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# Museum Studies Certificate Handbook

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2019-2020

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**School of Human Evolution and Social Change**  
**Museum Studies MA Handbook**  
**Arizona State University**  
Last Revision: June 2019

**Prepared by:**

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This and all previous Handbooks can be found at:

<https://shesc.asu.edu/student-life/graduate-handbooks>



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## INTRODUCTION

This guidebook outlines the graduate requirements and procedures set forth by the faculty of the School of Human Evolution and Social Change (SHESC) at Arizona State University. Our graduate degree programs are directed toward the attainment of excellence in Museum Studies, Anthropology, Global Health, Environmental Social Science, and Applied Mathematics for the Life and Social Sciences as demonstrated by accomplishments in research, coursework, and examinations.

This guidebook is a living document and SHESC will refer to the most current version for the enforcement of policy. Any student can petition for a specific exception to the current guidebook if it puts them at a disadvantage.

The current version of this document can be found on the SHESC webpage, at: <https://shesc.asu.edu/degrees/museum-studies-ma> . All previous Handbooks can be found on SHESC's intranet, at: <https://shesc.asu.edu/student-life/graduate-handbooks>

In addition to the requirements set by SHESC in this document, students must follow the [policies and procedures](#) established by the Graduate College.

## ADMISSIONS

To be eligible for admission to SHESC's graduate programs, applicants must:

- Have earned a bachelor's degree or higher from a regionally accredited institution in the U.S. or the equivalent of a U.S. bachelor's degree from an international institution that is officially recognized by that country.
  - Although applicants are not required to have a specific type of bachelor's degree, most admitted students have a degree related to their graduate program of interest.
- Have maintained a "B" (3.00 on a 4.00 scale) grade point average (GPA) in the last 60 semester hours or 90 quarter hours of undergraduate course work. If students do not meet the minimum GPA requirements, their application may still be considered.
- Submit general GRE scores; exam must have been taken within the last 5 years.
- Demonstrate [English proficiency](#) if the applicant's native language is not English.

### Application Information

SHESC's admissions are for the Fall semester. Graduate admission to SHESC consists of the following application dates for full consideration of funding and campus recruitment activities. Applications received after these dates will be considered at a lower priority for funding and visitation:

**December 1** – Submission of online application

**December 15** – Receipt of all application supplemental materials

All application materials are submitted online through the Graduate Admissions [electronic application](#). The application consists of two categories of materials: those required by Graduate Admissions and those required by SHESC. The application will provide instructions regarding the required materials, which include:

- Basic application and fees
- Personal statement/letter of interest
- Three letters of recommendation
- Official GRE scores
- Official TOEFL scores
- Academic Record Form
- Official transcripts from all former institutions

*International transcripts* should be issued by the registrar of the institution attended, bearing the seal of the institution and registrar's or academic official's signature, or they must be verified true copies of credentials by a responsible official of the institution or educational representative of the country's government or embassy. Each page must bear the verifying official signature and stamp. Photocopies, notarized or scanned copies are not acceptable.

English translations must be official. They can be translated by the institution or any official translation service. Translations cannot be completed by the applicant. Photocopies, notarized or scanned copies are not accepted. The English translation must be the original document with the official stamp of the institution or the translation service.

Please use the following mailing address for international transcripts:

Graduate Admission Services  
Arizona State University  
1151 S. Forest Avenue, #SSV112  
Tempe, AZ 85287-0112

More details regarding the required documents can be found at the electronic admissions application.

All applicants will be considered for financial support. Applicants not in need of financial support should notify their prospective faculty advisor(s) at the time the application is submitted. Funding resources greatly impact the admissions review process and the number of students who are admitted.

## Contact Information

### **School of Human Evolution and Social Change**

900 S. Cady Mall, Tempe, AZ 85281

**Mailing:** P.O. Box 872402, Tempe, AZ 85287-2402

**Phone:** 480-965-6215 | **Fax:** 480-965-7671

**General Information Email:** [shescinfo@asu.edu](mailto:shescinfo@asu.edu)

### **Graduate Studies and Graduate School Applications**

Please email [shesc.grad@asu.edu](mailto:shesc.grad@asu.edu) to request information or for questions on the admission process. One of our advisors will get back to you within two business days.

