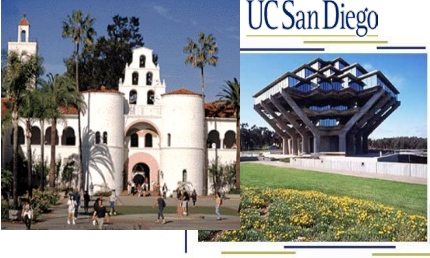


SDSU



SDSU/UCSD Joint Doctoral Program in Language and Communicative Disorders

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SDSU/ UCSD JOINT DOCTORAL PROGRAM

LANGUAGE AND COMMUNICATIVE DISORDERS

GUIDE FOR DOCTORAL STUDENTS

PREPARED BY THE DOCTORAL STUDENT REPRESENTATIVES

2022-2023

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1. WELCOME FROM YOUR GRAD REPS

We are excited to enter another year in the Joint Doctoral Program in Language and Communicative Disorders (JDP-LCD) and welcome new students to the program. We hope this guide will be a useful reference for you.

This guide is compiled by doctoral students and serves as a companion to the official JDP-LCD Student 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. We know that entering this semester brings on a slew of emotions (i.e., feelings of excitement, anxiousness, nervousness, hope), so we've attempted to provide you with the most up-to-date, relevant information to support this transition. Please note that some of the covered topics (e.g., grant applications; advancing to candidacy; dissertation paperwork) are *not immediately relevant*—they are pieces of information to save for later. There is a lot to wrap your mind around in your first semester in our program, and it's ok if some things in this handbook make you think, “*huh?*” Throughout the program, reach out to students who are further along—we make for great resources!

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 should have 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.

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

Alicia, Ashlie, Christina & Sophie
Your Graduate Representatives

2. Who's who?

A) Nomenclature & Affiliations

For administrative paperwork, you may be asked for your department. While our program is called “Joint Doctoral Program in Language and Communicative Disorders,” the way you speak about your department slightly differs across campuses. It is helpful to use campus-specific lingo, especially when you are communicating with someone that is not particularly familiar with our program.

- At UCSD, the JDP-LCD is administered through the Cognitive Science Department. All JDP-LCD-ers share a mailbox in the Cognitive Science Building, room 215. Usually, when you need to complete something administrative at UCSD, it is helpful to tell them that your department is Cog Sci, not the JDP-LCD.
- At SDSU, the JDP-LCD is administered through the JDP-LCD Office housed in the School of Speech, Language and Hearing Sciences (SLHS). The office is located in the Speech, Language and Hearing Sciences building. The JDP-LCD has a mailbox in this building, room 222. At SDSU, your department is SLHS.
- The JDP-LCD 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-LCD.

❖ Executive Committee

SDSU Executive Committee members

- Sonja Pruitt-Lord, Ph.D., CCC-SLP; Co-Director JDP-LCD
- Stephanie Riès, Ph.D.
- Phillip Holcomb, Ph.D.
- Tracy Love, PhD. (Ex Officio Member)

UCSD Executive Committee members

- Seana Coulson, Ph.D.; Co-Director JDP-LCD
- Jeanne Townsend, Ph.D.
- Sarah Creel, PhD.

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

Ashian Nuristani (UCSD, JDP-LCD coordinator) a2nuristani@ucsd.edu (858) 246-5375

Janet Park (SDSU, JDP-LCD coordinator) jpark@sdsu.edu (619) 594-7746

Reya Gredonia (SDSU, SLHS Administrative Assistant) rgredonia@sdsu.edu (619) 594-6775

Irina Potapova, Ph.D, CCC-SLP (JDP-LCD Associate Director) ipotapova@sdsu.edu (619) 594-0243

C) Graduate Student Representatives 2022-2023

Alicia Escobedo: aescobedo4259@sdsu.edu

Ashlie Pankonin: apankonin3092@sdsu.edu

Christina Sen: csen7960@sdsu.edu

Sophie Levi: slevi@sdsu.edu

3. ACADEMIC

- ❖ Rules of thumb:
 1. Discuss all decisions with your advisor(s).
 2. **It is your responsibility** to make sure you meet all regulations – not just those of the program, but also those of *both* universities.
 3. For questions, consult Drs. Pruitt-Lord, Coulson and Potapova.

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 should have 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: At UCSD, ask Ethel Lu erlu@ucsd.edu how to proceed to get your student IDs. Make sure - especially at SDSU - that you get a *doctoral student* RED ID.

B) 2022-2023 Academic Calendars

Note: Registration dates differ between universities! And late registration can mean fines, so make sure you complete these steps in a timely manner. For your reference, the academic calendars are available below (Recall also that UCSD uses a quarter system and SDSU uses a semester system.)

