

**SDSU/UCSD JOINT DOCTORAL PROGRAM**  
**LANGUAGE AND COMMUNICATIVE DISORDERS**

**GUIDE FOR DOCTORAL STUDENTS**

**PREPARED BY THE DOCTORAL STUDENT REPRESENTATIVES**

**2009-2010**

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# 1. WELCOME!

Welcome to the JDP Language and Communicative Disorders! Another exciting (and busy!) year is upon us. We hope it will be as enriching and stimulating as can be.

This guide is compiled by doctoral students and serves as a companion to the official JDP-LCD Handbook. It is meant as a resource to complement the Handbook and provide students with more detailed information, including certain topics not covered in the official document.

The guide is divided in sections and is in a bullet form, for clarity and speed-of-reading. Note that you should verify any information included in this guide, as there may be errors, omissions, or changes that we've missed.

For the new incoming students, we would like to remind you that there are orientations offered on both campuses. You received the dates and details about them in previous correspondence. Our administrative assistants are also there to help you find your way around.

We hope you will find this guide helpful. Any comments and suggestions for next year's edition are most welcome. We take this opportunity to thank the Graduate Enrichment Fund (UCSD) for the generous support that made this project possible.

Enjoy the guide, and best wishes for the upcoming year!

Kathleen, Amy, Darin and Dorothy  
Your Graduate Representatives

## 2. WHO'S WHO?

### A) Nomenclature & Affiliations

- For administrative paperwork, you may be asked for your department. We do not have a department per se, you should say "JDP-Language and Communicative Disorders."
- At UCSD, the JDP is administered through the Center for Research in Language (CRL). All JDP-ers have a mailbox at CRL, in the Cognitive Science Building, room 215.
- At SDSU, the JDP is administered through the JDP Office housed in the School of Speech, Language and Hearing Sciences. The office is located in the Speech, Language and Hearing Sciences building. The JDP has a mailbox in this building, room 222.
- The JDP is affiliated with many departments, laboratories, and centers on each campus. Consult the handbook for more details on the program resources.

### B) Program Administration

\* Note that there are pictures and bios of all faculty members available on departmental websites. We are merely introducing the "administrative" core of our JDP.

#### ❖ Executive Committee

SDSU Executive Committee members

- Jessica Barlow, Ph.D.
- Lewis Shapiro, Ph.D.
- Beverly Wulfeck, Ph.D., Co-director JDP

UCSD Executive Committee members

- Rachel Mayberry, Ph.D.
- Keith Rayner, Ph.D.
- Vic Ferreira, Ph.D., Co-director JDP

#### ❖ Your first step when you have a question (besides your advisor(s), of course):

Margaret Paulson (UCSD)

Jill Baumgartner (SDSU)

### C) Graduate Student Representatives 2009-2010

Kathleen Brumm

Amy Pace

Darin Woolpert

Dorothy Yang

### 3. ACADEMIC

- ❖ Rules of thumb: → Discuss all decisions with your advisor(s).  
→ **It is your responsibility** to make sure you meet all regulations of the program, but also of *both* universities.  
→ For questions, consult Dr. Wulfeck.

#### A) Student Identification

- ❖ **UCSD** - A student number (or PID), which starts with a capital 'A' will be mailed to new students after they accept admission. This letter, which comes from the registrar's office, will also have a Personal Access Code (PAC) – a password. This is mailed to the student's home address.
- ❖ **SDSU** - You've already received your RedID: This is your student number.  
- You will choose your own password.  
- This information will give you access to just about any SDSU service.

Note: Ask Margaret / Jill how to proceed to get your student IDs. Make sure - especially at SDSU - that you get a doctoral student ID.

#### B) 2009-2010 Academic Calendars

! Note: Registration dates differ between universities! For details, see the academic calendars below.

##### ❖ Semester/ Quarter Start & End Dates

	UCSD		SDSU
<b>Fall</b>	September 21 – December 12	<b>Fall</b>	August 24 - December 31
<b>Winter</b>	January 1 – March 20	<b>Spring</b>	January 19 - May 25
<b>Spring</b>	March 25 – June 11		

(UCSD Spring Break is the week between Winter and Spring Quarters)

(SDSU Spring Break is March 29-April 2)

##### ❖ Complete Academic Calendars

UCSD	<a href="http://registrar.ucsd.edu/studentlink/AcademicCalendar09-10.pdf">http://registrar.ucsd.edu/studentlink/AcademicCalendar09-10.pdf</a>
SDSU	<a href="http://arweb.sdsu.edu/es/catalog/GB0910/pdfs/Academic%20Calendar.pdf">http://arweb.sdsu.edu/es/catalog/GB0910/pdfs/Academic%20Calendar.pdf</a>

#### C) General Timeline of the JDP

A very general guideline: you are expected to work in a lab starting Day 1. You'll be taking courses for at least the first two years, if not three. Most students do not take summer courses, but everyone works during the summertime on their research. The table on the next page is only a visual guideline! You (and your advisor) are responsible for meeting all academic requirements and will be modifying this guideline to better fit your own path.

YEAR	TYPICAL ACTIVITIES	ADMINISTRATIVE DEADLINE
1	Coursework <b>1<sup>st</sup> year project</b> Lab Rotation 1	
2	Presentation of 1 <sup>st</sup> year project at Fall Colloquium Coursework <b>2<sup>nd</sup> year project</b> Lab Rotation 2	1 <sup>st</sup> year project paper due to JDP office approximately 1 month after Colloquium
3	Presentation of 2 <sup>nd</sup> year project at Fall Colloquium Finish Coursework TAships (2) or teach full course (1) Lab Rotation 3 Begin working on <b>integrative paper</b>	2 <sup>nd</sup> year project paper due to JDP office approximately 1 month after Colloquium
4	Petition for dissertation committee Write & defend an <b>integrative paper</b> (you can begin working on this paper following presentation/write-up of 2 <sup>nd</sup> year project) Finish TA/teaching requirements Write & defend a <b>dissertation proposal</b>	Advancement by end of 4 <sup>th</sup> year (i.e., before the Fall semester starts) <b>You must complete all JDP requirements (courses, teaching, 2<sup>nd</sup> language req.) prior to advancement!</b>
5	<b>Dissertation!</b>	Defend no earlier than in the third quarter after you have advanced (the first quarter is the one during which you advanced)

#### D) ASHA CCC and CFY options

You will need to take additional courses and complete 400 hours of clinic before finishing your dissertation in order to get your CCC's as part of the program. See Handbook for more details regarding process and the guidelines available for doctoral students. It's a good idea to talk about this with your advisor early on and meet with Dr. Pruitt to get a clear idea of how to proceed. It's also recommended you meet with the clinic director (Charlotte Lopes) to get her input. Note that your funding is provided based on research, not clinical work, so the administration is always going to emphasize research first.

#### E) Changing Labs

##### - Lab Rotations

You already know that you are required to rotate labs as a requirement for the program. All faculty members and their research interests are listed in the Handbook. Browse the list, and discuss your choice(s) with your advisor or with Dr. Wulfeck. You must rotate at least once on each campus. See handbook for more details.

##### - Changing Labs and/or Advisors

Should you want to change labs and/or advisors for personal and/or professional reasons other than lab rotations, meet with Drs. Wulfeck and Ferreira or an Executive Committee Member to discuss the issue. But do keep in mind that it is possible; so don't let an unfortunate or uncomfortable situation become worse. See Appendix for information on cultivating a rewarding advisor/advisee relationship.

