



Current Practices

In Graduate Student Administration

Published October 6, 2006

Graduate Administrators Roundtable

Current Practices

In Graduate Student Administration

Forward

In 2004-2005, the MIT Graduate Student Council embarked on an initiative to survey graduate student advising across campus. Upon completion, results were presented to the MIT community at large, as well as specific target populations. We, the Graduate Administrators, commend the work of the Graduate Student Council (GSC) Sub-Committee on Better Advising and Research Ethics. We discussed the various findings and recommendations, and are committed to working with our departmental faculty and the central administration to implement the suggested changes to the greatest extent possible. We recognize that differing departmental cultures will not allow for recommendations to be implemented universally, but we do believe that the recommendations emerged through a deliberate and thorough research process that represents a credible body of work.

In an effort to support the GSC in its desire to enhance graduate advising, and the graduate experience at MIT as a whole, this publication outlines current practices that are employed in various departments throughout the Institute. It is our hope that faculty, administrators, staff, and students can utilize this document to initiate discussions on improvements which can be made in each local program.

Various themes emerged from the results of the GSC survey and subsequent discussions of the Graduate Administrators. The practices contained in this document are organized via theme and size of program (as determined by total number of graduate students). Future iterations will include the level of degree to which each program is targeted (i.e., SM, PhD). Other suggestions for change/edit are welcome and encouraged.

The Graduate Administrators would like to thank Dean for Graduate Students Ike Colbert and the staff in the Graduate Students Office for their continued support of the Graduate Administrator's Roundtable. Initiatives such as this can only improve the experience of the graduate community within MIT.



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In Graduate Student Administration

Updated October 6, 2006

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Large (more than 250 students)

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Current Practices

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Communication

Program	Program Size	School
14 Economics	Small (1-100 students)	HUMANITIES

Graduate Student Program Guide

A complete description of the doctoral program in economics and its requirements. Includes subject descriptions, list of faculty and staff, and general information about the department. This booklet or its online version is used for both current and prospective graduate students.

Program Contact Katherine Swan, E52-391D, 3-8787, kswan@mit.edu

ORC Operations Research Center	Small (1-100 students)	SLOAN SCHOOL
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Weekly Lunches

Biweekly luncheon series where students and faculty participate in research-related presentations on current topics, projects and/or professional development talks on topics such as "how to get published" or "dealing with your advisor", etc. These lunches build strong connections and communications between faculty and students in our Center.

Program Contact Paulette Mosley, E40-107, 3-3603, pmosley@mit.edu

TPP Tech & Policy Prgm	Small (1-100 students)	ENGINEERING
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Research Rules of the Road

Two-page document written by faculty and research staff to outline responsibilities and expectations for paid Research Assistants. Copy can be obtained from program contact.

Program Contact Sydney Miller, E40-379, 2-3187, sydney@mit.edu

CRE Ctr for Real Estate	Small (1-100 students)	ARCHITECTURE
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Liquidity Seminars

A monthly gathering of local MSRED alumni and current students. This monthly tradition is held at a local establishment and is a way for current students to interact with alumni of the program. It is sponsored by AACRE, our local alumni chapter. The seminars provide students with an opportunity to discuss anything from course work to career advice.

Program Contact Maria Vieira, W31-310, 8-5672, mvieira@mit.edu



Program	Program Size	School
8 Physics	Medium (101-250 students)	SCIENCE

Doctoral Guidelines

Each year physics publishes a document outlining topics such as academic requirements, funding processes including termination of RA procedures, thesis procedures and requirements and career counseling advice. The document is posted at <http://web.mit.edu/physics/graduate/current/curdocguide.html> .

Program Contact Brian Canavan, 4-315, 3-4841, bcanavan@mit.edu

11 Urban Studies & Planning	Medium (101-250 students)	ARCHITECTURE
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Plaza

Plaza is a website which offers a daily calendar, along with an open area known as the Forums. All DUSP members can post announcements, opinions, and discussion points on all sorts of topics. All academic deadlines and other academic information are posted on the Official Notices section. New students enrolling in September are assigned an account in June so they can access Plaza and get involved over the summer. Alumni also may choose to remain connected to Plaza.

Program Contact Sandy Wellford, 7-346A, 3-4409, wellford@mit.edu

11 Urban Studies & Planning	Medium (101-250 students)	ARCHITECTURE
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Research Group Weekly Lunches

Each of the four principal program groups in the department offers a weekly lunch series. These feature talks given by professionals and academics in the specific area, as well as ongoing thematic continuity. Some of these have been adapted into edited books, paired with for-credit classes, or aired on MIT World videos.

Program Contact Sandy Wellford, 7-346A, 3-4409, wellford@mit.edu

11 Urban Studies & Planning	Medium (101-250 students)	ARCHITECTURE
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DUSP Handbook

This is an overview of departmental policies, procedures and degree requirements. New student bios and cross registration information are also provided.