- ❖ **Semester/ Quarter Start & End Dates for 2022-2023**

	UCSD		SDSU
Fall	September 19 – December 10	Fall	August 18 - December 30
Winter	January 4 – March 25	Spring	January 17 - May 18
Spring	March 29 – June 16		

UCSD Winter Break is Dec 10 - Jan 3

SDSU Winter Break is Dec 22 - Jan 16

SDSU Spring Break is March 27 - March 31

- ❖ **Complete Academic Calendars**

UCSD: [Academic and Administrative Calendar Menu \(ucsd.edu\)](#)

SDSU: [Academic Calendars](#) | [University Senate](#) | [SDSU](#)

C) General Timeline of the JDP-LCD

A very general guideline: You are expected to work in a lab starting Day 1. The actual logistics of “working in a lab” is something for you to figure out with your mentor. 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 below 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. **NOTE: In our transition to “new normal” following the pandemic, events like the annual JDP-LCD Colloquium, presentations of IPs and dissertation defenses may still take place in a hybrid or virtual format. Specific instructions about the format of future events will be provided via email.**

YEAR	TYPICAL ACTIVITIES	ADMINISTRATIVE DEADLINE
1	Coursework Lab Rotation 1 1st year project Research funding opportunities	
2	Presentation of 1 st year project at Fall Colloquium Coursework Lab Rotation 2 2nd year project Research funding opportunities	1 st year project paper due to JDP-LCD office approximately 1 month after Colloquium
3	Presentation of 2 nd year project at Fall Colloquium Finish Coursework TAships (2) or teach full course (1) Lab Rotation 3 Begin working on integrative paper Apply for NIH F31 Begin forming committee	2 nd year project paper due to JDP-LCD office approximately 1 month after Colloquium
4	Petition for dissertation committee (JDP-LCD-2) Write & defend an integrative paper (you can begin working on this paper following presentation/write-up of 2 nd year project) Finish TA/teaching requirements Write & defend a dissertation proposal (JDP-LCD-3) Apply for NIH F31	Advancement by end of 4 th year (i.e., before you enroll for your 5 th year at SDSU) You must complete all JDP-LCD requirements (courses, teaching, 2nd language req.) prior to advancement!
5	Dissertation! (JDP-LCD-5)	Defend no <i>earlier</i> than in the third quarter (one year) after you have advanced (the first quarter is the one during which you advanced)

D) Individual Development Plan (IDP)

All JDP-LCD students are required to complete an IDP early in the fall during each year of the program. An IDP is an individualized document that outlines a graduate student’s career goals and helps manage short-term steps to completing those goals throughout graduate training. An IDP is created by the graduate student along with his/her advisor and faculty mentors. The IDP is designed to be a useful tool

in determining what you need to accomplish in order to reach your career goals. In addition, it facilitates communication between yourself and your advisor, so you can both determine the best plan of action for you to succeed. The deadline for completing this will be announced to you beforehand; last year it was due at the end of September. Make sure you schedule an appointment with your advisor well in advance of the deadline, so you can go over your IDP together.

The following is the site we use to create an IDP: [Home Page \(sciencecareers.org\)](http://sciencecareers.org)

In addition, every year, we are asked to complete an annual review where we detail all the things we accomplished in the past year. This document includes projects, lab rotations, presentations, funding sources, and any publications. It also includes documents like IRB approvals and syllabi for classes we have TA'd for. Reya usually sends out the documents to be completed early in the Spring semester at SDSU. After you complete them, you can review your comments with your advisor(s) and then it is sent to the Executive Committee to review. Afterwards, they give you comments on your progress so far and any recommendations. This process is to help keep us accountable and help best prepare us for our future careers.

F) ASHA CCC and CFY options

It may be possible for a doctoral student to obtain academic and clinical training in preparation for the ASHA CCC or complete a CFY concurrently with doctoral studies. First and foremost, discuss this possibility with your advisor. After you have discussed this possibility with your advisor and received their approval, entry into the clinical training program requires consultation with the JDP-LCD Clinical Coordinator (Dr. Potapova) and the approval of the SL Division faculty and the availability of openings in the clinical program. It should be noted that unless you are paid off a grant that has funds for clinical coursework, it is your responsibility to pay for those additional units each term (fall, spring, and summer). SDSU typically covers 6 units per semester in tuition costs. If you have completed your JDP-LCD course requirements, it is possible that 6 clinical course units could be covered through SDSU. See Dr. Potapova for more details. Depending on how many units you are taking, this could amount to as much as \$3,000+ per semester for 2 years.

G) Changing Labs

- Lab Rotations

Rotating labs is a requirement for the program. All faculty members and their research interests are listed in the Handbook and on the JDP-LCD faculty web page (<https://slhs.sdsu.edu/phd/faculty/>). Browse the list, and discuss your choice(s) with your advisor or with Dr. Pruitt-Lord. Rotations can look really different from student to student, depending on what your personal needs and goals are; other important factors include your advisor's recommendation and the recommendations of the faculty member with whom you are rotating. 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. Pruitt-Lord and Coulson or an Executive Committee Member to discuss the issue. Changing labs and/or advisors is definitely possible; don't let an unfortunate or uncomfortable situation become worse. See the Appendix for information on cultivating a

rewarding advisor/advisee relationship.