## Advising Support

For academic advising – please contact the following staff members:

- Carita Harrell, at [Carita.Harrell@asu.edu](mailto:Carita.Harrell@asu.edu) or 480-727-6137
- Genise Denoire, at [Genise.Denoire@asu.edu](mailto:Genise.Denoire@asu.edu) or 480-965-2558
- Stefanie Bobar, at [Stefanie.bobar@asu.edu](mailto:Stefanie.bobar@asu.edu) or 480-965-6215
- Wondra Lee, at [Wondra.lee@asu.edu](mailto:Wondra.lee@asu.edu) or 480-965-6215
- Kim Danielson, at [Kim.Danielson@asu.edu](mailto:Kim.Danielson@asu.edu) or 480-965-6215

As a graduate student, you need to proactively seek a faculty supervisor in your first semester to help you develop an appropriate Interactive Plan of Study (see below). Your supervisor must be a member of the graduate faculty for your program, which you can verify in the [online listings](#). Master's and certificate students are typically advised by the head of their programs.

For assistance with the application process, orientation, funding, course registration, degree progress, various ASU administrative situations and graduation please e-mail [shesc.grad@asu.edu](mailto:shesc.grad@asu.edu). One of our advisors will get back to you within two business days. Faculty members who serve as the head of each approach and degree program serve on the school's Graduate and Undergraduate Committee (GUC). If you have questions about any aspect of the program, you are welcome to bring those concerns to the appropriate members of the GUC.

## **STUDENT ADVISING**

During **orientation, which is mandatory** and typically occurs the week of or before the Fall semester starts, each incoming graduate student will receive general information about the



graduate program from the Associate Director of Graduate Studies as well as the Approach Head of their program. Students should meet individually with their research advisors for personalized guidance about the graduate program, advice in first year class selections, and discussion of other related matters.

### **Research Advisor**

The student must identify a faculty member (job titles are Assistant Professor, Associate Professor, Professor) of the School of Human Evolution and Social Change who agrees to serve as their research advisor and chair their Thesis/Dissertation Supervisory Committee. Co- advisors and co-chairs are allowed.

### **Graduate Supervisory Committee**

- The student, after consultation with their advisor, will secure the appropriate number of ASU faculty as members of their Graduate Supervisory Committee. These members in general will be from the [Graduate Faculty](#) — a classification defined and managed by the ASU Graduate College. All SHESC faculty members are on the Graduate Faculty, along with various researchers and lecturers. Most Graduate Faculty can be committee chairs or co- chairs.
- Additional professionals may be added to the Graduate Faculty by a request submitted by the Graduate Student Academic Support Specialist to the Graduate College, with approval from the Associate Director of Graduate Studies. Students who wish to add members to the Graduate Faculty should submit the following to the Graduate Student Academic Support Specialist:
  - If a student wishes to include non-ASU participants, they should submit the name of the proposed member and a rationale for that choice to their Supervisory Committee for evaluation. Should the Supervisory Committee concur, the outside participant should be contacted by the student and asked to provide their curriculum vitae. The student shall then submit a short memo requesting this addition and present the rationale for it along with the faculty curriculum vitae and a [committee approval request form](#) to the Graduate Student Academic Support Specialist who will present it to the Associate Director of Graduate Studies for approval. With the Associate Director's approval, the request form will then be submitted to the Graduate College. Once the Graduate College approves the outside participant, the student should adjust their Interactive Program of Study (see below) accordingly.
  - If a student needs to change their chair or committee members, the process is to complete the committee change form. [Graduate Supervisory Committee Approval form](#)

### **M.A. Supervisory Committee**

This three-person committee shall consist of:

- The research advisor as chair, or two research advisors as co-chairs. The chair must be from the student's degree program and be a tenured/tenure track faculty.

- Two members of the [Graduate Faculty](#) in the degree program (which includes all SHESC faculty, as well as other research staff and faculty from other ASU programs). If a student has co-chairs only one additional committee member is required.
- Additional participants (e.g., Academic Professionals or external faculty members not on the SHESC Graduate Faculty) may serve as one of the committee members, pending approval by the Supervisory Committee and the Associate Director of Graduate Studies.
- Students must have at least half of their committee consist of SHESC faculty. Exceptions can be made but must be approved first by the Supervisory Committee, Approach Head, and Associate Director of Graduate Studies.