Program Contact Sandy Wellford, 7-346A, 3-4409, wellford@mit.edu

11 Urban Studies & Planning	Medium (101-250 students)	ARCHITECTURE
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DUSP/SCC Alumni/ae of Color Dinner Series

Sponsored by the Department of Urban Studies & Planning, the Graduate Students Office, and Dean Adele Santos. This is a series of four dinners, each featuring an alumnus/a of color speaker, organized by the DUSP Students of Color Committee (SCC). Each dinner is an opportunity for Alumni/ae and current students to talk about ways in which planners of color can effectively serve minority communities.

Program Contact Sandy Wellford, 7-346A, 3-4409, wellford@mit.edu

Program	Program Size	School
12 EAPS	Medium (101-250 students)	SCIENCE

Graduate Student Handbook

"This manual is a compilation of information gathered from practical experience, summarized from department documents, collected from MIT's website, and published elsewhere, when credited. The content covers both academic and administrative information.... It contains information that has proved useful in the past, but it is by no means exhaustive. At the least, it should help you identify the correct person or office to whom a question should be addressed."

Program Contact Vicki McKenna, 54-910, 3-3380, vsm@mit.edu

18 Mathematics	Medium (101-250 students)	SCIENCE
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First Year Dinners with Faculty

Small-group informal dinners with faculty for first-year graduate students. The series of dinners to enhance the graduate experience originally began as a result of a two-year grant from the Graduate Students Office, funded in part by Student Life Fees. We've limited the number of students at each dinner to 8. Generally, one senior faculty member is the host, selecting the restaurant and escorting students to and from the restaurant. The department reimburses dinner expenses. Each senior faculty member has usually asked a junior faculty member also to attend.

Program Contact Linda Okun, 2-233, 3-2689, okun@mit.edu

6 EECS	Large (more than 250 students)	ENGINEERING
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Doctoral and Master of Science Guidelines

Each year the Department distributes to the faculty and incoming students memoranda including general information for graduate students, detailed information on the doctoral program in EECS, thesis and thesis proposal, and information on the Department qualifying procedures. These memoranda can also be found on-line under the Department website: <http://www.eecs.mit.edu/grad/index.html>.

Program Contact Marilyn Pierce, 38-444, 3-4648, andrea@eecs.mit.edu

HST Health Science & Technology	Large (more than 250 students)	WHITAKER COLLEGE
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Weekly Electronic Newsletter

A weekly electronic newsletter, TWiHST ("This Week in HST") for HST community (students, staff, and faculty). Sections include Community Life; Course Information; Lectures, Seminars, and Programs; Career Programs; and Opportunities (divided into subsections of Student Opportunities and Professional Opportunities). Newest edition at <http://hst.mit.edu/twihst/2006/>.

Program Contact Cathy Modica, E25-518, 3-2307, cmodica@mit.edu

Program	Program Size	School
9 Brain & Cognitive Sciences	Small (1-100 students)	SCIENCE

Class

All students take a department-sponsored class in responsible conduct in science, which covers almost all aspects of the subject.

Program Contact Denise Heintze, 46-2005, 3-5741, heintze@mit.edu

TPP Tech & Policy Prgm	Small (1-100 students)	ENGINEERING
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Plagiarism Policy Form

Students are required to sign a Plagiarism Policy form at Orientation acknowledging that they understand the Institute's standards/ penalties regarding plagiarism. The document was created by Frank Field, the TPP Education Director, who adapted it from Literature at MIT policies: plagiarism (<http://web.mit.edu/lit/www/plagiarism.html>) and MIT's Policies & Procedures Chapter 10 (<http://web.mit.edu/policies/10.2.html>).

Program Contact Sydney Miller, E40-379, 2-3187, sydney@mit.edu

TPP Tech & Policy Prgm	Small (1-100 students)	ENGINEERING
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Understanding Appropriate Referencing Techniques and the Reality of Plagiarism

IAP workshop, 2004, Speaker: Patricia Brennecke, Lecturer in English Language Studies. Open to all graduate students (but designed specifically for TPP/TMP and the greater ESD community).

Program Contact Sydney Miller, E40-379, 2-3187, sydney@mit.edu

1 Civil & Env Engineering	Medium (101-250 students)	ENGINEERING
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Academic Honesty Presentation

During the department orientation for graduate students, the department head gives a presentation on academic honesty that includes different scenarios with multiple choice answers. Program contact can provide more detailed information regarding specific content.

Program Contact Monica Wolf, 1-281, 3-9723, mwolf@mit.edu

7 Biology	Medium (101-250 students)	SCIENCE
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IAP Class

Responsible Conduct in Science focuses on responsible and ethical conduct in modern biological research and is required for all 2nd year Biology graduate students. A syllabus can be obtained from the program contact.

Program Contact Janice Chang, 68-120, 3-7344, jdchang@mit.edu

Program	Program Size	School
6 EECS	Large (more than 250 students)	ENGINEERING

Rights and Responsibility: Dinner and Discussion

Monthly dinner meetings are held during September, October, and November. All incoming graduate students are urged to attend these meetings. Topics include fair credit for scientific work, dealing with error and misconduct, and the advisor/advisee relationship.

Program Contact Marilyn Pierce, 38-444, 3-4648, andrea@eecs.mit.edu

Program	Program Size	School
9 Brain & Cognitive Sciences	Small (1-100 students)	SCIENCE

Lab Meetings

Weekly or biweekly lab meetings are an important component of research work in the department; reports on research progress comprise one aspect of the meetings.