H) Teaching Assistantships/Teaching Opportunities

- You are required to TA twice or teach one full class.
- 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. Note, that TAships at UCSD are paid and those at SDSU typically are not.
 - If you TA at UCSD, please inform Drs. Pruitt-Lord and Potapova at SDSU.
- In-department students have priority over JDP-LCD-ers in the attribution of TAships (this is more relevant at UCSD, where there might be opportunities to TA in Cognitive Science, for example, or Psychology; at SDSU, we tend to TA for undergraduate communication disorders courses). Usually, postings for TAships are emailed when unfilled by in-department students and the UCSD Student Services Advisor (Ashian Nuristani) will send out an email each quarter via the SLHS listserv with information about when the UCSD TA application portal opens. Note that the Human Development Sciences (HDS) at UCSD does not have its own graduate students and so is a great way to get TA experience. The current contact to be added to their list is Alia Welch Partida (alia@ucsd.edu or HDSciences@ucsd.edu). You can also contact Janice Feng in the Psychology department at UCSD for available TAships (jaf004@ucsd.edu). To be added to the Cognitive Science department at UCSD's list of available TAships, contact Ashian Nuristani (a2nuristani@ucsd.edu). You might also find positions by reaching out to other departments directly and inquiring about available positions.
 - Note that if you apply to TA at UCSD, they will *not* notify you if you do not receive the position. You must follow up with them yourself to receive any updates and the deadlines for applying to TA are long before the quarter starts. Reach out to them early and often so that you know if you need to apply to TA for a later term and don't miss your chance to do so.

I) 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 a 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.

At SDSU, students can enroll in SLHS 595/795 (or PSY 499 if your advisor is in the Psychology Department) for up to 3 units of research credit, which translates to roughly 10 hours of lab time each week (3 units = 10 hours, 2 units = 7 hours, 1 unit = 5 hours). In order to enroll for credit, they will need to receive approval from the faculty member responsible for the lab. Additionally, some students choose

to volunteer their time. Graduate students can really benefit from undergraduate students' help, so it is worth your time to develop working relationships with the undergraduates in your lab. Though your responsibilities as a mentor are roughly the same across labs and campuses, it is also a good idea to discuss mentoring with your advisor.

J) Additional Human Subjects/IRB Information (See JDP-LCD Student Handbook for details)

- SDSU: access vIRB via WebPortal: [Human Subjects | Research | SDSU](#)
- UCSD: Human Research Protections Program: [UCSD HRPP Home](#)
- SDSU/UCSD Joint IRB: [Human Subjects | Research | SDSU](#)

Your research must be covered by IRB; discuss this with your mentor. You will be asked to submit to the JDP-LCD the documents showing IRB approval for your yearly review.

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

- SDSU: [Human Subjects | Research | SDSU](#)
- UCSD: [Research, Ethics, and Compliance Training | CITI Program](#) Certification valid for 1 year.
 - o 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 stay current in your human subjects research training throughout the program.

K) Advancement to Candidacy (See Handbook for full details).

You must advance before the end of your fourth year (i.e., before you enroll at SDSU for your 5th year) which means that you should have a clear idea about what areas will be the focus on your dissertation and a “working list” of JDP-LCD faculty and outside program faculty you are considering for your dissertation committee. Keep this need for a committee in mind as you take classes in your first-third years—think about whose style and feedback is most helpful to you, and make an effort in their classes so you feel comfortable asking them when it comes time. This committee will provide the feedback and evaluate your (a) integrative paper and dissertation proposal, which are required for advancing to candidacy (see below for more detail), and (b) your actual dissertation at the end of your tenure in the JDP-LCD.

By the beginning of your 4th 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-LCD forms 2-5 (also available here, <https://slhs.sdsu.edu/phd/resources/documents/>) and to describe your timeline for advancement (integrative paper and dissertation proposal) and discuss the professors you are considering to be on your committee. Choosing people to be on your committee is the first step, and conveniently, the first JDP-LCD form that needs to be submitted (the JPD-LCD-2). Discuss with your advisor and the director BEFORE contacting any committee member. Your advisor will guide you in making these choices. Note that faculty members from both campuses must be included on your committee, and that your outside member may need to be approved by the program.

Once you have every committee member's approval, the JDP-LCD-2 is submitted to the JDP-LCD administrative office at SDSU (no signatures from the committee members necessary); currently, Drs. Pruitt-Lord and Potapova facilitate this process, and it happens electronically using AdobeSign. The JDP-LCD administrative office will submit it to the College of Graduate Studies (CGS; SDSU). The form will then automatically be forwarded to UCSD for approval by the Office of Graduate Division (OGD). Typically, your committee should be formed and approved early in the Fall semester of your 4th

year.

The advancement process includes writing and presenting an integrative paper (IP) and your dissertation proposal; if you and your advisor set things up well, your integrative paper gives you an opportunity to critically review the literature needed for your dissertation. It is potentially publishable, and it is something like the first chapter of your dissertation. The integrative paper (IP) topic should be discussed with your advisor as soon as possible (...keeping in mind that you're probably not working on it until Year 3 or so). Perhaps the hardest part of the whole process is finding a suitable topic that is neither too broad nor too narrow, but is still 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-LCD faculty) or the JDP-LCD Office.