## **F) Teaching Assistantships/Teaching Opportunities**

- You already know that you are required to TA twice or teach 1 full class as part of the requirements.
- Students usually do not TA before their third or fourth year (but it is possible - discuss this with your advisor).
- You may TA/teach at UCSD or at SDSU. You may teach a full course at UCSD only if you have already advanced to candidacy. You can TA at UCSD at any time.
- In-department students have priority over JDP-ers in the attribution of TAships. Usually, postings for TAships are emailed when unfilled by in-department students. Note that the Human Development Program (HDP) at UCSD does not have its own grad students and so is a great way to get TA experience. The current contact to get added to their list is Janet Shin.

## **G) Mentoring**

From the moment you begin the doctoral program, you'll be expected to work with undergrads and/or master's-level students in the lab. Since you're the doctoral student, expectations will be different for you. This can seem surprising, especially since the people you'll be working with probably have been around the lab a lot longer than you, are familiar with the experimental set-ups and essentially, already know the ropes. So don't be surprised when you realize that for the first few months, actually, you'll be the one being mentored.

If you're working in a lab based at UCSD, undergraduate students can register for what's called a 199 to receive course credit for doing research. Most departments related to our field (although, not linguistics) offer this course code. Students can register to do 5 or 10 hours per week of research and receive 2 or 4 units of credit accordingly. Undergraduate research assistants are typically the responsibility of the graduate student and as such it will be up to you to set up their schedule, train them on how to run subjects, etc. It is a great way to gain research-related leadership experience.

## **H) Additional Human Subjects/IRB Information (See JDP Student Handbook for details)**

- SDSU: access vIRB via WebPortal: <https://sunspot.sdsu.edu/portal/>
- UCSD Human Research Protections Program: <http://irb.ucsd.edu/>

All of your research conducted during your program MUST be approved by both SDSU & UCSD review boards. In certain circumstances, your advisor's lab IRB may cover your project – discuss this with your advisor! In any case, even if you are covered by your advisor's IRB on one campus, you need to get approval from the other campus too. You will be asked to submit to the JDP the documents showing approval from both campuses with the paperwork for your yearly review.

First things first – complete online tutorials on both campus websites.

- SDSU: <http://www-rohan.sdsu.edu/~gra/login.php> Certification valid for 2 years.
- UCSD: <http://irb.ucsd.edu/webtraining/index.html> Certification valid for 1 year.
  - The login info you create and use for UCSD's tutorial is what you use for UCSD's online IRB process. After you login for the first time, you can create a new password.

You will need to maintain SDSU and UCSD approval for your research projects. Renewal of approval needs to be completed on a yearly basis. Renewals and modifications can be completed online for both SDSU and UCSD. When your project is complete, you need to submit a report to each campus as well.

### **I) Advancement to Candidacy (See Handbook for full details).**

By the beginning of your 4<sup>th</sup> year, you and your advisor will meet with a director of the program. You can do this sooner than fall of year 4, but probably should not do it later. The meeting's purpose is for you to collect paper copies of JDP forms 2-5 and start thinking about the timeline in which you'll ask professors to be on your committee and write the integrative paper and dissertation proposal. Choosing people to be on your committee is the first step, and conveniently, the first JDP form you'll have to turn in. Discuss with your advisor and the director BEFORE contacting any committee member. Your advisor will guide you in making these choices. Note that your outside member may need to be approved by the program.

Once you have every committee member's approval, turn the JDP-2 into the JDP administrative office at SDSU (no signatures from the committee members necessary). The JDP administrative office will submit it to Graduate Affairs (GA; SDSU). The form will then automatically be forwarded to UCSD for approval by the Office of Graduate Studies (OGS). Your committee should be formed and approved by the end of the Fall semester of your 4<sup>th</sup> year, if not sooner.

Once you have a committee, it's a good idea to intermittently remind them of your existence between the time that you ask them to be a member and the day they receive a copy of your integrative paper in their mailbox. Remember that these people are busy and are capable of forgetting that they agreed to be on your committee several months earlier. This is especially true if you're planning on defending one or both of the papers during the summer. Many faculty are not around, sometimes for the entire summer, and a case of "out of sight-out of mind" may be more probable. So don't worry if you think you're harassing them, just do it. Send them semi-regular emails even if it's just to say, "I'm working on this section of the (fill in the blank) paper." They probably won't respond but they will be reminded that they are part of your committee and that really is the point.

The integrative paper topic should be discussed with your advisor as soon as possible. Perhaps the hardest part of the whole process is finding a suitable topic that is not too broad nor too narrow yet interesting and suitable for an IP. The IP is more than a literature review; it is integrating two literatures to investigate a theoretical question or it is revisiting a literature to shed new light and reach novel conclusions on a theoretical question. Examples from previous years are available through your advisor (or other JDP faculty) or the JDP Office. It is in your best interest, but not required, to choose a topic that relates to your planned dissertation research; ideally, your IP can also be the front of your dissertation.

The dissertation proposal takes the form of a grant proposal (pre- or post-doc); you are motivating and proposing to complete several studies that investigate a specific theoretical question. The document is shorter than the IP, about 15 pages. Depending on the type of dissertation you will write (staple or traditional; see Official Handbook), your proposal may take a different form. Make sure you and your committee are clear on what should be included in the proposal. Consider grant deadlines, too, when planning your timeline – ideally, you'd like to submit the proposal and see if someone wants to be nice and give you money, right?

The next step is to pick defense dates (ideally, after having written something, but plan well ahead of time). A defense is an oral presentation followed by a Q&A session (public and private with your committee). It is your chance to show what you know, and clarify any points that the committee may have questions on.

There are two defenses before you advance: one of your IP, and one of your proposal. It is

important to select dates and times for both defenses that all members are able to attend. Once you and your committee members have agreed on these, you should inform the director of the program. Two weeks before each defense date, you're expected to (1) submit copies of the paper to each of your committee members (2) email Dr. Wulfeck an abstract of the paper along with a defense location, date and time, which will be emailed to other JDP students and professors who may be interested in attending. After your IP defense, you go on to finish your Proposal and prepare for the Proposal defense (defenses should be separated by at least two weeks. You cannot defend your IP and your Proposal on the same day (and believe us, you probably wouldn't want to do that to yourself anyways!).

Defending the integrative paper and proposal by the end of your 4<sup>th</sup> year is the goal. However, if for some reason you don't, your UCSD student account will be put on hold. Although this sounds scary, it actually has no academic repercussions, as you don't register for summer classes anyway (unless you are an international student and are leaving the country before having advanced). However, no registration for the Fall semester will be possible due to your Hold (which, if you are an international student, may flag you in the SEVIS database upon re-entry to the USA). It could however, have financial repercussions if you're someone that the program is paying through the summer (not everyone) because you can't pay someone whose account is on hold.

There is no graduate form to be signed after your IP defense. Following the successful defense of your dissertation proposal, the JDP-3 is to be signed by all committee members, JDP co-directors, and yourself, and then stamped by the Cashiers' Office after paying a \$90 fee. You then take the JDP-3 to the SDSU JDP coordinator who will file it on your behalf with the SDSU Graduate Division.