Program Contact Denise Heintze, 46-2005, 3-5741, heintze@mit.edu

9 Brain & Cognitive Sciences	Small (1-100 students)	SCIENCE
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Progress Reports

Progress reports are one-page synopses from the department database showing personal and directory information; year of entry; the advisor and advisory committee members and any requirements completed to date. This is sent to each student every summer, with a cover letter (designed for the specific year) stating what should be completed thus far and what should be done in the coming year. The same material is also sent to the student's advisor.

Program Contact Denise Heintze, 46-2005, 3-5741, heintze@mit.edu

14 Economics	Small (1-100 students)	HUMANITIES
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Weekly Field Lunches

A key component of the dissertation advising system is a set of weekly "field lunches" at which students who have passed their general exams try out new research ideas. The presentations range from very early stage research (hardly more than a literature review and a few ideas for future work) to nearly-complete dissertation projects. Faculty are responsible for attending the field lunch in their discipline and, along with students, provide feedback, criticism, and suggestions to the presenter.

Program Contact Katherine Swan, E52-391D, 3-8787, kswan@mit.edu

14 Economics	Small (1-100 students)	HUMANITIES
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Semester Progress Reports

Within the first two weeks of each semester all thesis writers must obtain their advisors' signatures on a form for the department. A thesis advisor will sign the form only if the student is meeting with him or her regularly and is making satisfactory progress on the dissertation. These forms are monitored by the Director of Graduate Studies who connects students without advisors with possible faculty advisors.

Program Contact Katherine Swan, E52-391D, 3-8787, kswan@mit.edu

Program	Program Size	School
14 Economics	Small (1-100 students)	HUMANITIES

Career Advising and the Job Market

The Economics Department actively and successfully assists its graduate students in career placement. Job market activity begins in early October when students produce a resume and set up a website. Resumes are posted online and resume books are sent out to prospective employers. A Placement Officer, who is a departmental faculty member, and the graduate administrator oversee this process, act as mediators between students and prospective employers, and meet with the students monthly between September and February.

Program Contact Katherine Swan, E52-391D, 3-8787, kswan@mit.edu

17 Political Science	Small (1-100 students)	HUMANITIES
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First Year Evaluations

Brief evaluations are requested (via email) at the end of the fall and spring semesters for all first year graduate students from their instructors. Evaluations are emailed to the students and their advisors, and hard copies are placed in the students' permanent files. In addition to providing feedback to students and their advisors, the evaluations may be shared when student progress is reviewed at the end of term grade meetings attended by all department faculty.

Program Contact Susan Twarog, E53-467, 3-8336, twarog@mit.edu

ORC Operations Research Center	Small (1-100 students)	SLOAN SCHOOL
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IAP Seminar Series

Each Tuesday during IAP, students coordinate a series for the OR community which consists of invited OR speakers who discuss practical applications of OR. The speakers are usually ORC alums who are out in the working world conducting "real" research and who can relate to and communicate with the current ORC students.

Program Contact Paulette Mosley, E40-107, 3-3603, pmosley@mit.edu

TPP Tech & Policy Prgm	Small (1-100 students)	ENGINEERING
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Internship and Job Search Assistance

TPP's students are encouraged to take summer internships between their first and second years of master's study and approximately half do so. A fall internship seminar class covers resume preparation and provides an overview of the internship and job search, along with presentations from second-year students returning from summer internships. We also arrange a two-day trip to Washington DC, where we visit 7-8 organizations in two days to show technology policy work in action. TPP also provides modest summer funding for students who take unfunded policy / government / NGO internships.

Program Contact Sydney Miller, E40-379, 2-3187, sydney@mit.edu

Program	Program Size	School
CRE Ctr for Real Estate	Small (1-100 students)	ARCHITECTURE

Handbook and Thesis Prep Seminar

In addition to our thesis preparation sessions during spring term (approximately 6 sessions entitled "Getting from Here to There"), we also try to provide and prepare students with as much information as possible on all course work related to the MSRED program. Much of setting the expectations begins with a student handbook containing all sorts of information and resources related to MIT and CRE. The handbook is sent to students during summer before enrolling in fall. We follow-up with a two-week orientation which offers a number of prep courses and social activities

Program Contact Maria Vieira, W31-310, 8-5672, mvieira@mit.edu

CRE Ctr for Real Estate	Small (1-100 students)	ARCHITECTURE
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Career Advising

Our career services program consists of putting together a resume book for each new class and involves a number of different career related activities during fall and spring terms. Sessions include everything from resume writing to interviewing skills, company presentations and interviews. In addition, industry leaders and professionals are invited to share their experiences and wisdom with students in a program called "Real Deals".

Program Contact Maria Vieira, W31-310, 8-5672, mvieira@mit.edu

1 Civil & Env Engineering	Medium (101-250 students)	ENGINEERING
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Academic Advisors

First-year Master of Science in Transportation students are assigned an academic advisor separate from a research supervisor.