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. The sooner you can get them a tentative schedule, the sooner you can find out if there might be conflicts coming down the road. 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. Note, it is possible to have a committee member Skype/Zoom into either your IP or dissertation proposal BUT, remember that it is necessary to get signatures from **all** committee members on the JDP-3 form after your dissertation proposal defense. Please keep that in mind when working discussing this with your mentor and committee members.

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. This is why it is a good idea to apply for the NIH F31 in your 3rd or 4th year. This application can easily be converted into your dissertation proposal. 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. You're expected to submit copies of the paper to each of your committee members (at least) two weeks before the defense and to email Dr. Potapova an abstract of the paper along with a defense location, date and time at least three weeks before your defense; this abstract will be emailed to other JDP-LCD students and professors who may be interested in attending (note: there are templates for these from Dr. Potapova). After your IP defense, you go on to finish your proposal and prepare for the dissertation proposal defense (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 4th year is a requirement of the

program. However, if for some reason you don't, your UCSD student account will be put on hold. This means that 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). Also, it could 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-LCD-3 is to be signed by all committee members, JDP-LCD co-directors, and yourself. If you do your defense at SDSU, plan for a commute soon thereafter—that same document needs to be stamped by the **UCSD** Cashiers' Office, which will be virtually routed to you. You then take the JDP-LCD-3 to the SDSU JDP-LCD coordinator (Reya Gredonia) who will file it on your behalf with the SDSU Graduate Division with Pat Walls. The form must then be sent back to UCSD to be filed with their Graduate Division. Note that UCSD requires original signatures, so Reya sends this form via snail mail or through adobe sign. If you are running up against a deadline (the papers must be finalized with UCSD graduate division by the **end of Spring Quarter of your 4th year**) you might want to consider taking the forms to UCSD yourself instead of by mail.

L) 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 Division

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 for graduation through your WebPortal account. Filing deadlines are strict, *with no late filing accepted*, and usually fall early in the term (usually last day of schedule adjustment). There is a \$100 filing fee.
- There is no analogous application for the graduation process at UCSD (until your preliminary OGD meeting; see below). However, when you have determined your defense date and the title of your dissertation, you should complete the JDP-LCD-5 form with Dr. Pruitt-Lord. This form, complete with signatures, is what you will take to UCSD OGD at your final appointment.
- How much will it cost? The following table summarizes the costs and fees that you might want to plan for:

What	When	How much
Filing for SDSU Graduation now electronic only through your WebPortal account.	Early in the semester in which you intend to graduate	\$100

<p>Paper copy no longer required by SDSU Graduate Division. Present to Grad Division: 1 copy of title page, 1 copy of signature page, certification of completion of <i>Survey of Earned Doctorates</i> (submitted to UCSD); and JDP-LCD-5 with <u>original</u> signatures. Submit dissertation to Montezuma either on flash drive or online. You may need additional copies of signature page if more than 1 bound copy of dissertation (for the Library) is ordered for chair and committee members. Copy of dissertation for SLHS will be printed in-house from electronic copy that you email to the JDP-LCD office.</p>	<p>After uploading final dissertation to Proquest (UCSD)</p>	<p>\$.10 per page; \$.40 per page for color. UCSD bookstore prices are comparable to office supply stores</p>
<p>SDSU: Montezuma Publishing dissertation binding charge</p>	<p>After your final document gets turned in at SDSU</p>	<p>Contact Montezuma Publishing for pricing information (http://www.montezumapublishing.com/)</p>

*Amounts based on 2019 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: <https://grad.ucsd.edu/academics/preparing-to-graduate/dissertation-thesis-submission.html>
- 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.

- This includes any coauthors who have *left the lab or program*
- Save your document each day, and in multiple locations!
- Keep your eyes open for emails regarding formatting seminars
- Schedule your preliminary meeting with UCSD OGD ~2 weeks prior to your defense. They will go through your dissertation with you and let you know what changes are necessary at this time. They're nice, don't be scared!

III. **Defending your dissertation**

- Before your defense:
 - The JDP-5 form must be routed electronically. You'll be asked to fill out the names and emails for your advisors and you'll send this form to Sonja. She will route the form to the committee AFTER your advisor emails her that you passed.

IV. **Submitting your document**

- A minimum of 2 meetings with UCSD's Office of Graduate Division are required to submit your document and paperwork. You will participate in both of these meetings before taking anything to SDSU.
- Preliminary OGD 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.
 - Note: as of Spring 2022, these meetings are still happening virtually. Check to see if they've transitioned back to in-person
 - Note: if they are happening virtually, you will be directed to upload your submission prior to the meeting on Proquest
 - During the meeting, the OGD 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 OGD 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 OGD 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 OGD for the precise date or check the UCSD academic calendar.
- The meeting takes approximately 15 minutes if you submit electronically.
- As of Spring/Summer 2022, these meetings are still happening virtually
- 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 OGD)***
 - ✓ 1 complete unbound single-sided copy of your dissertation on acid-free 25% cotton paper
 - ✓ 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-LCD-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 OGD survey
 - ✓ Survey of Earned Doctorates (obtained at Preliminary Appointment). Make a copy for SDSU.