If a student wishes to include non-ASU participants, they should submit the name of the proposed member and a rationale for that choice to their Supervisory Committee for evaluation. Should the Supervisory Committee concur, the outside participant should be contacted by the student and asked to provide their curriculum vitae. The student shall then submit a short memo requesting this addition and present the rationale for it along with the faculty curriculum vitae and a [committee approval request form](#) to the Graduate Student Academic Support Specialist who will present it to the Associate Director of Graduate Studies for approval. With the Associate Director's approval, the request form will then be submitted to the Graduate College. Once the Graduate College approves the outside participant, the student should adjust their Interactive Program of Study (see below) accordingly.

If you need to change your chair or committee members, the process is to complete the committee change form. [Graduate Supervisory Committee Approval form](#)

## **REGISTRATION AND ENROLLMENT**

All students are required to have proof of measles immunizations on file with [Health Services](#) prior to registration. Graduate students register through MyASU according to their enrollment appointment. Details regarding registration and tuition are provided in the [Registration and Tuition Payment Guide](#).

### **Course Load**

Graduate students employed as Research (RA) or Teaching Assistants (TA) cannot be otherwise employed and must register for a minimum of nine credit hours. SHESC graduate students are limited to a maximum of twelve credit hours per semester. Students supported on work-study, other types of financial aid, or those on a VISA may be required to take a minimum course load of more than nine credit hours but no more than twelve hours per semester.

Students should review the [registration and enrollment guidelines](#) in the Graduate College Policies and Procedures guidebook for more information.

## Continuous Enrollment

Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are engaged in research, conducting doctoral fieldwork, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language Examinations, or in any other way utilizing university resources, facilities or faculty time.

Registration for every Fall and Spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, conducting doctoral fieldwork, defending theses or dissertations, being a teaching or research assistant, or graduating from the degree program during the summer semester. To maintain continuous enrollment the credit hour(s) must:

- Appear on the student's Interactive Plan of Study, *OR*
- Be research (592), thesis (599), or continuing registration (595) hours, *OR*
- Be a graduate-level course.

Grades of "W" (withdrawal) or "X" (audit) are not valid for continuous enrollment purposes or minimum registration requirements. "W" grades are received when students officially withdraw from a course after the course-drop deadline or when they do not successfully complete an audited class. "X" grades are received when a student successfully completes audited courses.

Additionally, students completing work for a course in which they received a grade of "I" (incomplete) must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an [incomplete grade](#); if the work is not complete and the grade changed within one year, the "I" grade becomes permanent. The [Student Services Manual](#) provides more information about incomplete grades.

If a program of study must be interrupted, the student may apply for leave status for a maximum of two semesters during their graduate program. The Graduate Student Academic Success Specialist, Committee Chair, Head of Academic Unit, and the Graduate College must approve petition for leave status. This petition must be submitted and approved the semester before the anticipated absence. The form and the policies related to continuous enrollment are located on the [Graduate College website](#). The student should briefly state the reason for needing leave status and the duration (not to exceed two semesters per Graduate College guidelines). This petition should be through IPOS for approval by Academic Unit. A student on leave is not required to pay fees but is also not permitted to place any demands on university faculty or use any university facilities.

Failure to maintain continuous enrollment without prior approval will result in the student being discontinued from the graduate program. A student removed from a graduate program for failure to maintain continuous enrollment may re-apply for admission. The application will be considered along with all the other new applications to the degree program. There is no guarantee of admission and not all prior credits or culminating events may count.

### **Grades and Grievances**

The final passing grade for research (AML/ASB 592) is a Y. Research grades will be assigned at the end of each semester. Thesis and dissertation grades will be assigned after the student has successfully defended. SHESC students should refer to the Academic and Research Performance Evaluations section for more information regarding GPA and letter grade expectations.

Students who are seeking to appeal a grade should refer to The College's [Academic \(Grade\) Grievance procedures](#). Grade appeals should be addressed by the student as soon as possible after the grade in question is awarded.