Program Contact Monica Wolf, 1-281, 3-9723, mwolf@mit.edu

1 Civil & Env Engineering	Medium (101-250 students)	ENGINEERING
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Career Advising

Chase an Engineer is an exercise in subject 1.133 Concepts of Engineering Practice, a required class for students in the Master of Engineering in Civil & Environmental Engineering program. "Students select a practicing engineer in Boston to shadow for one day, then report their experiences in a class discussion." The class also covers resume writing, job interview skills, and career exploration. The subject syllabus and assignments are on MIT's Open Courseware web site, <http://ocw.mit.edu/OcwWeb/Civil-and-Environmental-Engineering/1-133Fall2003/CourseHome/index.htm> .

Program Contact Monica Wolf, 1-281, 3-9723, mwolf@mit.edu

Program	Program Size	School
3 Materials Science & Engineering	Medium (101-250 students)	ENGINEERING

Progress Review Form

The program requires submission of a semi-annual progress review form. A copy can be obtained from the program contact.

Program Contact Angelita Mireles, 35-413, 3-3302, angelita@mit.edu

7 Biology	Medium (101-250 students)	SCIENCE
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Class Meetings

Class meetings with graduate student classes by entry year each December. In addition, there is a preliminary information meeting for 2nd year students in the spring semester, and a meeting with 1st year students on rotations.

Program Contact Janice Chang, 68-120, 3-7344, jdchang@mit.edu

7 Biology	Medium (101-250 students)	SCIENCE
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Thesis Committee Meetings

Thesis Committee meetings are required once a year. Form required to be turned into Biology Education office.

Program Contact Janice Chang, 68-120, 3-7344, jdchang@mit.edu

7 Biology	Medium (101-250 students)	SCIENCE
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Career Database

Discussions are ongoing on creating a searchable web-based database for students to connect with graduate students and alumni for contact and career info.

Program Contact Janice Chang, 68-120, 3-7344, jdchang@mit.edu

8 Physics	Medium (101-250 students)	SCIENCE
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Career Advisor

Physics designates one faculty member to serve as a Career Services resource; this position includes membership on the department's Education Committee. The key function is to serve as a liaison between faculty and business contacts.

Program Contact Brian Canavan, 4-315, 3-4841, bcanavan@mit.edu

Program	Program Size	School
8 Physics	Medium (101-250 students)	SCIENCE

Progress Reports

Satisfactory progress reports created via FileMaker track general exam attempts, the thesis proposal process and thesis committee meetings in a time-line format based on the date of entry. These reports are sent to the division heads and academic advisors.

Program Contact Brian Canavan, 4-315, 3-4841, bcanavan@mit.edu

11 Urban Studies & Planning	Medium (101-250 students)	ARCHITECTURE
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Career Advising

DUSP has a staff person (a DUSP alumna) whose focus is student career development. Resources include individual advising; the DUSP Career Resources website (<http://web.mit.edu/dusp/careers/>); Career Development Internship programs; on-campus recruiting; resume books; job search skills workshops; info sessions on internship and fellowship programs; and a series of four annual departmental alumni/ae career forums for students. She works collaboratively with the MITCO, MITAA, other departments within the Institute and occasionally with other universities in organizing career fairs, panel discussions, networking events, and other activities.

Program Contact Sandy Wellford, 7-346A, 3-4409, wellford@mit.edu

12 EAPS	Medium (101-250 students)	SCIENCE
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Faculty Handbook

"This manual is a compilation of information gathered from practical experience, summarized from department documents, collected from MIT's website, and published elsewhere, when credited. The content is approximately evenly divided between administrative issues and the EAPS education program. The handbook is intended both for new faculty and as a reference for experienced faculty. It contains information that has proved useful in the past, but it is by no means exhaustive. At the least, it should help you identify the correct person to whom a question should be addressed."

Program Contact Vicki McKenna, 54-910, 3-3380, vsm@mit.edu

6 EECS	Large (more than 250 students)	ENGINEERING
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Graduate Counselors

Incoming graduate students are assigned a faculty graduate counselor (separate from research/thesis supervisors) based on the interests expressed in the student's application. Starting on registration day, their plan of study is worked out in consultation with the graduate counselor. The counselor will continue to meet with their advisees throughout their doctoral programs on registration day and during the term when necessary.

Program Contact Marilyn Pierce, 38-444, 3-4648, andrea@eecs.mit.edu

Program	Program Size	School
6 EECS	Large (more than 250 students)	ENGINEERING

The Doctoral Committee

When a student completes the qualifying exams, a Doctoral Committee (DC) is assigned to monitor the student's progress and requirements: the research supervisor is generally the chair of the DC. The DC meets with the student once a term and reports to the Graduate Office annually. When the student's Ph.D. thesis proposal is submitted, the DC will then consist of the thesis supervisor and readers.

Program Contact Marilyn Pierce, 38-444, 3-4648, andrea@eecs.mit.edu

Program	Program Size	School
5 Chemistry	Medium (101-250 students)	SCIENCE

ChemRefs

Peter Rye, a chemistry graduate student, began the REFS program (Resources for Easing Friction and Stress) to help grad students resolve issues through mediation and conflict resolution: see <http://web.mit.edu/chemistry/refs/>. There are also some Chemistry faculty members trained in mediation.

