Media Arts & Sciences MS Graduate Student Handbook 2023-2024 Edition

Graduate Chair: Todd Ingalls, todd.ingalls@asu.edu
Graduate Coordinator: Althea Pergakis, althea.pergakis@asu.edu

School of Arts, Media and Engineering
Herberger Institute for Design and the Arts
Ira A. Fulton Schools of Engineering
Arizona State University

PO Box 875802 Tempe, AZ 85287-5802
Ph: 480-965-9438
Fax: 480-965-0961

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I. Purpose of Handbook

This graduate handbook is to serve as a departmental supplement to ASU Graduate College policies and procedures (https://graduate.asu.edu/policies-procedures) and ASU's Student Services Manual (http://www.asu.edu/aad/manuals/ssm/index.html). It is the responsibility of all MS Media Arts & Sciences students to ensure that they are adhering to these policies as well. In instances where AME policies are more restrictive than Graduate College or general ASU policies, AME policies must be followed.

II. Program Overview

The MS program in media arts and sciences is geared toward practitioners of design and the arts who have an interest in software and system development and seek to enhance their practice through expanded engagement with interactive and embodied media design in a transdisciplinary environment.

The degree program allows artists and designers to explore new avenues for real-time media creation that seek to go beyond current paradigms. Coursework also explores current practices in various contexts (performance environments, health and well-being, social media, and communication) as well as engineering-based approaches to develop experiential systems with social impact.

a. Learning Outcomes of the Media Arts & Sciences MS

Students graduating from the Media Arts & Sciences MS will:

- Have a broad understanding of interdisciplinary experiential media
- Have computational and creative skills for creation of interactive systems
- Collaborate with peers for the development of media systems
- Use theory and philosophy to drive media creations with societal impact
- Produce a final working system as part of the Applied Project

III. Program Guidelines

a. Registration Requirements

Graduate students must be registered for a minimum of one hour of graduate level credit that appears on the Program of Study or in an appropriate graduate level course

(such as Continuing Registration credits) whenever university facilities or faculty services are used. This includes registration during any semester or summer session in which the Applied Project is completed, even if graduation occurs in a later semester.

International students must also meet visa registration requirements. For more information see: https://students.asu.edu/international/support/visa

b. Supervisory Committees

Once students have matriculated into the program, they must identify an Applied Project director (chair), who is appropriate to their interests, within the first year. The director is responsible for supervising the student's progress throughout the Media Arts & Sciences program and leads the Applied Project. Guidance and concerns regarding studies should be directed to the Applied Project chair.

c. Key People and Faculty

Todd Ingalls, Graduate Chair: Todd.Ingalls@asu.edu
Althea Pergakis, Graduate Coordinator: althea.pergakis@asu.edu

The AME graduate coordinator assists students with registration, iPOS, and general University questions. The Graduate Chair leads curriculum and program development.

Arts, Media and Engineering faculty bring expertise in areas such as dance, music, engineering, computer science, art, and more. Explore and read about our faculty here: https://artsmediaengineering.asu.edu/people/faculty?dept=144374&id=2

IV. Program Structure

a. Program of Study

The MS in Media Arts & Sciences is a post-bachelor's program requiring 33 credit hours. This breaks down to:

- 9 credit hours of required core courses for all concentrations
    - AME 520: Movement and Computing
    - AME 530: Philosophy of Media Technology
    - AME 532: Creating Interactive Media
- 9 credits of additionally required courses

    - AME 533: Design for Media Arts
    - AME 534: Machine Learning for Media Arts
    - AME 570: Programming for Social and Interactive Media
- 12 credit hours of AME elective courses
- 3 credit hours of AME 593: Applied Project

b. Course Requirements

Required courses (9 credit hours)

Students are required to take the AME 530: Philosophy of Media Technology during their first year, ideally during their first semester. Students must take AME 520: Movement and Computing and AME 532: Creating Interactive Media prior to the completion of the program.

Students without concentration are also required to take AME 533: Design for Media Arts, AME 534: Machine Learning for Media Arts and AME 570: Programming for Social and Interactive Media.

Electives (12 credit hours):

The 12 hours of elective credits are fulfilled by courses offered by AME. Generally, these courses are 500-level AME prefix courses not otherwise required.
With the approval of the AME Graduate Chair, one of the elective courses (3 credit hours) can be substituted by another graduate level course offered by another unit.
One more of the electives (3 credit hours) can be substituted by AME 590 Reading and Conference, with the approval of the Graduate Chair.

Applied Project (3 hours):

The culminating experience for the degree is an applied project. In order to successfully complete the applied project, students must register for AME 593: Applied Project and receive a grade of ‘B’ or higher

Prior to registering for AME 593, the student should speak with their chair about the scope and deliverables for the applied project. Students should register for and complete their applied project in the final semester of their program.

c. Filing Your Program of Study (iPOS)

Students must submit their iPOS using the My ASU online system. AME and Graduate College must all approve a student's iPOS. The ASU Graduate College requires graduate students, with regular status, to submit their iPOS by the time they have enrolled for 50 percent of the minimum credit hours required towards their degree program (16 credit hours for the MS in Media Arts & Sciences). The Plan of Study cannot have grades of I, D, E, or Z in final submission.

d. Satisfactory Progress

The ASU Graduate College establishes policies on satisfactory progress towards your degree. See more information at https://graduate.asu.edu/policies-procedures. AME has additional requirements of maintaining a 3.25 GPA (please see the section on academic probation for more details).

