



## 2018-19 Graduate Student Handbook

### Academics: Credit system, Degree Requirements, Advising, etc...

CMS graduate students usually take three 12-unit subjects per semester, plus a 3-unit Colloquium. In their final semester they take a 24-unit course devoted to completing the Master's Thesis, plus the 3-unit Colloquium. Typically, students will graduate with a total of 144 units; however a minimum of 139 units is required for the Master's Degree in order to accommodate some electives that are 9-unit instead of 12-unit courses.

Semester One	Semester Two
<p><b>CMS.790 Media Theories and Methods I (12)</b>  <b>CMS.950 Workshop I (12)</b>  <b>CMS.796 Major Media Texts (12)</b>  <b>CMS.990 Colloquium (3)</b></p>	<p><b>CMS.791 Media Theories and Methods II (12)</b>  <b>One of the following: (9-18)</b></p> <ul style="list-style-type: none"> <li>• 4.353 Advanced Video and Related Media</li> <li>• 4.369 Studio Seminar in Public Art</li> <li>• CMS.828 Advanced Identity Representation</li> <li>• CMS.834 Designing Interactions</li> <li>• CMS.842 Playful and Social Interaction</li> <li>• CMS.850 20th Century Journalism</li> <li>• CMS.863 Design and Development of Games for Learning</li> <li>• CMS.862 Civic Media Co-Design Studio</li> <li>• CMS.864 Game Design</li> <li>• CMS.935 Documentary Photography</li> <li>• MAS.500 Hand on Foundations (min. 9 units)</li> <li>• MAS.552 City Science</li> <li>• MAS.863 How to Make Almost Anything</li> <li>• 21W.824 Making Documentary</li> <li>• 21W.890 Short Attention Span Documentary</li> </ul> <p><b>CMS.990 Colloquium (3)</b>  <b>Elective (9 or 12 units)</b></p>

Year two, Semester One	Year two, Semester Two
<b>CMS.801 Media in Transition (12)</b> <b>CMS.990 Colloquium (3)</b> <b>Elective (min. 9)</b> <b>Elective (min. 9)</b>	<b>CMS.THG Thesis (24 units, some can be taken in the Fall term)</b> <b>CMS.990 Colloquium (3)</b> <b>Elective [optional]</b>

For more detailed information about the CMS graduate program, please visit the Academics section of our website at <http://cmsw.mit.edu/education/comparative-media-studies/masters/curriculum/>.

### Thesis

The CMS master's thesis is a substantial research paper or comparable exercise that satisfies MIT's scholarly standards and uses methods appropriate to the topic and fields. A written thesis will range in length from 50 to 100 pages. Digital projects will be assessed on the basis of the quality of research and argumentation as well as presentation and must include a substantive written component. Students choose a thesis topic no later than the first semester of their second year. The thesis may take a variety of forms, including traditional expository prose or more experimental projects that use additional media formats appropriate to the topic. The thesis advisor supervises and advises on the entire thesis process, from research to writing structure to oral presentation, giving feedback and advice as necessary before approving the final thesis and assigning a grade. The thesis advisor may be any faculty member affiliated with CMS/W. The committee member may be an instructor relevant to the thesis topic, but need not be affiliated with CMS/W. Students petition directly to the advisor and committee member to be part of the thesis.

### Thesis Timeline

<b>By October 1, Second Year</b>	Identify your Advisor (a CMS faculty member, by regular or joint appointment).
<b>Friday, October 19</b>	Thesis Proposal Form due (download: <a href="#">CMS Graduate Thesis Form, PDF</a>   <a href="#">CMS Graduate Thesis Form, Word Doc</a> ).
<b>First week of November</b>	Thesis Committee Approval by Director & Academic Coordinator.
<b>Last day of classes, Fall term, December 12</b>	Paper, outline and bibliography due.
<b>First week of February</b>	Evaluation Meeting with Thesis Committee.

<b>First week of March</b>	Evaluation Meeting 2 (if necessary).
<b>April 5</b>	Thesis Presentations.
<b>Last three weeks of April: April 5 to 30</b>	Thesis Review with Committee.
<b>Friday, May 10</b>	Thesis Submission (deadline established by MIT each academic year).

### **Advising**

Graduate program director Vivek Bald will be advising all CMS graduate students. Second-year graduate students will be choosing their thesis advisors and forming their committees by October 1. Second-year students should consult the thesis timeline distributed last year for thesis and committee checkpoints (feel free to ask Shannon for another copy).

### **COUHES Training**

You should all complete the online training on the Use of Humans as Experimental Subjects. It will become necessary as part of your Thesis research. <http://couhes.mit.edu/training-research-involving-human-subjects>

### **Registration**

Registration at MIT is online. Students enter their registration via Websis ([Student.mit.edu](http://Student.mit.edu)). For first-year students, Shannon will approve your registration, which you then submit. For second-year students, you'll meet with Vivek Bald to have your registration approved, which you then submit. If applicable, your RA tuition award is applied when you submit your registration, make sure you do this by the end of the first week of classes.