Program Contact Susan Brighton, 2-204, 3-1845, brighton@mit.edu

8 Physics	Medium (101-250 students)	SCIENCE
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Appointed Mediators

A faculty member and the Graduate Administrator are listed as official mediators within the department's Doctoral Guidelines. In addition, the Associate Department Head for Education is listed as the advisor for student concerns about scientific misconduct issues, which could include interactions with research supervisors, data integrity, and authorship.

Program Contact Brian Canavan, 4-315, 3-4841, bcanavan@mit.edu

Program	Program Size	School
14 Economics	Small (1-100 students)	HUMANITIES

Summer Math Camp

Students whose math skills are insufficient are invited to attend a three-week remedial math class in the August before they begin their PhD program. A third or fourth year student, under supervision of a faculty member, provides the instruction. Usually about one-third of the students in each entering class will attend this summer program.

Program Contact Katherine Swan, E52-391D, 3-8787, kswan@mit.edu

14 Economics	Small (1-100 students)	HUMANITIES
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Department Orientation

A department orientation is held for all incoming first-year students the Thursday before fall semester's registration day. The department head, registration officer, graduate administrator, and all faculty members teaching first-year classes give brief presentations. Computer systems administrators give a demonstration and answer questions, and members of the Graduate Economics Association discuss graduate life at MIT.

Program Contact Katherine Swan, E52-391D, 3-8787, kswan@mit.edu

21W Writing & Humanistic Studies	Small (1-100 students)	HUMANITIES
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Department Orientation

New student orientation includes an outline of the structure of the program within the Humanities department; avenues of support (GSC, GSO, Student Support Services); details of registration day and the first week; some overlooked amenities like MITAC; a walk around the physical layout, introductions to folks they'll need to know, handing out lounge keys, etc.

Program Contact Shannon Larkin, 14N-108, 3-6668, slarkin@mit.edu

ORC Operations Research Center	Small (1-100 students)	SLOAN SCHOOL
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Department Orientation

Components of this orientation include welcome remarks, student and faculty panels, presentation by the student professional society, annual weekend retreat in New Hampshire, and a bowling party.

Program Contact Paulette Mosley, E40-107, 3-3603, pmosley@mit.edu

TPP Tech & Policy Prgm	Small (1-100 students)	ENGINEERING
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Reorientation

Session at beginning of fall semester for returning students. Discusses program requirements and deadlines, focusing on thesis approval and completion. Dual degree application process and petitions, PhD application process. Required for second year SM students, with first-years strongly invited.

Program Contact Sydney Miller, E40-379, 2-3187, sydney@mit.edu

Program	Program Size	School
TPP Tech & Policy Prgm	Small (1-100 students)	ENGINEERING

Department Orientation

An outline of Orientation activities can be obtained from the program contact.

Program Contact Sydney Miller, E40-379, 2-3187, sydney@mit.edu

TPP Tech & Policy Prgm	Small (1-100 students)	ENGINEERING
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Leadership Course and Outward Bound

Fall class taught by TPP Director includes an overnight trip to Thompson Island for a team-building/ leadership Outward Bound 'ropes course' day. An excellent bonding experience and opportunity to get to know other incoming students.

Program Contact Sydney Miller, E40-379, 2-3187, sydney@mit.edu

1 Civil & Env Engineering	Medium (101-250 students)	ENGINEERING
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Intro Course for M.Eng Candidates

Excerpt from Course Description: "1.133 is a core requirement for the Master of Engineering (M. Eng.) program. It features lecturers presented by a variety of industry and academic speakers. The course is designed to teach students about the roles of today's professional engineer and to expose them to team-building skills through lectures, team workshops, and seminars..." See the OpenCourseWare posting at <http://ocw.mit.edu/OcwWeb/Civil-and-Environmental-Engineering/index.htm> for additional information.

Program Contact Monica Wolf, 1-281, 3-9723, mwolf@mit.edu

4 Architecture	Medium (101-250 students)	ARCHITECTURE
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Orientation

As part of orientation for incoming students, continuing MArch students mentor new students.

Two formal meetings instruct new students about intellectual content. Administrative practice groups (design, history, building technology) within the department have small welcoming social events.

Program Contact Renée Caso, 7-337H, 3-7792, yammie@mit.edu

5 Chemistry	Medium (101-250 students)	SCIENCE
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TA "Boot Camp"

A training program for students who will TA a lab.

Program Contact Susan Brighton, 2-204, 3-1845, brighton@mit.edu

Program	Program Size	School
5 Chemistry	Medium (101-250 students)	SCIENCE

Department Orientation

Department orientation includes presentation of TA awards to emphasize how seriously we take teaching, curriculum discussion led by faculty, lunch with members of our student-run organizations, session with current students to answer questions from incoming students. A comprehensive booklet detailing requirements and expectations, and listing faculty and staff, is given to all incoming students and faculty.

Program Contact Susan Brighton, 2-204, 3-1845, brighton@mit.edu

7 Biology	Medium (101-250 students)	SCIENCE
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Department Orientation

Department orientation includes meeting with graduate committee faculty members, summary of program requirements, panel discussion with current graduate students (faculty not present), pizza with graduate students, and welcome reception in September for new graduate students with faculty and current students.