### **Drop/Add and Withdrawal Deadlines**

Registration deadlines determine the last day a student is able to [add, drop or withdraw](#) from classes. Each class has its own set of registration deadlines which are based on the length of the class as well as the session in which the class is held. The drop/add/withdrawal deadlines listed on the [Academic Calendar](#) apply to classes scheduled in the regular A/B/C sessions. If a class does not follow the A/B/C session timelines, the drop/add/withdrawal deadlines are prorated. The best way for a student to determine the registration deadlines for a class in which they are registered is to sign in to MyASU and click on the calendar icon next to the class in the My Classes box. To determine the registration deadlines of a class for which the student has not yet registered, students should use the online [Class Search](#) to search for the class and click on the Dates column in the search results.

### **Medical/Compassionate Withdrawal**

If a student experiences a serious illness, injury or other significant personal situation that is preventing progress in classes or research, and the standard withdrawal options for the student are not appropriate for the situation, the student may request a [medical/compassionate withdrawal](#). All applications for the medical/compassionate withdrawal require thorough and credible documentation and must be approved by the College of Liberal Arts and Sciences Dean's Office. The student must complete all of the required steps in order to be considered for a medical/compassionate withdrawal.

Students are strongly encouraged to reach out to the Student Advocacy and Assistance (<https://eoss.asu.edu/dos/srr/StudentAdvocacyandAssistance>) if they are experiencing any kind of educational, personal or other campus impediment towards successful completion of their academic

goals. Student Advocacy and Assistance links students with appropriate university and community resources, agencies, and individuals, collaborates with faculty and staff in the best interest of the students, and follows through to bring efficient closure to student concerns.

### **Voluntary Withdrawal**

Students may voluntarily withdraw from a specific degree program or from ASU at any time. Students who wish to withdraw should submit a [voluntary complete withdrawal form](#) to Graduate Admission Services. Submission of this form will not withdraw students from course(s) for any semester. Students may choose to complete the course(s) for which they are currently enrolled. If a student needs to withdraw from course(s) currently in progress or course(s) in the upcoming semester, the student should contact the Registrar's Office.

## **PROGRAM REQUIREMENTS**

### **Degree Requirements for Certificate in Museum Studies**

18 credit hours

#### **Required Core (3 credit hours)**

ASB 579 Critical Issues in Museum Studies (3)

#### **Electives (9 credit hours)**

#### **Other Requirements (6 credit hours)**

ASB 580 Practicum (3) and ASB 584 Internship (3) OR  
ASB 584 Internship (6)

#### **Additional Curriculum Information**

Certificate students may choose to specialize in areas such as anthropology, art history and public history.

For a complete list of approved elective and research courses, students should contact the school.

Internship (ASB 584) and Practicum (ASB 580) must be approved by their supervisory committees, usually in a museum setting or museum-quality collection or archive related to their chosen area of study: anthropology, art history, theory and criticism or public history.

For students currently enrolled in an ASU graduate degree program, applicable certificate courses may count toward their degree program, with the approval and consent of the degree granting program. For certificate students who are later admitted to an ASU graduate degree program, up to 12 credit hours from the certificate program may count toward their doctoral degree or up to 12 credit hours may count toward their master's degree, with the approval and consent of the degree-granting program.

All requirements for the certificate program should be completed within a three-year time limit with a cumulative GPA of at least 3.00 (scale is 4.00 = "A"). Students who require more time to finish the program (because of their part-time status or lack of desirable or available courses) must obtain approval from the executive committee.

### **Degree Requirements for M.A. in Museum Studies**

30 credit hours and a portfolio

#### **Required Core (3 credit hours)**

ASB 579 Critical Issues in Museum Studies (3)

#### **Electives and Research (18)**

ASB 592 Research (6)

other electives and research (12)

#### **Other Requirements (9)**

ASB 500 Research Methods (3) or ASB 572 Museum Collection Management (3)

ASB 584 Internship (6) OR ASB 584 Internship (3) and ASB 580 Practicum (3)

#### **Culminating Experience (0 credit hours)**

portfolio (0)

#### **Additional Curriculum Information**

For a complete list of approved elective and research courses, students should contact the school.

Internship (ASB 584) and Practicum (ASB 580) must be approved by their supervisory committees, usually in a museum setting or museum quality collection or archive related to their chosen area of study: anthropology, art history, theory and criticism or public history.

Other courses may be substituted for ASB 500 as an equivalent course with academic unit approval.