## **J) Completing your dissertation: Tips on navigating the bureaucracy**

*"The final preparation and submission of your dissertation is an important, but not impossible process."* -UCSD Office of Graduate Studies

### **I. Preliminary considerations**

- Make sure that you are enrolled in SLHS 899 (Dissertation) at SDSU and dissertation units under a chair or committee member at UCSD during the term in which you wish to graduate.
- The first step toward graduation is to file an Application for Graduation with an Advanced Degree with the SDSU Division of Graduate Affairs. Check with this office for the filing deadline; it is usually early in the term for which you would like to finish. There is a \$55 fee associated with this application. The application can be found at <http://gra.sdsu.edu/grad/graforms.html>.
- There is no analogous application for the graduation process at UCSD (until your preliminary OGS meeting; see below). However, when you have determined your defense date and the title of your dissertation, you should complete the JDP-5 form with Dr. Wulfeck. This form, complete with signatures, is what you will take to UCSD OGS at your final appointment.
- How much will it cost? The following table summarizes the costs and fees that you might want to plan for:

<b>What</b>	<b>When</b>	<b>How much</b>
SDSU Application for Graduation	Early in the semester in which you intend to graduate	\$55
Two copies of dissertation on acid-free 25% cotton paper required (one for SDSU Library, one for SLHS). Per-page printing charge applies if submitting electronically on USB drive. Must present hardcopy of dissertation to SDSU Graduate Division when submitting final paperwork; however, copy is returned to you and may be used for one of two required copies above.	Before your final OGS appointment	\$.12 per page; \$1 per page for color. UCSD bookstore prices are comparable to office supply stores
SDSU: Montezuma Publishing dissertation binding charge	After your final document gets turned in at SDSU	\$30 binding charge per copy plus one-time \$30 processing fee

\*Amounts based on 2008-2009 information

## **II. Preparing your document**

- Your dissertation must be formatted to meet UCSD’s requirements. You do not need to worry about SDSU’s dissertation formatting requirements.
- Before you even think about starting your document, read UCSD’s Dissertation Formatting Manual. Save a copy of it on your computer; you will refer to it often. The manual can be found at [http://ogs.ucsd.edu/AcademicAffairs/Documents/Dissertations\\_Theses\\_Formatting\\_Manual.pdf](http://ogs.ucsd.edu/AcademicAffairs/Documents/Dissertations_Theses_Formatting_Manual.pdf)
- Set your document configurations (page margins, indents, etc.) before you start writing your document; it will be easier than changing settings later.
- Miscellaneous tips:
  - Become familiar with Page Break and Section Break commands in your word processor; this will be helpful for setting up page numbering.
  - If you have a table or figure on a page with landscape orientation, you may need to create a text box for an appropriately-oriented page number.
  - Become familiar with how to set up your table of contents and lists of figures/tables so that they will automatically update the page numbers.
  - Consider using software such as Reference Manager or End Note to deal with your references and bibliography. RefWorks is available through UCSD (web-based manager).
  - Although the UCSD Dissertation Manual provides guidelines for formatting graphs *and* figures, you are not required to call your charts and graphs “graphs.” You may call them “figures,” as is typically done in our literature, and format them accordingly.

- If you are going to use any pre-published, submitted, or in-press material in your dissertation, you must obtain advance notice from the publisher and your co-authors. This may take some time, so begin early. More details can be found in the UCSD dissertation manual.
- Save your document each day, and in multiple locations!

### **III. Defending your dissertation**

- Take with you to your defense:
  - ✓ 3 filled-in copies of form JDP-5 for signatures: you may wish to obtain 2 copies with original signatures. The third page is just in case someone messes up.
  - ✓ 3 blank copies of your signature page on any kind of paper: 2 copies for original signatures, a third just in case.
  - ✓ A black pen for signatures.
- Tip: keep signature pages unfolded and unblemished in a file folder sandwiched between 2 pieces of cardboard, and placed in a large envelope.

### **IV. Submitting your document**

- A minimum of 2 meetings with UCSD's Office of Graduate Studies are required to submit your document and paperwork. You will participate in both of these meetings before taking anything to SDSU.
- Preliminary OGS Appointment:
  - This meeting can be scheduled as early as 2-4 weeks prior to your defense, or shortly after your defense. It is important to have a close-to-final and fully-formatted document before this appointment.
  - The meeting will take approximately 30 minutes.
  - Take a complete, unbound, single-sided, fully-formatted copy of your dissertation (on any kind of plain paper) with you to this appointment. You will review this copy during your meeting, but not turn it in.
  - During the meeting, the OGS Academic Affairs advisor will check your academic status and the formatting of your document—page by page. Make sure that you have followed the dissertation formatting manual.
  - You will also be given two surveys:
    - You will receive instructions to complete an online OGS survey
    - You will be given a paper "Survey of Earned Doctorates." After you fill it out, make a copy for SDSU to turn in when you take your document to SDSU later.
  - If you are going to submit your dissertation electronically to UCSD (the easier and cheaper option), you will be given instructions for uploading your document to the web. Hint: when you upload your document (preferably one day prior to your final appointment), the submission site (<http://dissertations.umi.com/ucsd/>) provides free software for pdf conversion. The site also permits you to order extra bound copies of your dissertation for yourself.
- Final OGS Appointment:
  - This meeting should be scheduled to take place once you have successfully defended and have a final document. This meeting must be held on or prior to the last day of the term at UCSD. Contact OGS for the precise date or check the UCSD academic calendar.

- The meeting takes approximately 15 minutes if you submit electronically.
- If you absolutely cannot attend the final appointment (e.g., you live out of town), it is possible to have a proxy (i.e., close and responsible friend) attend the meeting for you and turn in your papers.
- Take the following items to your final meeting (adapted from OGS):
  - ✓ 1 complete unbound single-sided copy of your dissertation on acid-free 25% cotton paper (you will take this to SDSU later)
  - ✓ 2 extra copies of your title page on any kind of paper
  - ✓ 3 extra copies of your abstract, single-sided, on any kind of paper
  - ✓ 1 envelope or box large enough to hold your dissertation
  - ✓ The original (signed) signature page plus 1 additional copy on 100% cotton paper inserted into your dissertation. Do not scan the signed page into the pdf of your dissertation, simply use the formatted but blank (unsigned) signature page for your electronic submission. Make one additional copy for SDSU on any kind of paper.
  - ✓ Form JDP-5 signed by committee and by both department/program chairs/directors. Be sure to obtain these signatures at your defense.
  - ✓ Degree and Diploma Application (obtained at Preliminary Appointment)
  - ✓ Confirmation page from completing the on-line OGS survey
  - ✓ Survey of Earned Doctorates (obtained at Preliminary Appointment). Make a copy for SDSU.
- After OGS has signed off on your document and paperwork at your Final Appointment, you will take the following to the SDSU Graduate Affairs office:
  - ✓ The copy of your dissertation on acid-free 25% cotton paper that you took to your OGS Final Appointment
  - ✓ A copy of the completed Survey of Earned Doctorates
  - ✓ A copy of your signature page
  - ✓ A copy of your title page
  - ✓ The JDP-5 form that has been signed by the UCSD Academic Affairs Advisor. The form will be signed by SDSU Graduate Affairs, then the Dean, and sent back to UCSD for the final Dean signature.

**V. Overview of steps to graduation:**

What	When
1. Enroll in SLHS 899 (dissertation)	During the term in which you wish to graduate
2. Submit Application for Graduation with an Advanced Degree to SDSU Division of Graduate Affairs.	Early in the term in which you will graduate. Check with Division of Graduate Affairs for deadline.
3. Fill out form JDP-5 with Dr. Wulfeck and keep with you until your defense.	As soon as you know your defense date and title of your dissertation.
4. Schedule Preliminary Appointment with UCSD OGS.	2-4 weeks prior to your defense, or soon thereafter.
5. Defend your dissertation.	Preferably with enough time left in the term in case you need to make any changes to your document before submitting.
6. Upload your dissertation to UCSD electronically.	When you have a final document; preferably one day prior to your Final Appointment at OGS.

