parking information is available through Transportation and Parking Services at: <http://www.tps.ucsb.edu/default.aspx>. Permits may be purchased online at: <http://ebiz.tps.ucsb.edu/cmn/index.aspx>. Graduate students may also obtain yearly permits for parking in the evening and on weekends for a \$5.00 fee.

### Publications

The UCSB General Catalog and the UCSB Schedule of Classes: <http://www.registrar.ucsb.edu/> are often good references, but their information may not be the most current. For the most current information see the GGSE website: <http://education.ucsb.edu/courses/catalog>.

The GGSE Student Guidelines provides the basics about the graduate student policies and procedures and is produced by the Student Affairs Office. The Daily Nexus (campus newspaper) and the weekly Santa Barbara Independent are free sources of information about the campus, the community, and local events.

### Campus Facilities

#### Career Services 893-4412

Will start a reference file for you and handle the mailing of your files, as well as advise you on your resume as you prepare to enter the job market. It is a service one may begin at any time, but in the higher education job market, consideration begins only once you advance to candidacy. See their website for a complete list of services offered to grad students: <http://career.ucsb.edu/gradstudents/index.html>.

#### The Women's Center and Multicultural Center

Host groups and events of interest on campus. Their event schedules are posted on their websites: <http://mcc.sa.ucsb.edu/> and <http://www.sa.ucsb.edu/women/Programs/CalendarofEvents.aspx>.

#### The Campus Learning Assistance Center (CLAS) 893-3269

Provides free writing improvement sessions with general writing support for graduate as well as undergraduate students. This may be of special interest to students who are non-native English speakers.

#### Student Health: <http://studenthealth.sa.ucsb.edu/Graduate/index.aspx>.

In addition to University Health Services benefits, there is an Eye Clinic: 893-3170 and a Dental Clinic: 893-2891 where students may obtain services. The Student Health Pharmacy sells over-the-counter medicines at a discount to registered students. All services can be paid for by using your UCSB Access card, or charged to your BARC account. No cash or credit cards are accepted.

## Tips for Teaching Assistants

### Education Building Hours

7:30am-7:30pm Mon.-Thurs. and Fri. 7:30am-5:00pm. The building is locked on weekends.

### Classroom and Education Building Access

Prior to your first class meeting, see Amy Meredith in ED 4111 for a “key authorization” form to gain security access. (Refer to the SAO “Student Guidelines” section for details.)

### Meeting with Students

The graduate students’ ED 3140 “Quiet Study Room” is available for TA’s to meet with their students during specified times. If you wish to utilize the room for this, please post your scheduled hours by the first week of the quarter.

### Course Papers

If you need to collect or return student papers for your class, the Program Office can assist you with this. A tray will be designated for you on the table in ED 3104 (the Education Mailroom). Be sure to let your students know where to go to pick up or drop off their papers.

If you need a class file tray, please contact Trish and provide her with:

- Instructor’s name and TA’s name
- Course number, including section

**Please Note:** Paperwork will be kept in the trays only until the end of each quarter. All leftover papers will be discarded after grades have been posted.

### Pick-ups / Drop-offs for Students

If you have something to leave for your students to pick up (such as a book or a personal document) here are your options:

- Single items: The Program Office, ED 3102, has a “Hold for Pick-Up” basket that is accessible during regular office hours: 8:00-5:00 Mon-Fri, closed at lunch hour. Or you can opt to use your own (shared) Student Mailbox and advise your students.
- Multiple class items: Leave them in your course file tray (see the above instructions).

### Approval Codes

For a student to enroll in a FULL course, the Instructor’s permission is required. If approved, the Instructor provides the approval code to enroll.

\*The Instructor obtains approval codes through eGrades. TAs will not have access to eGrades unless they are given proxy access from the “Instructor of Record”. If faculty has given access, you’ll be able to view, print and email the approval codes to individual students, as well as post grades. See the Registrar’s webpage for more information:

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

### Timecards

Student Assistant/GSR timecards can be picked up from Tracey Velasquez in ED 4113, or in the 4<sup>th</sup> floor mailroom, ED 4104.

### Copying

TA’s are responsible for their own class copying needs. The Instructor of Record (your professor) can provide you with their user code for the copier. Copiers are located in ED 3155 and ED 2151. These rooms are always unlocked, but if you wish to use the copiers before or after hours, you’ll need your security access card to get into the building.