***** Right now UCSD is doing both its preliminary and final meetings virtually, and will be doing so AT LEAST through Fall 2022. So they use a system called proquest where you schedule your prelim meeting and upload the draft of your thesis prior to your scheduled time. You then have this meeting, where the OGD person goes through your draft and tells you all the things you need to change. There currently are no final meetings, as it all happens virtually. Instead, you upload everything (final thesis, embargo form, JDP-5, etc) to the proquest site prior to your assigned date, and wait for confirmation that it all looks okay.**

- After OGD has signed off on your document and paperwork at your Final Appointment, you will take the following to the SDSU Graduate Affairs office:
 - ✓ A copy of the completed Survey of Earned Doctorates
 - ✓ A copy of your signature page (additional copies for each bound copy of dissertation)
 - ✓ A copy of your title page
 - ✓ The original JDP-LCD-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.

Overview of steps to graduation:

What	When
1. Enroll in dissertation: SLHS 899 (SDSU) and XXXX 299 (UCSD)	In the term in which you wish to graduate
2. Apply for SDSU graduation through WebPortal.	Early in the term in which you will graduate. Check your WebPortal account and https://grad.sdsu.edu/ for deadlines
3. Fill out form JDP-LCD-5 with Dr. Pruitt-Lord 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 OGD.	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 OGD.
7. Schedule/Attend Final Appointment with UCSD OGD.	After you have successfully defended your dissertation.
8. Deliver documents to SDSU Graduate Affairs office (see above).	After UCSD OGD has signed off on your paperwork at your Final Appointment.
9. Submit dissertation on flash drive or online to Montezuma Publishing and pay binding and processing fees.	After you have turned in paperwork to SDSU Graduate Affairs Office.

v. Important Contacts:

UCSD Office of Graduate Division (OGD)

<http://grad.ucsd.edu/>

Student Services Center 402

(858) 534-3555

Norienne Saign, Asst. Director of Grad. Academic Affairs

(858) 534-3709

nsaign@ucsd.edu

SDSU Division of Graduate Affairs

<http://aztecgrad.sdsu.edu/gra/Default.aspx>

SSE 1410

(619) 594-5213

Pat Walls, Handles JDP-LCD program for SDSU

(619) 594-2309

pwalls2@sdsu.edu

Montezuma Publishing

<http://www.montezumapublishing.com/HOME/CONTACTUS/tabid/164/Default.aspx>

Located in the former Industrial Technology Building (across from GMCS)

(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).
- Ask other students what classes they have found most helpful!
- Refer to the “Class syllabi” folder in the “JDP-LCD: current student folder” shared Google Drive to see what topics courses have covered in the past

B) Number of Units per quarter/semester

- Consult the official handbook and letters sent by the program and Dr. Pruitt-Lord for the details on how many units to register for.
 - Typically, students enroll in 6 semester units at SDSU each term, which allows you to take ~10 quarter units at UCSD, as 12 units are considered full time at SDSU and you may not exceed 15 semester units per term without prior approval from Dr. Pruitt-Lord (a full time load is computed from both campuses combined).
- 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 Ashian Nuristani (UCSD) or Janet Park (SDSU) for the details. Sign up for dummy units as pass/fail.

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 WebReg (<https://act.ucsd.edu/webreg2>)

- Under “Classes & Enrollment” at the top of the page, , click on “Schedule of Classes.”
- If you need research units and your advisor is at SDSU, ask Ethel Lu for help.
- Remember, graduate-level classes are 200+.
- Deadlines: See Academic Calendar.
- Note: You need to register for three quarters: Fall, Winter and Spring

❖ SDSU

WebPortal (<https://sunspot.sdsu.edu/schedule/myregistrationinfo>)

- You might need an add code to register for a class. If so, contact Reya Gredonia.
- There is extra paperwork if you are doing an Independent Study. Contact Reya.
- Remember, graduate-level classes are 600+.

- Deadlines: See Academic Calendar.
- Note: You need to register for two semesters: Fall and Spring

5. EMAIL, WEBSITES, COMPUTERS, LIBRARIES

A) Email

You should obtain an email address from both campuses. (See information in the Handbook.) If you have multiple email addresses, you may find it helpful to forward incoming mail to a single address.

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-LCD-ers are listed on the JDP-LCD website. There is a short bio on each of us included. A yearly update is scheduled in October. Incoming students are added in the fall semester.
- Most courses at SDSU and UCSD use Canvas for communication, assignments, and other student-instructor interactions.