### **Cross Registration**

Full-time MIT students may take subjects for credit at Harvard University, Wellesley College, the Massachusetts College of Art and Design (MassArt), and the School of the Museum of Fine Arts (SMFA) without paying additional tuition. Students must meet the earlier of MIT's or the other school's cross-registration and add/drop/change deadlines and must abide by the rules of both MIT and the school into which they are cross-registering. Students thinking of cross-registering should make themselves aware of the guidelines, procedures, and deadlines for each institution. The Fall 2017 cross-registration deadline is October 6, and there is a late fee if you miss it. Cross registration instructions may be found at: <https://registrar.mit.edu/registration-academics/registration-information/cross-registration>.

### **Independent Activities Period (IAP)**

The Independent Activities Period (IAP) is a special four-week term at MIT that runs from the first week of January until the end of the month. For close to four decades, IAP has provided members of the MIT community (students, faculty, staff, and alums) with a unique opportunity to organize, sponsor and participate in a wide variety of activities, including how-to sessions,

forums, athletic endeavors, lecture series, films, tours, recitals and contests. Becky Shepardson (bshep@mit.edu) coordinates IAP offerings for CMS. For more information about IAP, see <http://web.mit.edu/iap/>.

### **Funding for Research and Professional Development**

CMS is serious about preparing graduate students for meaningful and rewarding work in media. The School of Humanities Arts and Social Sciences (SHASS) has a fund for research or attending conferences called the Kelly-Douglas fund (<http://shass.mit.edu/undergraduate/scholarships/kelly-douglas/grants>). CMS will match a Kelly-Douglas grant, giving students a potential of \$1,000 toward professional development or research travel. For expenses of \$100 or less, students may bypass that process and apply directly to the CMS/W Graduate Education Office.

In addition, the Graduate Student Council has a Travel Fund Grant Program for travel to conferences. <http://gsc.mit.edu/funding>

### **[www.Lynda.mit.edu](http://www.Lynda.mit.edu)**

MIT has partnered with Lynda.com to promote its software training products and services, and as a result, MIT students and employees enjoy free access to its online library of tutorials and trainings in everything from database management to HTML to animation. Once you have your MIT ID and certificates installed on your computer, browse the site (making sure to access it through MIT). If you need to log on to the site from a computer without certificates, you can do so using your Kerberos ID.

### **Business Matters: IDs, Employment Forms, Payroll, etc...**

#### **Athena Account / E-mail**

You must register for an Athena account to get an MIT e-mail address or access the MIT network. We emailed you an Athena coupon to enable this process over the summer. Contact Shannon Larkin if you need a copy of your coupon.

#### **Certificates**

You will need to install MIT certificates on your web browser in order to access many MIT pages. To do so, go to the following page and first install the MIT Certificate Authority, then get your MIT Personal Certificate: <http://ist.mit.edu/certificates>.

#### **MIT ID Card <http://web.mit.edu/semocard/index.html>**

Pick up your ID as soon as you arrive on campus at the MIT Card Office in E17-106 (617-253-3475). Spouse/Partner cards are also available for a fee. The card will give you access to our space, and also functions as a library card. You will need to present a valid picture ID (a passport, or US Government issued ID, such as a driver's license). Driver's licenses from foreign countries, college/university IDs from other institutions, credit/bank cards, or insurance cards are not accepted.

#### **I-9**

**Any student working for pay on campus must complete an I-9 form.** Start here: <http://hrweb.mit.edu/i-9> to fill out part of the form online, then finish up at the Atlas Service

Center in E17. If you do not submit this form within 3 days of beginning work you will not be paid until you do.

### **RA Position**

If you hold an RA position, you should meet with your Research Director(s) during the first week of classes for a detailed explanation of the project, and your roles and responsibilities. If you haven't made contact with your Director(s) yet, please let us know and we'll help you connect. You and your manager will be required to submit an RA Workplan to the Graduate Education Office by September 15.

### **Committee on the Use of Humans as Experimental Subjects (COUHES) Training**

All students should go to this web page <http://couhes.mit.edu/training-research-involving-human-subjects> to complete training on Human Subject Research. Please send confirmation to your graduate administrator when you have finished the course.

### **Getting Paid**

The I-9 is the most important part of being paid. The rest (direct deposit, tax forms) can be found and filled out in the "About Me" section of [atlas.mit.edu](http://atlas.mit.edu).

#### **Bills and Fees**

If you hold an RA position, your tuition and health insurance are paid through your assistantship. You will need to monitor your account in WEBSIS and/or MITPAY and be sure to keep up with other fees, such as library, student activities, and housing. If you need assistance, please make use of Student Financial Services.

### **Space**

The CMS Graduate Student Space is located on the 3rd floor of E15, known as "The Pond." This is where your lockers are. The CMS classroom is E15-335, and many of your classes will take place there. The CMS/W Graduate Education Office is in 14N-338, but is kept stocked with chocolate to reward you for trekking over.