## Faculty Directory

*\*All email addresses are: @education.ucsb.edu (unless otherwise noted)*

<b>Professor</b>	<b>Extension</b>	<b>Email</b>	<b>Office</b>	<b>Mailbox</b>
Adler-Kassner, Linda	4808	adler-kassner@writing.ucsb.edu	1516 S. Hall	1520 S. Hall
Bazerman, Charles	7543	bazerman	3208	3104
Bianchini, Julie	4110	jbianchi	3103	3104
Brenner, Betsy	7118	betsy	3137 or 3153	3104
Chun, Dorothy	2293	dchun	3139	3104
Conley, Sharon	7199	sconley	3115	3104
Cook-Gumperz, Jenny	3786	jenny	3117	3104
Copeland, Willis	3102	copeland	3262	3104
Dewar, Tim	2510	Dewar	2218	3233
Dixon, Carol	2185	dixon	3151	3104
Duran, Richard	3555	durand	3141	3104
Gerber, Michael	4439	mgerber	3145	3104
Glasman, Naftaly	8280	glasman	3121	3104
Green, Judith	4781	green	3147	3104
Harlow, Danielle	8139	dharlow	3105	3104
Ho, Hsiu-Zu	3893	ho	3149	3104
Hudley, Cynthia	8324	hudley	3127	3104
Jacobs, Sarah (TEP)	8007	sarahjac@aol.com	3232	3233
Johnson, Sue	8091	sjohnson	3206	3104
Kia-Keating, Brett	2034	bkiakeating	3258	3104
Koegel, Robert	8136	koegel	2125	2110
Kok, Ron (TEP)	5627	kok	3234	3233
Kyrtzis, Amy	7078	kyrtzis	3125	3104
Lee, Jin Sook	2872	jslee	3131	3104
Lunsford, Karen	8556	klunsford@writing.ucsb.edu	1521 S. Hall	1520 S. Hall
Marin, Patricia	7429	pmarin	3119	3104
Nylund-Gibson, K.	5165	knylund	3107	3104
Ograin, Chris	5356	ograin	3246	3104
Okamoto, Yukari	2601	yukari	3135	3104
Raley, Jason	5367	raley	3210	3104
Romo, Laura	3081	lromo	3133	3104
Rumberger, Russ	email only	russ	3113	3104
Singer, George	2198	singer	3204	3104
Sloan, Tine (TEP)	5111	tine	3236	3233
Wang, Mian	5605	mwang	3143	3104
Yun, John	2342	jyun	3111	3104

## **Information Technology Group**

The Information Technology Group (ITG) is located in ED 4203. ITG maintains GGSE's technology services including a Help Desk, email, advanced technology classrooms, video conferencing, labs, and more. Access to technology resources is granted to any registered GGSE student who completes a technology registration process, available when a student is admitted, and who continues to abide by the rules of the Information Technology Use Agreement. This agreement addresses such issues as security, privacy, copyright and the proper use of email and other electronic tools at the GGSE. Each user is held accountable and responsible for their use of technology resources. This agreement and other important information can be found at the ITG web site: <http://education.ucsb.edu/itg>

### **Technology Resources**

Helpful tips, software and frequently asked questions as well as IT news, policies, and technical information may be found at the ITG website. Students are encouraged to make use of these resources as well as the online ITG Wiki. The GGSE also provides a Help Desk service for technology problems and requests. If you cannot find what you need on the website, the Help Desk can be reached via email at: [help@education.ucsb.edu](mailto:help@education.ucsb.edu) or at 893-8031.

#### GGSE User Account

Students are entitled to an individual user account. This provides students access to the "GGSE Public" wireless network, an email account, classroom and lab computers and other tools.

It is extremely important that you claim your GGSE email account by completing the on-line registration. All official announcements about fellowship competitions, deadlines, employment opportunities and GGSE events are sent only to GGSE email addresses. You can choose to have your mail forwarded from your GGSE email account to another email account if you wish.

The GGSE offers students a variety of resources to aid in collaborating with other students, completing work for courses, independent research projects, theses and dissertations. Specifically, the GGSE offers:

#### Wireless Internet Service

This is available through your GGSE email account. For information, see: [http://wiki.education.ucsb.edu/Wireless\\_settings](http://wiki.education.ucsb.edu/Wireless_settings).