V. Limitations

a. Time Limit

A full time Media Arts & Sciences MS student is expected to finish their degree within 2 years from the start date. The maximum length of time allowed for degree completion is 6 academic years from the start date. A student must file a petition with the unit to extend their degree completion past 6 years.

b. Continuous Enrollment

Students must be enrolled in a minimum of 1 credit hour for the duration of the program. Students may file for a leave of absence up to 2 semesters of non-enrollment. During leave, the student is not required to pay tuition or fees, but are not permitted to use university resources, facilities, libraries, or faculty time.

c. Dates and Deadlines

ASU's academic calendar (http://students.asu.edu/academic-calendar) and the Graduate College (https://graduate.asu.edu/current-students/policies-forms-and-deadlines/graduation-deadlines) list many deadlines that are important for graduate students. It is the responsibility of all Media Arts & Sciences students to be familiar with these deadlines and to ensure they meet these deadlines.

VI. Policies

a. Policy on Academic Probation and Dismissal of Graduate Students

A student who has been admitted to the program, either on a regular or provisional basis, must maintain a 3.0 or higher grade-point average in all courses taken for graduate credit.

Probation

A student will be placed on academic probation for any of the following occurrences:

- The student's cumulative GPA for all graduate courses taken at ASU falls below 3.0.
- The student receives lower than a B in a required deficiency or in a course at the graduate level.
- For reasons other than above, the student fails to make satisfactory progress toward a degree.

Dismissal

A student will be recommended for dismissal from a graduate program if any of the following apply:

- The student is on academic probation for failure to meet GPA requirements above and fails to bring their GPA to 3.0 or above by the time the next 9 course credit hours are completed.
- The student receives a D or E while on academic probation for any reason.
- The student fails to obtain at least a 3.0 GPA in all courses cited as deficiencies upon admission to the program.
- The student fails to meet any other conditions imposed as part of the probation.
- A provisionally admitted student fails to meet the required provision(s) of admission.

Appeals

A student may appeal any action concerning academic probation and dismissal by petitioning the Graduate Chair of AME.

If either of the first two conditions above have not been satisfied, including if the student was admitted on a provisional basis, or was previously on academic probation and has not met the conditions stated, a letter to the student recommending dismissal from the program is prepared by the Graduate Chair and signed by the School director. This letter, copies of the original probation/provision letter, and any other relevant documentation will be sent to the Herberger Institute for Design and the Arts Academic Affairs office, the student's faculty advisor, and the ASU Graduate College

b. Conflict Resolution

In the event of conflict, the student should first approach the graduate coordinator. If the conflict is not resolved, the matter will be addressed by the graduate program chair. If there is still no resolution, the conflict will move to the Herberger Institute Dean's office. Please review registrar forms for more information about filing petitions, enrollment changes, withdrawal (including medical/compassionate), overrides, and appeals: https://students.asu.edu/forms/registration

c. Student Code of Conduct

The student code of conduct enforces standards expected of students within the University. These standards are in place to encourage personal development and safety. Violation of these standards may result in disciplinary action. Learn more about regulations and responsibilities: https://eoss.asu.edu/dos/srr/codeofconduct

d. Academic Integrity

Academic honesty is expected of all students. Academic integrity guidelines are in place to maintain the integrity of the university. Violations include, but are not limited to: cheating, deceit, plagiarism, and fabrication. Violation of these policies may result in dismissal, disqualification, grade penalties, and more. Review academic integrity policies here: https://provost.asu.edu/node/20

VII. Funding and Resources

a. Research Assistant and Other Funded Positions

TA and RA positions are offered on an as-needed basis.

Any AME research assistants or other funded students are expected to meet their academic obligations and the research obligations outlined in their offer letter.

AME research and teaching assistant appointments include the expectation that TAs and RAs will work throughout the funded period, except for official university holidays. This includes the expectation that RAs work during the winter and spring breaks unless other arrangements have been made with their supervisor.

TAs and RAs that work quarter-time (a .25 appointment), or 10 hours a week, receive financial support, 100% coverage of non-residential tuition, and 50% of the remaining tuition for the semester.

TAs and RAs that work half-time (a .50 appointment), or 20 hours a week, receive financial support, full tuition coverage (excluding university fees), and student health insurance.

In the event of concerns with the assigned instructor, conflict must first be communicated with the assigned instructor. If no resolution, meet with the graduate coordinator, and last, the graduate chair.