C) General Computer Information

- Through UCSD or SDSU, you get a Microsoft Office 365 subscription free! After your UCSD login/email is set up, go to <http://acms.ucsd.edu/students/software/> and click Microsoft Office 365. This can also be done with your @sdsu.edu email address.
- Your SDSU and UCSD addresses also function as GSuite Accounts (<https://it.sdsu.edu/help/google>).
- 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 (<https://library.sdsu.edu/computers-technology/web-hosting#start-content>).
- 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/). 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. At SDSU, you can print a poster at the library for \$40—and this center is generally open 24/7. UCSD offers printing services all around campus via their Wēpa system (<https://blink.ucsd.edu/facilities/imprints/wepa.html>).

UCSD's large format printer (<https://blink.ucsd.edu/facilities/imprints/printing/large.html#-Place-your-order>.) can be used 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 from 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!

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.

The CPLOT printer has minimal tech support, which can be frustrating when things are going wrong. SDSU also has two poster printing options which offer more support. A large format printer is available in the library (LL 146). The service costs \$40 and is useful for short deadlines.

If you have more time, you can print for **FREE** via ITS. An SDSU faculty member must be one of the co-authors and you must get it to ITS at least two weeks in advance. For more information, see <https://its.sdsu.edu/services/graphic-design/poster-sessions>

- Online Course Materials
UCSD's Canvas: <https://canvas.ucsd.edu/>
SDSU's Canvas: <https://sdsu.instructure.com/>
- 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-acs.ucsd.edu/info/ssh_clients.php
VPN: <http://blink.ucsd.edu/technology/network/connections/off-campus/VPN/index.html>
Sophos Free Anti-Virus:
<http://blink.ucsd.edu/technology/security/network/standards/resources.html>

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): <https://library.sdsu.edu/help-services>
- 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: <https://library.ucsd.edu/visit/library-workshops/index.html>
- Useful search tools:
 - 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 links 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.
 - **If you access Google Scholar through the UCSD VPN, you will have access to all the journals subscribed to by UCSD, even from home.**
 - <https://vpn.ucsd.edu>

Similarly, you can log in to the SDSU Library and access numerous articles/journals

6. HOUSING

- UCSD offers housing for graduate students. You must qualify for housing. See the link below for the details <https://hdhgradfamilyhousing.ucsd.edu/>.
- UCSD Affiliated Housing comprises several apartment complexes including One Miramar, Mesa Nueva, Nuevo East, Nuevo West, Mesa Residential Apartments and Coast Apartments.
- UCSD Housing is extremely popular (practical, near UCSD, etc.). There are waitlists to be offered a place in Housing. The estimated waitlist duration for each apartment community is between 4 months to 2 years. Put your name on the waitlist ASAP regardless – you can turn down an offer twice without being kicked out of the waitlist, but you won’t move up in the listings until you register.
- If you were offered a SHORE offer with your admission offer, then you have a room in one of the graduate housing apartments waiting for you. You will have UCSD housing for the entire duration of your PhD. 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.
- Where else to live (UCSD’s Off-Campus Housing): <http://offcampushousing.ucsd.edu/>. There are also number of Facebook pages that you can join to learn about available offers:
 - UCSD Student Off-Campus Housing
 - HDH Grad and Family Housing
- JDP-LCD students (and other grad students from UCSD and SDSU) also live in a variety of San Diego neighborhoods, including Clairemont, La Mesa, Normal Heights, North Park, Ocean

Beach, Pacific Beach, South Park and University Heights—but there are plenty more. Feel free to reach out to us to get a sense of how we picked where we chose to live. You may also join Facebook pages such as follow to learn about housing close to SDSU:

- San Diego State University (SDSU) Housing, Sublets & Roommates

**** Note:** You must be a full time student to qualify for Housing at UCSD. Although JDP-LCD-ers are full time students, we are only registered part-time at UCSD. Every quarter, you will have to prove your full time 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 the beginning of each quarter. List and 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 \$19 a month for unlimited access to gym, weight room, and pool. Recreation classes: Enroll at the gym or enjoy free live and prerecorded virtual fitness classes.. Check their website for more info: <https://goaztecs.com> (Athletics) and <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 mandatory campus fees at SDSU, which are \$1216 for Fall 2022. For details regarding these and other fees see: <https://bfa.sdsu.edu/financial/student/money>

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/>
 - Fill out a FAFSA application. Depending on your GPA, current funding etc. you may be eligible for student loans and State University Grants (SUG). This is especially helpful if you are required to pay for your own tuition and fees (e.g., during the summer, or for clinical coursework)
- UCSD Office of Graduate Division: <https://grad.ucsd.edu/financial/fellowships/index.html>
- SDSU Economic Response Crisis Team: <https://sacd.sdsu.edu/ecrt>
- 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/>
- American Speech-Language-Hearing Foundation (ASHFoundation): <https://www.ashfoundation.org/apply/>

These links can direct you to other sources. If you are specifically looking for funding for travel, make sure to explore travel grant options at both UCSD and SDSU. Funding is available every semester (every quarter at UCSD) and may give you the opportunity to travel for conferences that you're hoping to go to.