7. Schedule/Attend Final Appointment with UCSD OGS.	After you have successfully defended your dissertation.
8. Deliver documents to SDSU Graduate Affairs office.	After UCSD OGS has signed off on your paperwork at your Final Appointment.
9. Deliver copies of dissertation on acid-free 25% cotton paper to Montezuma Publishing and pay binding and processing fees.	After you have turned in paperwork to SDSU Graduate Affairs Office.

## VI. Important Contacts:

### UCSD Office of Graduate Studies (OGS)

<http://ogs.ucsd.edu/Pages/default.aspx>

Student Services Center 402

(858) 534-3555

Norienne Saign, Asst. Director of Grad. Academic Affairs:

(858) 534-3709

[nsaign@ucsd.edu](mailto:nsaign@ucsd.edu)

### SDSU Division of Graduate Affairs

[www.gra.sdsu.edu](http://www.gra.sdsu.edu)

SSE 1410

(619) 594-5213

Rita Baumann, Handles JDP program for SDSU

619 594-1504

[rbaumann@mail.sdsu.edu](mailto:rbaumann@mail.sdsu.edu)

### Montezuma Publishing

Behind SDSU bookstore; lower level

(619) 594-7551

## 4. REGISTRATION

### A) What courses to take

- Discuss/decide this with your advisor (not all courses are offered every quarter/semester/year, beware).
- Prioritize required courses (our recommendation).

### B) Number of Units per quarter/semester

- Consult the official handbook and letters sent by the program and Dr. Wulfeck for the details on how many units to register for.
- Sign up for research units (dummy units) to complete the required number of units per campus if the course units aren't enough. Ask your advisor and/or Margaret/Jill for the details.

### C) Summer Registration

You do not need to register for summer units unless you are taking summer classes (such as for the CCC

option) or plan to graduate in the summer term. In general, the student must pay for summer registration because the program does not receive SDSU fee support. However, please advise the SDSU Co-Directors of your plans for summer graduation early in the Spring semester and the program will inquire about possible fee waivers for you.

## **D) Registration Systems**

Note: Although each system lists available classes, you may also check departmental websites for course listings. Especially at UCSD, these sites may post their course offerings sooner than the registration system.

### **❖ UCSD**

TritonLink (<http://tritonlink.ucsd.edu/>)

- Under “Tools” on the left hand side of the page, click on “Schedule of Classes.”
- If you need research units and your advisor is at SDSU, ask Margaret for help.
- Remember, graduate-level classes are 200+.
- Deadlines: See Academic Calendar.

### **❖ SDSU**

WebPortal ([www.sdsu.edu/webportal](http://www.sdsu.edu/webportal))

- You might need an add code to register for a class. If so, contact Jill.
- There is extra paperwork if you are doing an Independent Study. See Jill.
- Remember, graduate-level classes are 600+.
- Deadlines: See Academic Calendar.

## **5. EMAIL, WEBSITES, COMPUTERS, LIBRARIES**

### **A) Email**

- You can obtain an email address from either campus. (See information in the Handbook)
- If you have multiple email addresses, you may find it helpful to forward incoming mail to a single address – SDSU’s Rohan accounts have limited space for saving emails. One option is to forward Rohan incoming messages to a UCSD account, or another webmail account.

### **B) Websites**

- Each campus offers to host a website for its students. Use the same contact information for email to get started on your own website.
- As you may know, all JDP-ers are listed on the JDP website. There is a short bio on each of us included. A yearly update is scheduled in October. Incoming students will be added this Fall.

### **C) General Computer Information**

- Wireless networks on campus: Both campuses offer free wireless connections to students. See Academic Computing Services at UCSD (<http://acs.ucsd.edu/>) or Academic Computing (Rohan) at SDSU (<http://www-rohan.sdsu.edu>).
- SDSU’s Student Computing Center offers technical support, remote access, and training (workshops on various topics and for different levels): <http://scc.sdsu.edu/guides.php>

- CRL has a handbook with information on computer setup, software, and video/sound editing, among other things ([crl.ucsd.edu/handbook/](http://crl.ucsd.edu/handbook/)). The Software page also has links to download software: <http://crl.ucsd.edu/software/>. Consult the CRL website before contacting the CRL staff. You can subscribe to mailing lists (for talks, for instance) on the CRL website.
- Training at UCSD is offered through the Libraries. See under *D) Libraries* below for detail.
- Photocopying: Copy cards are available in the libraries (both campuses). Imprints offers copying and printing services at UCSD. For information on how to get a photocopying card and/or on Imprints, see: <http://libraries.ucsd.edu/locations/bml/services/photocopying-printing-bml.html>
- Printing: You may use your lab's printer if the director allows you to. There are special printers on both campuses for posters. UCSD's large format printer (<http://www.acs.ucsd.edu/print/cplot.shtml>) is convenient for poster printing. Users with ACS instructional (student) accounts may access the printer as they would any other fee-for-service (laser) printer. Be sure to set up a real-money Laser Printing Account at the ACS Account Services Office before you try to print to cplot1. You will need to request the "Premium" print option for your laser account in order to use cplot1. You can print your poster from an on-campus computer lab very easily, from PowerPoint (or other applications). Additionally, UCSD allows you to 'install' their poster printer on your computer, which allows you in turn to send your poster for printing directly from the application you use. You'll need to set up an account with Academic Computing Services and deposit money into the account, and install the printer on your computer. Then, to print a poster, VPN yourself and File → Print your document you're your application. The fee (typically less than \$20) will be deducted from your account. Other options are available, check the ACS website. Before you print to the large format printer, be sure to read all instructions on the website above, and send your print job to the "non-printing" queue. You will then receive an email with a pricing quote for your job, and an image of what it will look like, so that you can check that it looks ok before you print the poster. Once it's printed, you are responsible for the charges, whether it came out right or not!

Setting up a Printing Account:	<a href="http://sdacs.ucsd.edu/~icc/laser.php">http://sdacs.ucsd.edu/~icc/laser.php</a>
How to use the large printer:	<a href="http://acs.ucsd.edu/print/cplot1.php">http://acs.ucsd.edu/print/cplot1.php</a>
Remote Printing:	<a href="https://sdacs.ucsd.edu/accttools-cgi-bin/rpauth.cgi">https://sdacs.ucsd.edu/accttools-cgi-bin/rpauth.cgi</a>

Also, read the CRL Handbook for help on creating and printing a poster (see the CRL website). For instance, PowerPoint has a maximum width that you need to be aware of. Lastly, make sure you set your page settings AND your printer settings to the right dimensions (say, 42 by 60 inches) for your print job to look good.

- Online Course Materials  
UCSD's WebCT: <http://webct.ucsd.edu/>  
SDSU's BlackBoard: <https://blackboard.sdsu.edu/>
- Other stuff you might want to know about  
CRL and ACS (UCSD) both freely offer some software programs. Check their websites.  
Secure Shell (SSH): [http://www-acis.ucsd.edu/info/ssh\\_clients.php](http://www-acis.ucsd.edu/info/ssh_clients.php)  
VPN: <http://www-ono.ucsd.edu/documentation/vpn/>  
Sophos Free Anti-Virus: <http://sophos.ucsd.edu/>

## D) Libraries

- SDSU and UCSD offer privileges to doctoral students. The regulations and services to doctoral students are listed on the website of each library.
- General Information for Students (SDSU): <http://infodome.sdsu.edu/students/students.shtml>
- UCSD has several important libraries and you may end up visiting several of them. They are listed on the main website (<http://libraries.ucsd.edu>).
- UCSD Libraries offer workshops (library-related or not) that may be of interest. Registration required. More information can be found here: <http://libraries.ucsd.edu/services/instruction/>
- Useful search tools:  
[www.google.com/scholar](http://www.google.com/scholar) is a search engine dedicated to scholarly resources.  
Tips: You can define your preferences on the homepage to include direct links to articles via UCSD and/ or SDSU (under 'Library Links') and ask Google Scholar to show link to import citations in the format you choose (EndNote, RefWorks, etc.). RefWorks has an online version that is free of use via UCSD. Ask a librarian.