### **Computers**

Students may use the computers in the seminar room (E15-335) and in the Pond. The seminar room is accessible by MIT ID, so please test to make sure your card works. Because the seminar room is primarily a classroom, it must be kept clean after you have used it. The Pond is locked at all times. You also have access to the printer there – please contact Mike Gravito about configuring your laptop for wireless printing access.

### **Lockers**

Graduate students will also have access to the lockers in the hallway outside of E15-320. Students should bring in their own padlocks and are responsible for their own key/combination.

### **Equipment**

In addition to the workstations described above, CMS has a variety of media equipment available to graduate students. Contact Mike Gravito ([mgravito@mit.edu](mailto:mgravito@mit.edu)) to find out what's available and learn the guidelines and procedure for use. Equipment includes cameras, video cameras, digital audio recorders, etc.

**The Humanities Film Office** Located in 14N-428, the Humanities Film Office is a media archive, which serves as an academic resource for Humanities faculty and students. DVDs from its eclectic film and television collection can be checked out for study and personal use. The Film Office is open during the semester 10am-5pm Monday through Thursday, noon-5pm on Friday. <http://humanitiesfilmoffice.mit.edu/> Laura Ryan, [ryanl@mit.edu](mailto:ryanl@mit.edu), 617-253-2873.

### **CMS Headquarters Administrative Contacts**

CMS/W Head: Edward Schiappa ([schiappa@mit.edu](mailto:schiappa@mit.edu) / 14E-303/617-253-3062)

CMS Director of Graduate Studies: Vivek Bald ([vbald@mit.edu](mailto:vbald@mit.edu)/14N-435/617-452-5086)

Administrative Officer: Sarah Smith ([se\\_smith@mit.edu](mailto:se_smith@mit.edu) / 14E-303 / 617-253-4741)

Academic Administrator: Shannon Larkin ([slarkin@mit.edu](mailto:slarkin@mit.edu) / 14N-338 / 617-253-6668)

Academic Programs Support and HQ Coordination: Jessica Tatlock ([jtatlock@mit.edu](mailto:jtatlock@mit.edu) / 14E-303 / 617-715-5277)

Undergraduate Academic Administrator: Becky Shepardson ([bshep@mit.edu](mailto:bshep@mit.edu) / 14N-336 / 617-324-1368)

Communications Director: Andrew Whitacre ([awhit@mit.edu](mailto:awhit@mit.edu) / E15-321 / 617-324-0490)

System Administrator and Tech Guru: Mike Gravito ([mgravito@mit.edu](mailto:mgravito@mit.edu) / 14N-230 / 617-324-8972)

Other Key Contacts at MIT

### **Office of Graduate Education (OGE) <http://oge.mit.edu/>**

Information, resources, and support are available through this office for a wide variety of issues pertaining to graduate study at MIT. Of particular interest are the Fellowships pages. Note that although some applications require departmental nomination (which we will handle), many are open to individuals, and the eligibility requirements and deadlines vary.

### **MIT Medical <http://medical.mit.edu/>**

E23-189 / 617-253-4481

Urgent Care is provided 7AM-11PM. After those hours, call the number above.

### **Student Mental Health and Counseling**

For counseling and therapy services to fit a full range of needs/situations

<https://medical.mit.edu/services/mental-health-counseling>. Walk-ins are accepted every weekday afternoon.

### **Community Wellness**

<https://medical.mit.edu/services/community-wellness> provides a range of services including classes and workshops, individual consultations, and training and mentoring.

**MIT Campus Police**

W31-215 / 617-253-1212

MIT Police EMERGENCY: Dial 100

Boston/Cambridge Police EMERGENCY: Dial 911

Safe Ride: 617-253-2997

**Sexual Misconduct at MIT**

MIT takes the responsibility of providing a safe learning environment seriously. Part of this is complying with state and federal statutes, including Title IX of the Federal Higher Education Amendment of 1972. If you need to report an incident, you can see your options here:

<http://titleix.mit.edu/>, email TitleIX@mit.edu directly, or come see Shannon. Do not assume that it is your fault, or that someone else will take care of it. Take action.

**3-SNOW**

Call this line for information about MIT snow closings and other emergency closings. But bear in mind that during the Blizzard of '78, it took an order from the governor to close the Institute.

617-253-SNOW (617-253-7669)

**Transportation Office**

W20-022, [mitparking@mit.edu](mailto:mitparking@mit.edu)

<http://web.mit.edu/facilities/transportation/index.html>

MIT runs a number of shuttles between different parts of the campus, as well as across the river. Schedules and routes can be found here:

<http://web.mit.edu/facilities/transportation/shuttles/index.html>

**Information Services & Technology – Computing Help Desk**

If you can't get in touch with Mike Gravito, you can call this number for computing help.

617-253-1101 / [computing-help@mit.edu](mailto:computing-help@mit.edu)

**Wireless**

Wireless Internet is available throughout the MIT campus. Access is granted to visitors, though they have to register, which takes around 15 minutes to be processed. A map of WiFi coverage can be found here:

<http://web.mit.edu/network/wireless-map.html>

**Questions? Just ask!!!**