Also note that although federal taxes may not automatically be deducted from your monthly stipend, you may still be responsible for paying taxes on that income. For more information, talk to your funding administrator. You may also find useful information and forms on the IRS website: <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Estimated-Taxes>

9. RESIDENCY

- If you are an out-of-state student, remember to get reclassified as a California resident. Out-of-state students must apply to the SDSU registrar for reclassification by their second year for tuition purposes. . SDSU requires multiple documents to show support for your presence in California, date-marked at least one year (e.g. driver's license, rental agreement, income tax returns, bank statements, etc). If you do not have all the documents, you must be able to explain why you were unable to obtain them. All documents and the CSU questionnaire can be emailed to ResidencyForTuition@sdsu.edu. https://registrar.sdsu.edu/students/additional_resources_students/residency_information
- **Get your California driver's license (and voter registration and any other evidence of residency) as soon as possible!**

10. HEALTH SERVICES

- We all receive student health services at SDSU (not UCSD); note that health services are **not** the same thing as Health Insurance (see below).
- SDSU Student Health Services website: <https://sacd.sdsu.edu/student-health-services>
- 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)
- Student Health Services is closed on weekends and on weekday evenings. Clinic hours are Monday-Friday 8:30 am to 4:30 pm. 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.

- There is an after-hours nurse on call at SDSU: (858) 255-3105. 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. The pharmacy does not take personal health insurance, and operates at a set price. Pharmacy hours are Monday-Friday 8:30 am to 5:00 pm, Telephone: (619) 594-5924
- The Health Promotions office in the Calpulli center can help you to find a doctor for healthcare needs that are too chronic or too in-depth for SHS. This staff member will work with you to figure out a doctor or other healthcare provider who takes your insurance, using their list of healthcare providers in the community. You can also receive information on nutrition, or other areas where you might need health education. In order to request a free in-person or Zoom one-on-one appointment, fill out the form at this link:
<https://docs.google.com/forms/d/e/1FAIpQLSeM9gDj6m9q1nN1sDhk4amhrLBtaHavN-YP0pFhUi6EMaMNPQ/viewform>.
- Check the Student Health Services website for more services.

A) Mental Health/Personal Problems

- SDSU Counseling and Psychological Services: 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.
 - * SDSU is only equipped to offer short-term counseling, with a limit of five sessions. A therapist can help you to find a community provider who will be able to work with you on a long-term basis if needed.
- Check out [The Center for Well-Being!](#)
 - Hours: Monday - Friday 8:00 am to 4:30 pm & Monday & Tuesday evenings until 7 pm.
 - 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>
- Depending on your health insurance, you may be able to receive care through the UCSD Health (hospital system) College Mental Health outpatient program (website at: <https://health.ucsd.edu/specialties/psych/clinic-based/Pages/college-mental-health.aspx>). This is a service just off of UCSD's campus who specializes in mental health care for students, with counselors, therapists and psychiatrists who are trained specifically on the stressors specific to students. As a UCSD student, the UCSD hospital system will give you priority in terms of seeing a counselor through this service.
- See Appendix (p. 29-30) for information on overcoming Imposter Syndrome.

B) Health insurance

- Students will not be required to submit proof of insurance for the 2022-23 academic year. Graduate students are strongly encouraged to secure health insurance, taking into consideration federal law (the Affordable Care Act) and similar requirements in the state of California. [You can learn more here](#), including [scheduling a one-on-one appointment](#) with a Healthcare Connection Coordinator.

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/dps/parking_information.aspx
- As doctoral students at SDSU, we can get a staff/faculty parking permit. Procedures to get this permit may change. Currently, this is done through a pretty convenient online system (<https://aztecs.t2hosted.com/cmn/auth.aspx>) but make sure to talk to Janet Park (jpark@sdsu.edu) if it's not letting you select a "staff/faculty" option.
- Once you have your SDSU parking permit, it is relatively easy to find parking spots (the spots marked with a green F/S for Faculty/Staff).
- UCSD parking is a different story altogether! It is ***really difficult*** to find spots with or without parking permits. Having a UCSD parking permit does not guarantee you a parking spot, but one is necessary to park on UCSD's campus. If you can manage to use public transportation and/or UCSD shuttle buses, you will make your life easier. If you live in the area, there is a free UCSD shuttle bus that goes from the UCSD Hospital in Hillcrest to the UCSD campus (it also stops at the Old Town trolley station during some times of the day; see <https://transportation.ucsd.edu/campus/shuttles/hillcrest.html>).
- SDSU and UCSD have a reciprocal parking permit agreement set up for joint doctoral students, so if we purchase a permit from one of the universities, we are able to receive a free parking permit (not necessarily of the same status) at the other university. If you purchase a permit from SDSU, we qualify for free student (S) permits from UCSD. To obtain this, go to their parking office and tell them you're part of the JDP-LCD and you're on a list. Currently, you will receive a 10-scratcher that will need to be replaced when it is used up (each time is free). There is no limit to the number of 10-day scratchers you can receive, but you must trade in your fully used one for a new one.