## 6. HOUSING

- UCSD offers housing for graduates. You must qualify for housing. See the link below for the details.
- UCSD Affiliated Housing is comprised of several apartment complexes including La Jolla Del Sol, Single Graduate Apartments, Mesa Residential Apartments and Coast Apartments.
- UCSD Housing is extremely popular (cheap, practical, etc.). There are waitlists to be offered a place in Housing. Waitlists for graduate student housing at UCSD have been up to 6 years long (you'd have your PhD by the time you get an apartment!). The recent addition of Miramar One, offering 403 two-bedroom apartments on the north end of the Mesa apartment complex, has helped alleviate the unmet demand for graduate student housing and has reduced the amount of time you'll have to wait to have an affordable apartment in La Jolla. However, the wait for an apartment in Mesa is still up to three years, 1 year for Miramar One, and 6 months for single-grad housing on campus. The amount of time you have to wait for these apartments is directly correlated with the amount of space you'll have, where Mesa offers the most amount of space (particularly South Mesa) and single-grad offers the least. Put your name on the waitlist ASAP regardless – you can always turn down an offer, but you won't move up in the listings until you register.
- For more information about graduate student housing go to: <http://hdh.ucsd.edu/arch/gradhousing.html>
- If you were offered a SHORE offer with your admission offer, then you have a room in Mesa waiting for you. Follow the directives in the offer to accept it.
- The other options to live in affiliated housing at UCSD are 1) find someone already living there who is looking for a roommate; 2) Put yourself on the waitlist. You will eventually receive an offer for one of the complexes.
- For more information on Housing: <http://hds.ucsd.edu/hsgaffil>

- Where else to live (UCSD's Off-Campus Housing): <http://offcampushousing.ucsd.edu/>

\*\* Note: You must be a fulltime student to qualify for Housing at UCSD. Although JDP-ers are fulltime students, we are only registered part-time at UCSD. Every quarter, you will have to prove your fulltime status to Housing by presenting a copy of your SDSU schedule or another document, depending on the Housing office you are dealing with.

## 7. ATHLETICS/RECREATION

- UCSD  
Free access to gyms and weight rooms. Two gyms: Main and RIMAC. Recreation Classes: Enroll for them at beginning of each quarter. List & Schedules are available online and/or in the Recreation catalog (available on campus and at the gyms shortly before a quarter starts). For water sports, check out the Mission Bay Aquatic Center (info on the Recreation website). <http://recreation.ucsd.edu/> and <http://athletics.ucsd.edu>
- SDSU  
Pay \$17 a month for unlimited access to gym and weight room. Recreation classes: Enroll at the gym. Check their website for more info: <http://goaztecs.ocsn.com> (Athletics) <http://arc.sdsu.edu> (Recreation).

## 8. ADDITIONAL FUNDING SOURCES / MONEY MATTERS

Note that although tuition will most likely be covered by the Program, YOU are personally responsible for student fees at SDSU, which are projected to be \$438 a semester as of fall 2009. Moreover, if you receive your stipend through SDSU (as an assistant), double check with Payroll for the frequency of your paychecks: summer months are typically NOT covered, meaning that you receive your year's stipend over 10 months and consequently, you must budget to provide for yourself over the summer.

We recommend checking the SDSU and UCSD websites to find additional funding sources:

- SDSU Office of Financial Aid and Scholarships: <http://www.sa.sdsu.edu/fao/>
- UCSD Office of Graduate Studies: <http://ogsr.ucsd.edu/fellowships/index.htm>
- National Science Foundation (NSF): <https://www.fastlane.nsf.gov/fastlane.jsp>
- National Institutes of Health (NIH) Pre-doctoral Fellowships: <http://grants1.nih.gov/training/nrsa.htm>
- American Speech, Language and Hearing Association (ASHA): <http://asha.org/students/financial-aid/>

These links can direct you to other sources.

## 9. RESIDENCY

- If you are an out-of-state student, remember to get reclassified as a California resident in BOTH campuses after a year. The two universities require forms and photocopies of a whole set of different documents (electricity bills, driver's license, etc.).
- Get your California driver's license as soon as possible!

## 10. HEALTH SERVICES

- We all receive student health services at SDSU (not UCSD).
- SDSU Student Health Services website: <http://shs.sdsu.edu/home.html>
- Student Health Services including the pharmacy and optometry departments are located in the Calpulli Center. The Calpulli Center is located on Hardy Avenue across from the Extended Studies Building.
  - 1st floor: Nurse Clinic, Pharmacy, Urgent Care, Radiology and Procurement
  - 2nd floor: General Medicine, Laboratory
  - 3rd floor: Optometry, Medical Records, Health Promotion and I.T.
  - 4th floor: Administration
- Telephone number: (619) 594-HEALTH (4325)
- SHS is closed on weekends and on weekday evenings. If you need care after Student Health Services is closed and it is a non-emergency, you can call the After Hours Nurse Advice Line at 1-888-594-5281 for information and referrals. Keep in mind that hospital emergency room services are expensive and vary substantially from one facility to the next.
- To find after-hour services (both urgent care and emergency):  
<http://shs.sdsu.edu/Pages/After%20Hours%20Nurse%20Line.html>
- SHS charges a small fee for services over summer, if you are not registered for classes. The cost is \$15 per visit, or \$60 for the entire summer.
- The pharmacy at Student Health Services offers a wide variety of prescription and over-the-counter drugs at reduced pricing. Monday-Friday 8:30 am to 5:00 pm, Telephone: (619) 594-5924
- For dental care insurance, check this website: <https://www.csuhealthlink.com/ssi/default.aspx>
- Check the SHS website for more services.

### A) Mental Health/Personal Problems

- SDSU Counseling and Psychological Services: [www.sdsu.edu/cps](http://www.sdsu.edu/cps)
  - \* Ask to speak to a therapist at (619) 594-5220. In case of emergency (e.g. considering suicide, recent grief or trauma), a therapist will be made available to speak with you on the day you call.
- Check out The Center for Well-Being!
  - Hours: Monday - Friday 9:00 AM to 4:00 PM & Monday & Tuesday Evenings until 7pm.
  - Location: Calpulli Center, Room 4401
  - Explore all 7 stations of the Center, each with its own approach to promoting relaxation or stress reduction. A resource library provides pamphlets, books, and audiotapes covering a wide range of self-help topics. There is an alpha chamber connected to surround sound and relaxing tapes, computers with access to online assessments, a meditation area, and much more. Feel free to drop by the Center. No appointment is needed.
- Some of the free workshops and support groups SDSU has include: “Mindfulness Meditation Plus”, “Managing Strong Feelings”, “Tools for Creating Satisfying Relationships”, “Stop Getting in Your Own Way”, “Mirror, Mirror”, Alcoholics Anonymous and others.
- UCSD offers confidential, short-term individual, couple's, and group counseling through the Counseling and Psychological Services (CAPS) office. Their services include a wide range of personal growth and counseling groups, structured educational workshops, and informal drop-in

forums. Psychotherapy and growth group topics include, for example, Building Social Confidence, Depression and Bipolar, Body Image, Adult Children of Alcoholics, and Graduate Student Support. Their numerous workshops include, among others: Stress Management, Self-Hypnosis, Insomnia, Managing Moods, and Relaxation. Drop-in forums may include Graduate Women in Science, Asian American Forum, and Outside-the-Box Multi-Racial/Multi-Ethnic Forum. Counseling and Psychological services seeks to enhance the living and learning experience of students, faculty, and staff. Services are free to registered students.