Program Contact Janice Chang, 68-120, 3-7344, jdchang@mit.edu

8 Physics	Medium (101-250 students)	SCIENCE
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Department Orientation

During the week prior to the start of classes, Physics sponsors a pre-exam breakfast on Monday, departmental information sessions on Tuesday (logistics of the first week(s) of graduate student life) and Wednesday (academic requirements of our PhD degree and available support resources), and a welcome barbecue on Friday afternoon.

Program Contact Brian Canavan, 4-315, 3-4841, bcanavan@mit.edu

8 Physics	Medium (101-250 students)	SCIENCE
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First Year Lunches

During the first term, the department sponsors lunches for first year students every other week. Each lunch consists of short research presentations by two faculty, or a discussion of how the term is progressing as facilitated by the Associate Department Head for Education. The intent of these lunches is to provide an extended orientation experience during the first term.

Program Contact Brian Canavan, 4-315, 3-4841, bcanavan@mit.edu

Program	Program Size	School
11 Urban Studies & Planning	Medium (101-250 students)	ARCHITECTURE

Department Orientation

A scavenger hunt, conducted in seven different Boston neighborhoods, starts a week of orientation events. The department's staff, faculty and current students participate in daily events to give an overview of degree requirements, registration procedures, research groups, and computer information, as well as to get students familiar with the department, living in Cambridge and surrounding areas.

Program Contact Sandy Wellford, 7-346A, 3-4409, wellford@mit.edu

6 EECS	Large (more than 250 students)	ENGINEERING
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Department Orientation

The Department holds a general orientation for incoming students on the first day of classes at 4 PM. This is an open meeting to welcome the incoming students to the department and to answer questions about procedures and research opportunities.

Program Contact Marilyn Pierce, 38-444, 3-4648, andrea@eecs.mit.edu

6 EECS	Large (more than 250 students)	ENGINEERING
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Research Opportunities

The Department consists of six research areas. Each area will host an orientation and open house during the month of September. The research orientation will give presentations and demonstrations of the relevant research in each area.

Program Contact Marilyn Pierce, 38-444, 3-4648, andrea@eecs.mit.edu

6 EECS	Large (more than 250 students)	ENGINEERING
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EECS Graduate Student Association

The EECS GSA runs orientation events starting the Wednesday before September registration day. The events include information sessions, social activities and a recreational day and dinner at the Endicott House on Labor Day.

Program Contact Marilyn Pierce, 38-444, 3-4648, andrea@eecs.mit.edu

15 Sloan	Large (more than 250 students)	SLOAN SCHOOL
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Department Orientation

A letter to new students sent 2-3 months before term begins giving timetable for start of term and includes names of all entering students. Activities on Orientation Day/Registration Day include breakfast/lunch and meet and greet time; laptop distribution and instructions; subsidiary orientations specific to research groups; general social boat cruise for new and continuing students. A 2nd year student in each research area commits to be the student-source of advice for entering students. Generally this availability does not extend beyond the first two weeks of term.

Program Contact Sharon Cayley, E60-321, 3-7188, scayley@mit.edu

Program	Program Size	School
9 Brain & Cognitive Sciences <i>TA Training</i> All students are required to have TA training. A new, more in-depth and hands-on workshop is being implemented this term for those about to TA for the first time. Program Contact Denise Heintze, 46-2005, 3-5741, heintze@mit.edu	Small (1-100 students)	SCIENCE
14 Economics <i>Women in Economics</i> All women graduate students and faculty are members of this group, which meets at least twice each year for luncheon meetings. Members provide mutual support and discuss issues of concern to women in the economics profession. Program Contact Katherine Swan, E52-391D, 3-8787, kswan@mit.edu	Small (1-100 students)	HUMANITIES
17 Political Science <i>Full Year Seminar</i> Last year the department instituted a mandatory full-year seminar, 17.900, which meets weekly for three hours, for all first year PhD students. One of the objectives of the class is to build community. Faculty and student response has been very positive, with students recognizing the value of interacting with students in sub-fields other than their own. A partial syllabus can be obtained from the program contact. Program Contact Susan Twarog, E53-467, 3-8336, twarog@mit.edu	Small (1-100 students)	HUMANITIES
17 Political Science <i>Working Groups</i> The department sponsors a range of working groups such as the Identity Politics Working Group. The IPWG brings together graduate students who share a common interest in identity politics broadly defined. The goal is to develop cooperative relationships among the relatively large number of students who study this topic from different approaches. Presenters include students and faculty from MIT and other institutions. The working group is advised by department faculty members. Program Contact Susan Twarog, E53-467, 3-8336, twarog@mit.edu	Small (1-100 students)	HUMANITIES
ORC Operations Research Center <i>E-Pals and Buddies</i> Newly admitted students are assigned an "E-pal", or current ORC student. He/she responds to any questions that the admitted applicant might have. Upon matriculation, students are assigned a "buddy" who then serves as an aide in helping the student maneuver through MIT. Program Contact Paulette Mosley, E40-107, 3-3603, pmosley@mit.edu	Small (1-100 students)	SLOAN SCHOOL

Program	Program Size	School
ORC Operations Research Center	Small (1-100 students)	SLOAN SCHOOL

ORC Women's Meal

One lunch or dinner held off-campus once per semester for female graduate students in OR Center. Purpose is to facilitate communications and networking opportunities between our female students and female faculty members - with the focus on discussing the uniqueness of being a woman in the OR profession. Topics discussed range from "finding a job in academia" to "how to network with OR colleagues at other universities."