- S-permit spots are shared amongst all undergraduate UCSD students, so an open spot can be quite the challenge to find. We can purchase B-permits (spots reserved for graduate students and staff) from UCSD and receive a free staff/faculty parking permit from SDSU, but parking permits from UCSD are substantially more expensive than parking permits from SDSU.
- Check the UCSD website for different parking permit alternatives and tips: <https://transportation.ucsd.edu/parking/permits/index.html>
- If you ride a bike, you can get another free 10-day scratcher each quarter by registering for the “Pedal Club” (<https://transportation.ucsd.edu/alternatives/cycling/pedal.html>). Some students have had success obtaining a B-permit rather than an S-permit 10-day scratcher through this method.
- You can get a free, unlimited public transportation pass from UCSD every quarter you are enrolled in classes at UCSD, which you will access through the use of the CompassCloud app (log in with your UCSD credentials), and you will show that pass every time you board a bus or are inspected by transit officers near the trolley stops. If you don’t own a smartphone, you can ask for a sticker to put on your Student ID card instead. You will not receive a pass during the summer (July-Early September), though you can purchase a summer pass, a monthly pass, or daily-use pass through the summer in accordance with your needs. Like your UCSD pass, you can store these passes on your app. See <http://u-pass.ucsd.edu> for more information.

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 Division 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 details on their classes.
- 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 [here](#) to learn more about the program.
- If you need to get free or discounted furniture or other miscellaneous items, you can join and search through these Facebook pages:
 - UCSD-USD-SDSU FREE & FOR SALE
 - UCSD Free and For Sale 3.0
 - UCSD Free and For Sale
- If you would like to share rides for traveling to different places in California you can find some options by joining the following Facebook page:
 - UCSD rideshare
- Your UCSD or SDSU ID Card will give you discounts to several events and sites around San Diego. Check out the website for the latest discounts available; some tickets must be purchased

at UCSD's box office for the discount to apply:

<https://students.ucsd.edu/finances/campus-cards/discounts.html>

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 Theaters: <http://filmclub.landmarktheatres.com/>
- Tijuana has a very good movie theater and it sometimes shows films that are not available in the U.S.. Check <http://www.cinepolis.com.mx>.

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.theoldglobe.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/>
Grad students are often offered free tickets—get on their mailing list if you're interested.

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 (once you have San Diego residency). Check the website for details.
- Check out the Liberty Station Arts District: <https://www.sandiego.org/members/museums/arts-district-liberty-station.aspx>
- UCSD Visual Arts Department has exhibits and interesting lectures: <https://visarts.ucsd.edu>
- 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:

https://newscenter.sdsu.edu/student_affairs/internationalstudents/maintainingstatus.aspx. 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). 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. For immigration/visa/work authorization check this link: <https://www.uscis.gov/working-in-the-united-states/permanent-workers>
- IRS: You are responsible to complete your Tax documents every year as a **non-alien non-immigrant** individual.

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.

https://newscenter.sdsu.edu/student_affairs/isc/internationalstudents.aspx

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. Ask Ashian Nuristani (a2nuristani@ucsd.edu) with whom 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

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 Farm 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.
- 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.isc.sdsu.edu/student_affairs/isc/
http://go.sdsu.edu/student_affairs/internationalstudents/isfinances.aspx

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-LCD-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. Nip's signature every time. Failure to do so will jeopardize your right of stay.

F) Residency/ Voting

- You will not be considered, as an F1 student, to be a resident of California (exception: taxes, see below).
- As an F1 student, you will not 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.
- There is 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). Here's an outside service: https://www.sprintax.com/?utm_ref=studentblog
- 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. <https://www.irs.gov/individuals/international-taxpayers/foreign-students-scholars-teachers-researchers-and-exchange-visitors>
- 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 residents (which you are not). You may be eligible for some of the funding resources by NSF.

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.).
 - UCSD: <https://ispo.ucsd.edu/index.html>
 - SDSU: https://newscenter.sdsu.edu/student_affairs/isc/internationalstudents.aspx
- 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

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.

If you want to learn more about it, you can start here

<http://www.forbes.com/sites/margiewarrell/2014/04/03/impostor-syndrome/#406e6646eb9d> (or go over to good ol' Wikipedia: https://en.wikipedia.org/wiki/Impostor_syndrome)

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.

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.

Sidebar: there can be value to feeling stupid! See this blog:

<http://jcs.biologists.org/content/121/11/1771.full>

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, 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 tape 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

Christina Castro, Ph.D.

Counseling and Psychological Services

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]

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.?

E) Some COVID-related Resources:

- How to build experiments online:
<https://www.youtube.com/watch?v=BuhfsIFRFe8&feature=youtu.be>
- Join the PhD students in CSD Facebook group:
<https://www.facebook.com/groups/2070926752938627/>
- Keep your writing on track with a writing group:
<https://www.facultydiversity.org>