On completion of the internship, students must submit a journal or portfolio about the internship and skills acquired.

The [Interactive Program of Study \(iPOS\)](#) is an official academic plan for students that maps the requirements for degree completion. It includes coursework, the student's Thesis Supervisory Committee and any additional milestones.

#### **Pre-admission/Transfer Credits**

Graduate-level credits taken at ASU or other accredited institutions prior to admission to a SHESC graduate degree program are considered pre-admission credits (which is the same as transfer credits). Graduate students are allowed to include a maximum of 12 graduate-level credit-hours toward an Interactive Program of Study (iPOS). Pre-admission credits must have been taken within

three years of admission to the ASU degree program. Only graduate-level courses with “B” grade or higher that were not used toward a previous degree may be eligible to apply toward the current degree program. See the [Graduate College guidelines](#) for more details regarding pre-admission credits (refer to *ASU Pre- Admission Credits* section under the *Graduate Degree Requirements* section).

### **Filing the Interactive Program of Study (iPOS)**

The student is expected to meet with their Supervisory Committee shortly after the committee’s formation to formulate and approve their iPOS. The iPOS must be filed before January 20<sup>th</sup>, when student Annual Progress Report is due to the Graduate Student Academic Success Specialist. Annual Evaluations should cover student progress over a calendar year. It is the student’s responsibility to submit and update their iPOS (found in “My Programs” section of MyASU) as necessary and to include the iPOS requirements as noted in this guidebook depending on their degree. The student must submit the iPOS for approval. Once received by the Academic Unit, approvals must be obtained from the Graduate Student Academic Success Specialist, Committee Chair and the Head of the Academic Unit. The iPOS will then be submitted by the Graduate Student Academic Success Specialist to the Graduate College for approval. Final approval of the iPOS by the Graduate College confirms the appointment of the Dissertation Supervisory Committee and the approval of coursework toward degree requirements.

**iPOS coursework requirements for the Cert. and M.A. degrees will be listed in upcoming sections.** The iPOS coursework and/or Supervisory Committee may need to be updated as the student advances toward completion of their studies. M.A. students must have an approved iPOS on file before taking their oral exam. It is the student’s responsibility to ensure that the information on their iPOS is accurate. Students must notify the Graduate Student Academic Support Specialist when any changes are made to their iPOS. It is highly recommended that students meet with the Graduate Student Academic Support Specialist regularly, preferably during each semester, to ensure that their iPOS is in order.

## **ACADEMIC AND RESEARCH PERFORMANCE EVALUATIONS**

### **Annual Evaluation**

Graduate students in the Museum Studies program are evaluated each calendar year not only to determine who will receive TA funding for the subsequent academic year, but also to provide each student with feedback on their academic performance. Students are required to submit annual progress reports during the Spring Semester (by January 20<sup>th</sup>) and are evaluated on their performance during the previous calendar year by the faculty in their Program/ Approach.

All students with one or more semesters completed are required to submit the following materials to the Graduate Student Academic Support Specialist through the Google Form named: [Graduate Annual Progress Report Form](#), by January 20<sup>th</sup>.

- The SHESC [Graduate Annual Progress Report Form](#) signed by the Supervisory Committee. Signatures can be obtained by scanning a signed hard copy, coordinating an email indicating signature by the advisor, or by using electronic signatures.
- An updated CV
- The annual mentoring plan (see below)
- An unofficial copy of the student's most recent ASU transcript
- The Courses and Approval pages of approved PhD iPOS

The student must meet with their entire Supervisory Committee (virtual presence is permitted) for an annual review of academic progress before the report is due on January 20th. Students who defend their dissertation during the annual evaluation period are exempt from submitting a report.

After the student evaluations are completed, each faculty member must send an e-mail to each advisee summarizing the results of the evaluation (including their overall score, whether the student received an S, C, or U, comments on the student's performance -specifically what they are doing well and what they can do better-, and support for the student's next steps), including concrete recommendations for what should be accomplished in the following year.

**All evaluation e-mails should be sent to students by May 1<sup>st</sup> and copied to the Graduate Student Academic Success Specialist, to be kept on record.**

*If a student receives a "C,"* the letter must specify what the student must do to improve his/her/their status during the next calendar year (including deadlines).