- Check out their website: [http://CAPS.ucsd.edu/students\\_web/resources\\_students.html](http://CAPS.ucsd.edu/students_web/resources_students.html)
- See Appendix (p. 18-19) for information on overcoming Imposter Syndrome.

## 11. PARKING

- Unfortunately, San Diego is not a public transportation-friendly city!
- SDSU and UCSD have different parking rules and parking permits.
- SDSU Parking, Traffic & Commuter Information: <http://police.sdsu.edu/parkinginfo.htm>
- As doctoral students at SDSU, we can get a staff/faculty parking permit. Procedures to get this permit may change. Currently, you need to: 1) buy a student permit, 2) get a letter from Jill stating that you are a doctoral student and that you need a staff parking permit, and 3) go to Public Safety in order to exchange the student permit for a staff permit.
- Once you have your parking permit, it is relatively easy to find parking spots.
- UCSD parking is a different story altogether! It is really difficult to find spots with or without parking permits. If you can manage to use public transportation and/or UCSD shuttle buses, you will make your life easier!
- Parking website:  
<http://www.ucsd.edu/portal/site/ucsd/menuitem.e25088fc289ee30b4bb91c8ad74b01ca/?vgnextoid=f73adc247ef63110VgnVCM10000045b410acRCRD>
- Check the website for different parking permit alternatives and tips.
- If you ride a bike, you can get some free parking. Check the website.
- You can also get a sticker to travel for free on some public buses.

## 12. LIVING IN SAN DIEGO

### A) Some ideas:

- 25 Fun & Free Things to Do in San Diego: <http://www.sandiego.org/article/Visitors/795>
- Every quarter, UCSD Office of Graduate Studies offers a few vouchers to pay for (or partially pay for) extension courses. Courses range from the arts (pottery making, music) to languages and business classes. Check the Extension website (<http://extension.ucsd.edu/>) for the detail on their classes. OGS emails grads at the beginning of every quarter to announce the distribution of the vouchers.
- Every quarter, UCSD International House hosts Language Tables. Language Tables are informal gatherings between native speakers and language learners that meet an hour a week to converse in a target language. Tables are usually hosted by international students and ALL LEVELS ARE WELCOME! \* Please check [ihouse.ucsd.edu](http://ihouse.ucsd.edu) for updated times (select Calendar).

**B) If you like movies:**

- At AMC Movies, you can get a student card to get discounted tickets.
- The UCSD Box Office sells cheap movie passes: <http://boxoffice.ucsd.edu/>
- You can get free film preview invitations by registering with Landmark Theatres: <http://filmclub.landmarktheatres.com/>
- Tijuana has a very good movie theatre and it sometimes shows films that are not available in the U.S.. Check <http://www.cinepolis.com.mx>
- Theaters and show times can be checked on the San Diego Tribune website: [signonsandiego.com](http://signonsandiego.com)

**C) If you like theater:**

- UCSD has La Jolla Playhouse, a world-famous venue. As students we can get a discount on subscriptions. Check: <http://www.lajollaplayhouse.org/>
- We can also get discounted tickets for the Old Globe theater. Check: <http://www.oldglobe.org/>
- UCSD and SDSU have excellent theater, dance and music departments. At UCSD, every quarter, you can buy a pass for 5 performances for little money. Check their website for student performances: <http://www-theatre.ucsd.edu/>.
- SDSU's performing arts programs can be found at: <http://psfa.sdsu.edu/>

**D) If you like music/dance performances:**

- Check the Art Power program at UCSD: <http://www.artpower.ucsd.edu/>
- For local avant-garde performance, check <http://www.sushiart.org/index.html>

**E) If you like art:**

- Check out museums at Balboa Park: <http://www.balboapark.org/> Admission is free to certain museums the first Tuesday of each month on a rotating basis. Check the website for details.
- UCSD Visual Arts Department has exhibits and interesting lectures: <http://visarts.ucsd.edu/html/splash.html>
- Check out Ray at Night (art walk in North Park, 2nd Saturday of each month): <http://www.rayatnight.com>
- The first Thursday of every month, the Museum of Contemporary Art San Diego hosts TNT (*Thursday Night Thing*), an ongoing program of intriguing events in MCASD's Downtown galleries. Beginning at 7 pm, something different and interesting will be happening downtown—from slide jams, DJ lessons, and poetry readings to live bands, artists' talks, and video projections— TNT's eclectic events will be occasions to interact with the arts and artists in the San Diego region. FREE (\$3 DONATION WELCOME) <http://www.mcasd.org>
- ArtWalk at the Bay: September 13 & 14, 2008. <http://www.artwalkonthebay.org>
- ArtWalk San Diego: April 25 & 26, 2009. <http://www.artwalksandiego.org>
- Check the Tijuana scene: examples are <http://www.torolab.co.nr/> and <http://www.nor-tec.org/>
- Check Los Angeles, of course!

**F) San Diego publications:**

- The San Diego Tribune: <http://www.signonsandiego.com/>
- San Diego Reader: <http://www.sdreader.com/>
- San Diego City Beat: <http://www.sdcitybeat.com/>

## 13. INTERNATIONAL STUDENTS

**VERY IMPORTANT:** Do not neglect or underestimate the importance of regulations for international students. Know this page by heart: <http://www.isc.sdsu.edu/Current/immigration.htm>. Failure to comply with these regulations may jeopardize your right of stay. Do not accept any information on international students' issues that come from anyone but the International Student Center staff (ISC-SDSU) ([www.sdsu.edu/isc](http://www.sdsu.edu/isc)). SDSU is your sponsor institution and your link to the US government. All paperwork should be done in collaboration with ISC-SDSU. Note that you do have access to UCSD's International Student Center as well but you will not deal with them for your status and documentation.

\*Note: If you are not an F1-student, consult the ISC for the specifics related to your status.

### A) Lingo

- F1-Student: Basically, you are visiting this country to study. You may not remain in the USA after completion of your degree (i.e., you are not immigrating). You may not hold a job (outside your university-related position).
- I-94: Piece of cardboard stapled by Customs when you arrived in the USA. The USCIS (see below) keeps track of when you are in the country, when you leave, for where, by what means of transportation, etc.
- I-20: One of your most valuable documents. **PROTECT IT**. It will remain with you until you leave the country for good (yes, you must keep this piece of paper for 5 years). You **MUST** have this form with you to re-enter the country after having spent time abroad. It is only valid for a year, so you **MUST** go to the ISC to get it renewed every summer (see page 3 of the document for your exact deadline). Bottom line: You can leave the country at any time, but you won't be allowed back in unless you have all of your documents in hand (I-20, I-94, Visa) and your academic status is cleared with ISC-SDSU (see below about ARCL).
- USCIS: United States Citizenship & Immigration Services. Think immigration/visa/work authorization. Think serious trouble if you mess with them.
- IRS: Internal Revenue Service. Think taxes.