Program Contact Paulette Mosley, E40-107, 3-3603, pmosley@mit.edu

TPP Tech & Policy Prgm	Small (1-100 students)	ENGINEERING
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Student Hosts and Mentors

Approximately 20 current TPP students have volunteered to be 'hosts and mentors' for prospective applicants and admitted students. They will meet with prospective students visiting campus, will respond to forwarded e-mails from applicants, and will take a lead role in the Spring Open House for admitted students.

Program Contact Sydney Miller, E40-379, 2-3187, sydney@mit.edu

4 Architecture	Medium (101-250 students)	ARCHITECTURE
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Student Mentoring

At admissions open houses: students greet and counsel applicants from their undergraduate alma maters. As part of orientation for incoming students, continuing MArch students mentor new students

Program Contact Renée Caso, 7-337H, 3-7792, yammie@mit.edu

5 Chemistry	Medium (101-250 students)	SCIENCE
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Student Organizations

Three very active student organizations (Women in Chemistry; REFS [resources for easing friction and stress], and CGSC [committee on graduate students in chemistry] sponsor mentoring activities throughout the year for incoming and continuing graduate students.

Program Contact Susan Brighton, 2-204, 3-1845, brighton@mit.edu

8 Physics	Medium (101-250 students)	SCIENCE
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Student Organizations

There are two student groups within Physics, the Physics Graduate Student Council and Women in Physics. Women in Physics in particular does a nice job of providing mentoring to incoming students.

Program Contact Brian Canavan, 4-315, 3-4841, bcanavan@mit.edu

Program	Program Size	School
8 Physics	Medium (101-250 students)	SCIENCE

Bi-Weekly Lunches

The Physics Graduate Student Council sponsors and coordinates bi-weekly lunches during the spring term which are open to all students. Two students provide short presentations of their research during each lunch. The intent is to expose students to the various areas of physics in a collegial, informal environment.

Program Contact [Brian Canavan](#), 4-315, 3-4841, bcanavan@mit.edu

11 Urban Studies & Planning	Medium (101-250 students)	ARCHITECTURE
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DUSP Student Council (DSC)

This is a student-run organization that works to improve the quality of student life by facilitating communication among the faculty, administration, and students. The DSC seeks to represent the broad interests of the student body by providing a representational council voice; as a group, it encourages and thrives on a high level of student participation. The DSC supports student networks, including academic and professional development, as well as non-academic life. The DSC organizes a department-wide Town Hall event each semester to foster constructive suggestions on ways to improve life in the department.

Program Contact [Sandy Wellford](#), 7-346A, 3-4409, wellford@mit.edu

11 Urban Studies & Planning	Medium (101-250 students)	ARCHITECTURE
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Students of Color Committee (SCC)

The mission of the SCC is to increase the number of underrepresented minorities in terms of race, class and gender in the field of planning. In addition to focusing efforts on recruitment, SCC aims to build community and serve as a support network within DUSP for those who identify with the committee's mission and goals. SCC is a politicized body working from a social consciousness perspective to guide goals, projects, and ideas which ensure diversity. The SCC has played a critical role in recruiting students and faculty of color, bringing topics related to diversity into the core curriculum, and connecting DUSP to community organizations that serve disadvantaged populations.

Program Contact [Sandy Wellford](#), 7-346A, 3-4409, wellford@mit.edu

11 Urban Studies & Planning	Medium (101-250 students)	ARCHITECTURE
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DUSP Student Forum

The weekly DUSP Forum hosts speakers who present and discuss topics of interest to the department. The Forum is intended to foster dialogue among faculty, staff and students about important issues, which affect the practice of planning and planning education. A light dinner is provided prior to the presentation at each forum. Forums meet on Thursday evenings.

Program Contact [Sandy Wellford](#), 7-346A, 3-4409, wellford@mit.edu

Program	Program Size	School
11 Urban Studies & Planning	Medium (101-250 students)	ARCHITECTURE

The MIT Journal of Planning: Projections

The department runs a peer-reviewed journal, edited by DUSP doctoral students (with a faculty advisor). Each volume focuses on a different topic, e.g.: Remaking Crisis Cities (vol.1); Planning China (vol.5). This journal is issued approximately once per year, with the editors and editorial review board changing with each theme issue.

Program Contact [Sandy Wellford, 7-346A, 3-4409, wellford@mit.edu](#)

6 EECS	Large (more than 250 students)	ENGINEERING
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TA Training

The Department offers a TA orientation in early September. This informative event is designed specifically for new EECS teaching assistants. Students learn about the EECS approach to teaching and their role as a TA. The Department has a one term teaching requirement for doctoral students.