*If a student receives a "U,"* they shall be placed under probation. A Probation Letter, following the guidelines of the Graduate College ([Academic Probation Letter; Sample B](#)) and outlining what the student must achieve by a specified deadline to return to Good Standing (Satisfactory), will be sent to the student by their Committee Chair and cc-ed to the Approach Head, the Graduate Director (Kostalena Michelaki; [kmichela@asu.edu](mailto:kmichela@asu.edu)), the Dean's Office contact (Kyle Rader; [kwrader@asu.edu](mailto:kwrader@asu.edu)), and the Graduate Student Academic Success Specialist (Genise Denoire; [Genise.Denoire@asu.edu](mailto:Genise.Denoire@asu.edu)).

**A student who has received a "U" shall not be considered for any funding from SHESC, until they have been reinstated to an "S" standing.**

Failure to submit an annual SHESC Progress Report will result in a meeting with the student's Supervisory Committee and/or the Approach Head to discuss the student's progress in more detail, and may also result in loss of office space, low priority for funding, or probation.

### **End of Semester GPA Review**

Besides SHESC's requirement that all students maintain an Overall GPA of 3.2 each semester, the Graduate College requires all students (M.A. and PhD) to maintain a 3.0 GPA for each GPA to be in



good academic standing. Graduate students who do not meet these GPA requirements will go on academic probation.

At the end of each semester, the Graduate Student Academic Support Specialist will conduct a review of graduate student GPAs. The purpose of this review is to identify students who do not meet the minimum GPA requirements set forth by SHESC and the Graduate College. Students will receive an academic probation letter if their Overall GPA falls below 3.2 or if their iPOS GPA and Cumulative ASU GPA fall below the minimum requirements.

- iPOS GPA is calculated on all courses that appear on your approved iPOS.
- Cumulative ASU GPA represents all courses completed at ASU, and the
- Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.

Academic probation that extends beyond two semesters will result in a recommendation to The College for termination from the graduate program.

Students with an approved iPOS can verify their GPAs in the 'My Programs' section of MyASU.

### **What Constitutes Satisfactory Performance ("S")**

To make satisfactory progress a student must:

- Maintain a 3.2 Overall GPA or better each semester. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission (degree or non-degree). This includes shared coursework if in an approved accelerated bachelor's/master's program. (Students can find their Overall GPA in the 'Programs' tab under the 'My Programs' section of MyASU.)
- Receive a grade of C+ or higher in a SHESC course.
- Successfully pass MA-paper, MA-paper presentation at MA-symposium, comprehensive exams/field statement, oral defense of proposal for dissertation.
  - When a student fails a degree requirement (i.e., MA paper, MA symposium, Comprehensive exams, Field Statement, Proposal Defense) and the concerns are judged by the student's mentoring committee to be remediable, the student may receive a "U," be placed on probation and allowed to repeat the experience once.
  - If the student fails to pass the second time, a recommendation will be made to the Graduate College that the student be withdrawn from the Program.
  - When a student fails a degree requirement (i.e., MA paper, MA symposium, Comprehensive exams, Field Statement, Proposal Defense) and the concerns are judged by the student's mentoring committee to be non-remediable, a recommendation will be made to the Graduate College that the student be withdrawn immediately from the Program.
- Satisfy all program requirements in a timely manner (see below).
- Satisfy the [Graduate College criteria for satisfactory progress](#) as well as all the [ASU Graduate Policies and Procedures](#).

- Graduate students must **remain continuously enrolled** in their degree program. Failing to do so without a Graduate College approved request to [Maintain Continuous Enrollment](#) is considered to be lack of academic progress. In such cases students may automatically be dismissed from the program by the Graduate College.

### **What constitutes Concern about Performance (“C”)**

A status of concern (C) has no effect on a student’s ranking or access to funding. It is a serious warning by the student’s entire approach that the student is displaying behaviors that may lead to Unsatisfactory status (U), if left unaddressed. For example, if a student is consistently falling behind in meeting their degree milestones, if they are accumulating Incomplete grades without addressing them, etc., then their approach will recommend the student receives a status of C and their chair will outline in detail what the student must do to return to a satisfactory status.