If you are planning a meeting in the Education building with participants who may need access to a wireless connection, there is a GGSE Guest Network available. Please contact the ITG Help Desk for assistance.

#### Advanced Technology Classrooms

Classrooms, seminar rooms and labs are equipped with short throw projectors, electronic whiteboards, computers, in-ceiling speakers and connections for laptops. Large rooms also have lecterns, LCD touch screen controls, a DVD/VCR, a Document Camera, microphones for voice amplification and student response base stations.

### ADA's Student Lab/Lounge

ED 1211 is a spacious 24-hour "open access" student lab/lounge available to everyone in the GGSE Community. It has a welcoming environment and is a great place to study, compute, print, scan, conduct a video conference and meet with fellow colleagues. All computers are connected to the Internet. Students, staff, and faculty with "Security Access Cards" may take advantage of these resources.

A Security Access Card is required for entry, so if you are interested in purchasing one, please contact Amy Meredith in room ED 4111. She can also assist you with securing a locker in ADA's.

### Video Conference Centers

The Education building has 3 permanent video conference facilities for members of the GGSE community. Their purpose is to provide "turn-key" video conference services using H.323 (video over IP) to both small and large groups. This system is flexible and simple to use (it is as easy to use as your television). Instructors, researchers and students can use these systems to communicate over the Internet with geographically distant people or groups.

These facilities are located in ED 1211, ED 3112 and ED 4201A.

Please refer to the "FAQ's" section of this handbook for directions on reserving a room.

### Equipment Loans

ITG does NOT loan equipment. Each Department has a limited amount of equipment that is available for "check-out" for special needs or projects related to GGSE work. Please refer to the "Loaner Equipment" page of your Handbook and contact Trish: [trish@education.ucsb.edu](mailto:trish@education.ucsb.edu) to reserve or borrow equipment.

### Other Resources

There are many software applications available to students including qualitative and quantitative research software; web development applications; equipment to edit and archive analog video to DV format; image and OCR scanning; printing and more.

## **ITG Resources**

**ITG Website:** <http://education.ucsb.edu/itg>

**ITG Wiki:** [https://apps.education.ucsb.edu/wiki/Main\\_Page](https://apps.education.ucsb.edu/wiki/Main_Page)

**ITG Help Desk Contact Info:** [help@education.ucsb.edu](mailto:help@education.ucsb.edu) or (805) 893-8031



### **Please Note:**

ITG is constantly working on upgrading and improving GGSE's technologies. The information in this handbook is intended as a guide, but students should always refer to the above ITG resource pages for the most up to date information on services.

## FAQ's

### How do I get into a course that is full?

If a course is full (or “restricted”), an approval code will be needed for you to enroll on GOLD. Your admission is at the sole discretion of the Instructor, so email or speak to them. If they agree to admit you to the class, the Instructor will provide you with an approval code. Email addresses can be found on the “Faculty Directory” page of this handbook, or are available on the GGSE webpage: <http://education.ucsb.edu/Faculty-Research/Faculty-Listing/listing.php>.  
\*If you need assistance locating an email address for a Teaching Associate, contact the Education Program Office: (805) 893-4515 or: [progoffice@education.ucsb.edu](mailto:progoffice@education.ucsb.edu).

### **IMPORTANT**

For the: **ED 596, 199, or 199RA courses**

These Independent Study/Research courses will require a “Proposal for Individual Study” form completed by the student and signed by the Instructor of Record (not TA) **first** before an approval code can be issued to register on GOLD.

Forms can be downloaded from the GGSE website:

<http://education.ucsb.edu/Graduate-Studies/Education/current-students/EDUC-forms.htm>.

Or you can get one from Trish in the Education Program Office, ED 3101.

Return it to her for your approval code to enroll.

### How do I reserve a room?

Room reservations in the Education building are NOT handled by the Program Office. All requests should be emailed to **Christina Franzblau** at: [cbaker@education.ucsb.edu](mailto:cbaker@education.ucsb.edu). She will need the following information from you:

- Your name
- Department
- Your phone#
- Your email
- Event? (example: “dissertation defense”)
- Event date/s
- Time? (begin and end times)
- Minimum room capacity (how many people are expected to attend?)
- Preferred room? (if any, such as a “video conferencing room”)

☛ For specific room size and their amenities, refer to this ITG url:  
[http://wiki.education.ucsb.edu/ESSB\\_classrooms](http://wiki.education.ucsb.edu/ESSB_classrooms)

Plan ahead! Many rooms are reserved far in advance. Christina will send you a confirmation.