Program Contact [Marilyn Pierce, 38-444, 3-4648, andrea@eecs.mit.edu](#)

6 EECS	Large (more than 250 students)	ENGINEERING
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Student Organizations

The Department sponsors two active student organizations: GW6 (Graduate Women in Course 6) which provides a support structure for women graduate students. The second group is the EECS Graduate Student Association. The goals of both groups include professional development and to support and initiate outreach programs.

Program Contact [Marilyn Pierce, 38-444, 3-4648, andrea@eecs.mit.edu](#)

Program	Program Size	School
<p>14 Economics</p> <p><i>Graduate Economics Association</i></p> <p>The Graduate Economics Association (GEA) represents students within the department. It organizes intramural athletic teams and most of the department's social activities. If students believe an academic issue needs to be discussed by the faculty, the GEA will bring the issue to the attention of the department's administration.</p> <p>Program Contact Katherine Swan, E52-391D, 3-8787, kswan@mit.edu</p>	Small (1-100 students)	HUMANITIES
<p>17 Political Science</p> <p><i>Student Service on Department Committees</i></p> <p>One graduate student serves on each faculty search committee. The graduate program committee includes a student member who attends meetings and provides input on program matters. Although students do not serve on the admissions committee, they are critical to the process of recruiting admitted students to the program, including planning the Open House.</p> <p>Program Contact Susan Twarog, E53-467, 3-8336, twarog@mit.edu</p>	Small (1-100 students)	HUMANITIES
<p>ORC Operations Research Center</p> <p><i>Co-director's Luncheons</i></p> <p>Lunch with the Codirectors is held twice per semester. Meetings provide an opportunity for our graduate students, as a community, to voice their thoughts, concerns, and questions regarding the program, facility, and or research/related matters to the two ORC Codirectors. Lunch is provided by the Department and recently has been subsidized by the Graduate Student Life Grant awarded to the OR Center last year.</p> <p>Program Contact Paulette Mosley, E40-107, 3-3603, pmosley@mit.edu</p>	Small (1-100 students)	SLOAN SCHOOL
<p>4 Architecture</p> <p><i>Student Committee Involvement</i></p> <p>Architecture puts two students on search committees (picked from a list given by our student organization by the search committee) and pays six students to work on admissions for our MArch and second professional degree committees. The latter group is chosen from a signup list by chairs of various admissions committees.</p> <p>Program Contact Renée Caso, 7-337H, 3-7792, yammie@mit.edu</p>	Medium (101-250 students)	ARCHITECTURE
<p>7 Biology</p> <p><i>Advisory Committee</i></p> <p>Graduate student advisory committee provides input regarding graduate student life. In addition, two students attend Biology Graduate Committee meetings.</p> <p>Program Contact Janice Chang, 68-120, 3-7344, jdchang@mit.edu</p>	Medium (101-250 students)	SCIENCE

Program	Program Size	School
11 Urban Studies & Planning <i>Town Hall Meetings</i> Provides the opportunity for students and faculty to share ideas and concerns about the department. Meetings are held once a semester. The DUSP Student Council (DSC) organizes these meetings. Program Contact Sandy Wellford, 7-346A, 3-4409, wellford@mit.edu	Medium (101-250 students)	ARCHITECTURE
11 Urban Studies & Planning <i>Degree Committee</i> The department's Master in City Planning (MCP) degree committee has four student representatives (two 1st year, two 2nd year) and the department's doctoral and undergraduate committee, each have two student members. They attend committee meetings, bring concerns from their peers, and discuss issues related to their degree program. Program Contact Sandy Wellford, 7-346A, 3-4409, wellford@mit.edu	Medium (101-250 students)	ARCHITECTURE
ESD Engineering Systems Division <i>Student Sponsored Survey</i> At the request of the director of ESD, the ESD Student Society created and circulated a PhD student survey. The information included hard data on areas of research as well as opinions on satisfaction with the decision to enroll, the ESD vision, community, and careers. Most students replied and the results were presented to the faculty. Program Contact Elizabeth Milnes, E40-249, 8-6157, emilnes@mit.edu	Medium (101-250 students)	ENGINEERING
6 EECS <i>Committee on Graduate Students</i> This committee consists of faculty who represent each of the six research areas, the graduate administrator, two graduate students, and the committee chairman. The two student members represent the EE and CS side of the Department and they are present at all regular sessions. The Committee meets every other Monday during the academic year and the students are encouraged to present their perspective on issues regarding general policy. This committee also holds executive sessions without students present to discuss decisions on students' qualifying exams and end-of-term progress of students. Program Contact Marilyn Pierce, 38-444, 3-4648, andrea@eecs.mit.edu	Large (more than 250 students)	ENGINEERING
HST Health Science & Technology <i>Student Committee Involvement</i> Approximately twenty students serve on the PhD Admissions Committee, reading applications and conducting interviews. Students also serve on the Graduate Committee (education policy); MD Curriculum Committee (same, for HST's MD program at Harvard); and selectively on faculty search committees. Program Contact Cathy Modica, E25-518, 3-2307, cmodica@mit.edu	Large (more than 250 students)	WHITAKER COLLEGE