Students must also follow the ASU TA/RA handbook, available at https://graduate.asu.edu/ta-ra-handbook

b. TA and RA Evaluations

TAs and RAs are evaluated at the end of each semester. TAs are evaluated by their assigned faculty.

Absence from service

Per the TA/RA handbook, students must consult with their supervising faculty regarding absences. Excessive absences are cause for termination.

Termination before end of appointment

Assistantships may be terminated for, including but not limited to: change in program, poor performance, and violation of the student code of conduct.

c. Access to Facilities

All Media Arts & Sciences students have access to AME facilities and labs once they have completed the required training and have agreed to the lab policies. Lab orientations are held at the beginning of the academic year. Any questions about lab

usage or required training should be directed to the technical team member who is responsible for that lab.If students violate lab usage policies or inappropriately use the facilities, they will lose access to AME labs and facilities.

d. Travel Funds

AME is not always able to provide funds for student travel to conferences and festivals. If funding is available, priority will be given to students who are presenting a major research product. Second priority will be students who are presenting a standard research product. AME does not provide travel funds for students to present minor or supportive research products.

Students are strongly encouraged to also apply for travel funds from ASU's Graduate and Professional Students Association (GPSA) (https://gpsa.asu.edu/), the Graduate College, the Herberger Institute for Design and the Arts' Student Enrichment Grant, and any other available sources.

VIII. University Resources

Students have access to the following resources:

- ASU Library: https://lib.asu.edu/about/mission
- Graduate Academic Support Center and Writing Center: https://tutoring.asu.edu/student-services/graduate
- Career and Professional Development Services: https://eoss.asu.edu/cs
- Student Clubs and Organizations: https://eoss.asu.edu/clubs/involved
- International Students and Scholars Center: https://issc.asu.edu/
- ASU Housing: https://housing.asu.edu/
- Pat Tillman Veterans Center: https://veterans.asu.edu/
- Graduate and Professional Student Association: https://gpsa.asu.edu/
- ASU Parking and Transit Services: https://cfo.asu.edu/transportation#
- Student Business Services: https://students.asu.edu/tuitionandbilling
- ASU Sun Devil Card Services: https://cfo.asu.edu/cardservices
- On-campus convenience store, P.O.D Market: https://sundevildining.asu.edu/hours-and-locations/tempe/pod-market
- Sun Devil Dining: https://sundevildining.asu.edu/hours-locations/tempe
- Sun Devil Dining Meal Plans: https://sundevildining.asu.edu/meal-plans
- On-campus Banks and ATMs: https://eoss.asu.edu/mu/whats_in/banks
- Sun Devil Campus Book Store: https://www.bkstr.com/arizonastatestore/home
- Office of the University Provost: https://provost.asu.edu/
- University Technology Office: https://uto.asu.edu/

- Graduate College: https://graduate.asu.edu/
- Emergency Information: https://cfo.asu.edu/emergency
- Campus Safety: https://eoss.asu.edu/dos/Safety
- Emergency Response Guidelines: https://students.asu.edu/safety/crisis
- ASU Health Services: https://eoss.asu.edu/health
- ASU Counseling Services: https://eoss.asu.edu/counseling
- Student Accessibility and Inclusive Learning Services: https://eoss.asu.edu/accessibility
- Best Practices for Graduate Student Wellbeing: https://graduate.asu.edu/blog/best-practices/10-best-practices-graduate-student-wellbeing

ASU prohibits all forms of discrimination, harassment and retaliation. To view ASU's policy please see https://www.asu.edu/aad/manuals/acd/acd401.html.

Title IX protects individuals from discrimination based on sex in any educational program or activity operated by recipients of federal financial assistance. As required by Title IX, ASU does not discriminate on the basis of sex in the education programs or activities that we operate, including in admission and employment. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator or to the U.S. Department of Education, Assistant Secretary, or both. Contact titleixcoordinator@asu.edu or 480-965-0696 for more information. Office located at 1120 S. Cady Mall, INTDSB 284. For information on making a report please go to www.asu.edu/reportit/.

Appendix A: MS in Media Arts & Sciences Degree Planning Sheet

Sample Plan

Year 1			
Fall	AME 530: Philosophy of Media Technology**	Spring	AME 533: Design for Media Arts*
	AME 532: Creating Interactive Media*		AME 534: Machine Learning for Media Arts*

	AME 500-level elective		AME 500-level elective
Year 2			
Fall	AME 520: Movement and Computing*	Spring	AME 593: Applied Project***
	AME 500-level elective		AME 570: Programming for* Social and Interactive Media
	AME 500-level elective		

*mandatory for program completion
**mandatory for first semester
***mandatory in last semester

Checksheet

Class	Semester	Credits
Required Courses		9
AME 520: Movement & Computing		3
AME 530: Philosophy of Media Technology		3
AME 532: Creating Interactive Media		3
Other Required Courses		9
AME 533: Design for Media Arts		3
AME 534: Machine Learning for Media Arts		3
AME 570: Programming for Social and Interactive Media		3
Electives		12
Applied Project		3
AME 593: Applied Project		3