**I brought drinks and snacks for my meeting, is there a refrigerator I can use for this?**

Yes. Education students may use the refrigerator adjoining the GGSE Lounge in ED 3116. There is also a microwave and a sink, but there are no dishes, utensils, nor custodial clean-up service.

**Who do I ask for Technology help for my meeting?**

In **advance** of your meeting: Email ITG [help@education.ucsb.edu](mailto:help@education.ucsb.edu) to place a request, or stop by the “Help” Desk at ED 4203 to speak with a Tech.

**I need to borrow a laptop / video camera / tripod / etc...who do I ask?**

Program Assistant **Trish Studley** in ED 3101, [trish@education.ucsb.edu](mailto:trish@education.ucsb.edu) manages this. See the “Loaner Equipment” pages in this handbook for more information.

**How do I get a locker?**

Lockers are currently available in ADA’s Lab, ED 1211 and are planned for the new Quiet Study Room, ED 3140.

Contact **Amy Meredith** in SAO, ED 4111, [amyh@education.ucsb.edu](mailto:amyh@education.ucsb.edu). ADA’s lockers are rented for a year, first come, first serve. There is a \$10 deposit at the time you get your lock combination and sign the agreement.

**How do I get the Chair’s signature?**

Our Chair is **Dr. Mary “Betsy” Brenner**, and you may drop off your document in her faculty mailbox in ED 3104. Once signed, the Program Assistant will notify you to come pick it up. If it’s time sensitive, it would be wise to email her at [betsy@education.ucsb.edu](mailto:betsy@education.ucsb.edu) to make sure she is available to sign it.

**Where can I get a timecard?**

**Tracey Velasquez** in ED 4113 handles Payroll, see her for a timecard. Or pick one up in the 4<sup>th</sup> floor mailroom, ED 4104. \*Timecards should be submitted to Tracey by the 15<sup>th</sup> of the month. They will be returned to your mailbox.

**I have a name change / married / moved / have a new phone number and/or email, who can change this for me?**

If you have a correction to your personal information, it is important that you go into your GOLD account to update personal information and keep your student records accurate. Changes made here are forwarded to the Dept. of Education.

### **How can I send an email message to all the Education students?**

If you would like to notify GGSE students of an event or other topic of interest, you may forward your email request to the Program Assistant: [nina@education.ucsb.edu](mailto:nina@education.ucsb.edu). We make every effort to respect your email privacy, so while not every request can be accommodated, we will review them on a case-by-case basis and do our best to be of assistance to our student community.

\*Our student association (the GSAE) may also be able to assist you, please check with them as well: <http://www.ucsbgsae.org/>

### **How do I find out what the office hours are of Education Faculty?**

Office Hours for the Education Faculty are posted quarterly in the Education Program Office, ED 3102. You can stop by, call (805) 893-4515, or email: [progoffice@education.ucsb.edu](mailto:progoffice@education.ucsb.edu) for information.

### **I need to leave something for one of the faculty, where can I do this?**

All Education faculty have a mailbox in the ED 3104 Mailroom, you may leave it there. If it is too large for the mailbox, or something you'd rather not leave in an unsecure location, please see one of the Program Assistants. We'll be glad to see that they get it.

### **My Instructor asked me to turn in the ESCI Course Evaluation Packet from our class, where do I take this?**

At the end of each quarter all students are asked to complete a confidential Course Evaluation (ESCI) for their class. If your Instructor has asked you to be the "courier" for these, once the comments are completed, please immediately return the packet/s to Trish in ED 3101. You can slide them under the door if her office is closed.

### **Does the Education Building have a lost and found? I left my keys / coat / notebook, etc. in a classroom.**

No. There is no lost and found in GGSE. All found items would be sent to the campus Lost & Found located in North Hall Room 1131. You can call them at (805) 893-3843, or check their weblink for info: <http://www.police.ucsb.edu/Web/LostAndFound.html?reload>.