### B) First things first

- 1) Check-in at the International Student Center (ISC-SDSU) with your visa, I-20, I-94, passport and any other documents that relate to your status in this country.
- 2) Social Security Number: It's a 'Must-have' for just about everything (including receiving a paycheck). Begin the application process as soon as you arrive in the US. Check the dates on which SDSU Human Resources welcome new employees if your funding is through SDSU or ask Margaret who to consult at UCSD for Human Resources. HR will guide you through the process (paperwork to fill, governmental agency to visit, etc.).
- 3) Driver's license: The driver's license is also an official ID. Unless you want to carry your passport with you at all times, you'll need it. If you do not drive, the alternative is the California

state ID. In any case, you'll have to go to the Department of Motor Vehicle (DMV). Beware that wait lines are long at the DMV. Make an appointment online before showing up. The website is [www.dmv.ca.gov](http://www.dmv.ca.gov)

Note: Anyone under 30 will be asked for a California Driver's license, State ID or a passport when buying alcohol, may it be at the grocery store or at a bar. No exceptions.

4) Most car insurance companies require a California driver license to insure a motorist. State Farms is one that doesn't. The law requires that you be minimally covered. Insurance companies know these minimums. Insurance prices are high in California (maybe not *that* high, depending on where you are from), so budget in consequence. Insurance may also work quite differently here than in your home country. Ask your agent for a presentation/ description of the insurance system.

\* Notes: You must carry proof of insurance with you at all times. Your insurance is invalid in Mexico.

### **C) Money Matters/ Banking**

- There are several banks and credit unions in San Diego. One of them, USE Credit Union, has branches on both campuses.
- To open an account, you need a Social Security Number. You will also need your passport. Be informed that bank employees are required by the federal government to take your fingerprints.
- The ISC has resources to help you with money matters, including how to establish a bank account: <http://www.sa.sdsu.edu/isc/money.htm>

### **D) Health Insurance/ F-hold**

- As a student at SDSU, you have free access to their health services (see section on Health services for all JDP-ers). However, as an international student, you must buy health insurance that meets specific criteria. A hold will be put on your student account and prevent you from registering until you have shown proof of sufficient coverage (see next point). The ISC teamed up with a provider to design a plan specifically for international students. If you want to use another provider, the ISC lists the criteria your insurance must meet.
- Before you can register at SDSU, you must show proof of Health Insurance to SDSU. You will have to do so every semester (or year if you buy a 1-year plan). If you fail to do so, you will have an F-Hold on your record and will not be allowed to register for classes until you've cleared it. If you buy your insurance through the ISC, the verification is automatic. If you buy your insurance elsewhere, you'll have to submit forms and documents to the ISC for verification.

### **E) Application for Reduced Course Load (ARCL)**

You must be a fulltime student to remain in good standing for your visa/ F1 status. Since you'll only be considered part-time at SDSU, you must fill the Approved Reduced Course Load (ARCL) *every*

*semester* and get it approved by the ISC staff. The form is available on the ISC website. You'll need your advisor's or Dr. Wulfeck's signature every time. Failure to do so will jeopardize your right of stay.

## **F) Residency/ Voting**

- You will never, as an F1 student, be a resident of California (exception: taxes, see below).  
Period.
- You will never have the right to vote in any governmental (city, state, country) elections/ referenda. Of course, you may vote in university elections and referenda.

## **G) Taxes**

- Tax season is January-April (filing is due in April). It is crucial that you conform to tax laws, especially as a student on a visa. Ask the ISC for more information.
- Much variation, depending on your home country. There are treaties between the US and many countries, ask the Payroll Services about that (you'll probably have several forms to fill out about this anyways when you check-in as a new employee, see Social Security Number).
- It may be the case that you'll have to pay taxes to the US AND to your home country. Consider your taxes in the US independent from your taxes in your home country.
- As for your US taxes, you'll pay taxes (whether you are a resident or not for tax purposes—see below) to the California government and to the federal (US) government.
- There is a rule to determine whether you are a resident of California FOR TAX PURPOSES or not. This has very little to do with your F1 status. Basically, after having spent enough time in this state, you will become 'Resident' for tax purposes, i.e. you will pay as much taxes as a US citizen living in California. From that point on, your tax status in your home country may change. Contact your home country's tax and revenue services for rules and regulations.
- The ISCs (SDSU and UCSD) offer workshops on how to do your taxes. Check their respective websites for the dates and times.
- The Centers usually have some forms for filing. Very luckily for us, the ISC-UCSD provides international students with free access to software that calculates your taxes for you. All you have to do is give it the information it asks for, print the form it prepares for you, sign it and mail it to the government.

## **H) External Funding**

Funding for non-US citizens is scarce, but exists. Check the financial aid office lists (SDSU and UCSD) and private bursaries/awards/fellowships on the web. The ISCs also offer a few. Note that most (but not necessarily all) NIH/NRS funding is reserved for citizens or permanent resident (which you are not).

## **I) Cultural Adjustment/Building a Social Network**

- Don't underestimate the effects of cultural adjustment. The ISCs offer resources to help you get settled and adapted as smoothly as possible. Resources vary from information on the US and the US culture to opportunities to meet other students, international or not, to build a social network. Make sure you are signed up for their monthly newsletter: You'll receive important administrative information and updates, as well as announcements for upcoming activities (movie nights, sports games, weekly international lunches, etc.).
- SDSU's ISC staff members are available to help students with a variety of cultural adjustments, interpersonal conflicts, and academic or civil grievances. Call to schedule an appointment or to find out when workshops are offered. In some situations, the staff may refer students to resources or workshops offered by Counseling and Psychological Services.

## 14. APPENDIX

### A) Imposter Syndrome Quiz

1. Do you secretly worry that others will find out that you're not as bright and capable as they *think* you are?
2. Do you sometimes shy away from challenges because of nagging self-doubt?
3. Do you tend to chalk your accomplishments up to being a "fluke," "no big deal" or the fact that people just "like" you?
4. Do you hate making a mistake, being less than fully prepared or not doing things perfectly?
5. Do you tend to feel crushed by even constructive criticism, seeing it as evidence of your "ineptness"?
6. When you do succeed, do you think, "Phew, I fooled 'em this time but I may not be so lucky next time."
7. Do you believe that other people (students, colleagues, competitors) are smarter and more capable than you are?
8. Do you live in fear of being found out, discovered, unmasked?

*If you answered yes to any of these questions – you could be experiencing the Imposter Syndrome.*

*Imposter Syndrome can be defined as a collection of feelings of inadequacy that stem from the belief that one is insufficient as a person, and unable to be proficient at an activity the individual wants or needs to do. These feelings persist even when all information that he or she receives indicates that the opposite is true.*

## **B) 10 Steps to Overcome the Impostor Syndrome by Dr. Valerie Young**

1. Break the silence. Shame keeps a lot of people from “fessing up” about their fraudulent feelings. Knowing there’s a name for these feelings and that you are not alone can be tremendously freeing.
2. Separate feelings from fact. There are times you’ll feel stupid. It happens to everyone from time to time. Realize that just because you may feel stupid, doesn’t mean you are.
3. Recognize when you should feel fraudulent. If you’re one of the first or the few women or minorities in your field or work place it’s only natural you’d sometimes feel like you don’t totally fit in. Instead of taking your self-doubt as a sign of your ineptness, recognize that it might be a normal response to being an outsider.
4. Accentuate the positive. Perfectionism can indicate a healthy drive to excel. The trick is to not obsess over everything being just so. Do a great job when it matters most. Don’t persevere over routine tasks. Forgive yourself when the inevitable mistake happens.
5. Develop a new response to failure and mistake making. Henry Ford once said, “Failure is only the opportunity to begin again more intelligently.” Instead of beating yourself up for being human for blowing the big project, do what professional athletes do and glean the learning value from the mistake and move on.
6. Right the rules. If you’ve been operating under misguided rules like, “I should always know the answer,” or “Never ask for help” start asserting your rights. Recognize that you have just as much right as the next person to be wrong, have an off-day, or ask for assistance.
7. Develop a new script. Your script is that automatic mental tapes that starts playing in situations that trigger your Impostor feelings. When you start a new job or project for example, instead of thinking for example, “Wait till they find out I have no idea what I’m doing,” try thinking, “Everyone who starts something new feels off-base in the beginning. I may not know all the answers but I’m smart enough to find them out.”
8. Visualize success. Do what professional athletes do. Spend time beforehand picturing yourself making a successful presentation or calmly posing your question in class. It sure beats picturing impending disaster and will help with performance-related stress.
9. Reward yourself. Break the cycle of continually seeking and then dismissing validation outside of yourself by learning to pat yourself on the back.
10. Fake it ‘til you make it. Now and then we all have to fly by the seat of our pants. Instead of considering “winging it” as proof of your ineptness learn to do what many high achievers do and view it as a skill. Don’t wait until you feel confident to start putting yourself out there. Courage comes from taking risks. Change your behavior first and allow your confidence to build.

## **C) Surviving the Advisor-Advisee Relationship**

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Finding the right advisor and maintaining a positive relationship can be one of the most important aspects of your graduate education. Some graduate students believe that problems with your advisor can be fatal to your academic career. Research has demonstrated that the graduate student advisor can have a tremendous influence on the developmental outcome of the graduate student's personal and professional goals. Additionally, it has been found that graduate students who had favorable mentors in graduate school had more publications, more conference papers, more first authored papers, and were more productive post graduation. Some graduate students "fall" into these very important relationships as a result of automatic assignments, similar research area, or, worst of all, don't take the time to find the best fit. Following are some suggestions to consider in choosing an advisor and subsequently maintaining a healthy relationship.

### Choosing an advisor

1. Generate a list of expectations for your advisory relationship.
2. Review your needs and your preferred work style.
  - Look for a good match in your work styles based on your needs in the relationship (e.g. hands on or hands off, bold critiques or nurturing and hand holding).
3. Spend time getting to know the faculty and their work styles.
4. Don't be in a hurry to settle on an advisor.
5. Hone in on a few candidates and do some research.
  - How long have they been on faculty?
  - What is the average time their graduate students take to complete their degrees?
  - How do advisors feel about graduate students not working on research in their area?
  - How do advisors deal with or perceive time off, vacation, time away from lab?
  - Attend their research seminars and possibly one of their research meetings.
  - Ask if they have TA or RA positions available or ongoing research to get involved with.
  - Read some of their work and some of their students' work.
  - Audit some of their lectures or an entire class if possible.
  - Talk to other graduate students and look for the preponderance of evidence in one direction or the other.
6. If possible, find an advisor who is doing high quality research in your area of interest.
7. Look for an advisor who will serve as a mentor and as a source of technical assistance.
8. Look for good teaching and communication skills.
9. Identify an advisor who actively markets their students.
  - Introduces their graduate students to visiting speakers.
  - Invites their graduate students to conferences and introduces them to colleagues.
  - Willingness to include their graduate students on grants.
  - Encourages their graduate students to write and submit papers.
10. Remember, it is always possible to change, not ideal, but possible.

These suggestions may feel tedious and time consuming, however, graduate students who have had negative advisor-advisee relationships would agree that taking the time to choose the right advisor would have saved them countless headaches and immeasurable stress.

Once you have taken the time to find the right advisor for you, half the battle is over. Maintaining a positive relationship with your advisor is an ongoing process. While the relationship may require time you don't think you have, a positive relationship with your advisor can mean the difference between satisfaction and dissatisfaction with your program. Following are some tips for maintaining a positive relationship with your advisor.

*Tips for a positive advisor-advisee relationship*

1. Discuss expectations at the outset.
2. Identify goals for your academic career.
3. State and re-state your needs.
4. Take responsibility for the relationship.
5. Attempt to resolve a problem before taking it to the next level.
6. Maintain open communication.
7. Follow up with a written recap of conversations including identified action items.
8. Give each party the benefit of the doubt.
9. Stay solution focused and don't make it personal.
10. Be aware of the power differential, but do not let it govern the relationship.

Not every graduate student will have a positive relationship with their advisor. Sometimes there is a need for change if the relationship is a poor fit. Most of the time, however, there is great potential in this relationship.

## **D) Assisting Students in Need: Difficulties with the Advisor/Advisee Relationship**

[taken from Psychological Clinic at the University of Michigan:  
[www.psychclinic.org/events/ASN/AdvisorRelationship.html](http://www.psychclinic.org/events/ASN/AdvisorRelationship.html)]

### **Identifying the Problem:**

At its best, the relationship between a graduate student and his or her advisor can provide the graduate student with invaluable experiences and guidance through difficult academic and scholarly pursuits while offering faculty members an additional source of academic companionship and opportunity, intellectual capital and an opportunity to mentor the next generation of scholars and professionals.

As in any relationship personality preferences and communication styles do matter, and can contribute to the relative success or failure of the advising relationship, especially if they are not clearly articulated and acknowledged early.

### **Characteristics that promote a satisfying advising relationship:**

- Frequent contact (e.g., weekly)
- Clear, direct and open communication
- Clearly understood terms of evaluation
- Clearly understood "boundaries"
- Agreed upon, clear timelines for completing major projects
- Processing of conflict to strengthen relationship over time

### **Characteristics that detract from a satisfying advising relationship:**

- Conflict avoided or not discussed
- Unresolved open conflict; relationship worsens over time
- Infrequent contact (e.g., once a semester or yearly)
- Limited or vague communication
- Casual, inconsistent evaluation without discussion
- Too much "blending" of personal and professional lives
- Inappropriately meeting personal needs through the relationship by either party

### **How to Respond:**

1. Create an opportunity to discuss the concerns:
  - If the student is expressing concerns to you about a faculty member, coach the student on how to productively bring up and discuss concerns directly with the advisor
  - Invite other person to have an open, honest discussion focusing not on complaints but on how to improve the relationship
  - Bring in a neutral third party (Director of Graduate Student Life at Rackham, Ombuds) to help resolve conflict

2. Address specific issues that need improvement:

Contact

- How often should advisor and advisee meet?
- Who should be responsible for content/purpose of meetings?
- How should meetings be scheduled (e.g., by work/home phone, email)?
- Who should initiate meetings?

Personal style

- How does the advisee typically work "best" (e.g., independently, in groups, with one other trusted colleague)?
- What are advisor's communication and work style preferences?
- How should conflicts within the relationship be addressed? How will advisor and advisee know when conflicts are resolved?
- What cultural variables (if applicable) might be important to how the relationship develops?

Boundaries

- What are advisor's and advisee's expectations around personal disclosures (e.g., amount of disclosure, privacy, etc.)?
- What are steps advisee can take if feeling overly stressed, overwhelmed, depressed, etc.?
- How will multiple role expectations (e.g., as student, employee, etc.) be clarified and managed when advisor is also supervisor (e.g., in lab)?

Evaluation

- What is a realistic timeline for finishing coursework? Prelims? Dissertation?
- What are your expectations (both advisor and advisee) for presenting at conferences or doing other professional development activities supplementing graduate work?
- How will advisor and advisee know if progress is not satisfactory?
- What are the advisor's expectations for performance standards?
- What is the approximate turnaround time for drafts, revisions, etc.?

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Additional Resource:

**Great expectations: tips for a successful working relationship with your thesis advisor**

by Mark W. Tanner

[http://findarticles.com/p/articles/mi\\_m0FCR/is\\_4\\_36/ai\\_96619972/print?tag=artBody;col1](http://findarticles.com/p/articles/mi_m0FCR/is_4_36/ai_96619972/print?tag=artBody;col1)