### **What Constitutes Unsatisfactory Performance (“U”)**

- An Overall GPA of less than 3.2  
AND/OR
- Progress towards degree of 1 or less (7 semesters or more behind schedule), AND/OR
- Failure to pass a degree requirement (i.e., MA paper, MA symposium, Comprehensive exams, Field Statement, Proposal Defense) but the concerns are judged by the student’s mentoring committee to be remediable  
AND/OR
- A grade lower than C+ in a SHESC course.

### **Conditions under which Dismissal is recommended without granting probation**

- Deception or falsification of statements in the admissions application process.
- Unauthorized periods of absence from the graduate program.
- Non-remediable failure of degree requirements (i.e., MA paper, MA symposium, Comprehensive exams, Field Statement, Proposal Defense).
- Seriously compromising relations of the School with the public (e.g., presentation of one’s own inflammatory positions as also representing those of SHESC or any of its members; acting in culturally inappropriate ways while on SHESC/ASU related business [e.g., drunk and disorderly behavior in public while doing fieldwork, harassment of members of the local community, etc.]).
- Breaches of ethical judgment and professional responsibility, including substantiated allegations of a Title IX violation (e.g., use of samples or information without consent or permit).
- Breaches of academic or scientific honesty (e.g., plagiarism, falsification of research data).
- Serious misuse of SHESC or ASU facilities and/or funds.

## **CULMINATING EVENTS**

The majority of SHESC graduate programs are PhD programs. Students without an MA/MS degree accepted into PhD programs begin in Phase I. Phase I culminates with a Master’s degree (known as a "Master’s-in-passing" or simply MIP) that is posted to their transcript. Pending approval of the

culminating experience and MIP, such students continue into Phase II of the PhD program. Students with MA/MS degrees accepted into PhD programs begin in Phase II. All graduate students at ASU are subject to the Graduate College policies.

### **Terminal Master's Procedures & Paperwork**

Upon completion of the Master's in Museum Studies, such students have completed their graduate work at SHESC (i.e., they do not automatically continue on into a PhD). These students may apply to a PhD program in SHESC according to the normal process and deadlines; if accepted, they would enter in Phase II.

- ☐ Complete the iPOS by the time you have earned 50% of the credits required for the degree.
- ☐ Apply to graduate (via MyASU) by the posted deadline for the semester in which you intend to graduate.
- ☐ The deadline to apply to graduate is posted online with other [graduation deadlines](#), but occurs in early October in fall and early February in spring.
- ☐ There is a \$50 application fee, but if you do not graduate in the semester you pay the fee it will roll forward; you only have to pay the fee once per degree.
- ☐ Complete the relevant culminating experience.
- ☐ For museum studies, a research portfolio and presentation. Turn in the [MA/MS Culminating Experience](#) form to the graduate specialist once complete.

### **Paperwork for Special Circumstances**

**Student Committee Approval:** If one or more of a student's committee members are outside SHESC or ASU and the student is unable to add them to their iPOS, they fill out the [Student Committee Approval](#) form and turn it in to the Graduate Student Academic Support Specialist along with the proposed committee member's most recent CV. Per SHESC policy, at least 50% of the student's committee must be regular SHESC faculty. If the student has 2 external members they need a 4-person committee.

**Request to maintain continuous enrollment (a.k.a. "leave of absence"):** There are separate versions of the form for [doctoral students](#) and [master's/certificate students](#). Graduate students planning to discontinue registration for a semester or more must request approval to maintain continuous enrollment. This request must be submitted and approved before the anticipated semester of non-registration. Students may request to maintain continuous enrollment without course registration for a maximum of two semesters during their entire program. By requesting to maintain continuous enrollment without course registration, a student affirms that they will not be making use of any University resources for the time period indicated. These resources include University Libraries, laboratories, recreation facilities or faculty time. A leave of absence does not stop a student's "time-to-degree completion clock." For a master's degree, students have 6 years

total. For a certificate, students have 3 years total. Generally approved reasons for a leave of absence include illness of the student or a close family member.

**Request for an extension:** Students who need more time than the Graduate College allows for completing a M.A. degree can request an extension. To do so they must submit a petition through their iPOS. The petition will have to be approved by the student's committee chair and the Graduate Student Academic Support Specialist. The Specialist will get the approval of the academic unit head and submit the petition to the Graduate College.

The petition should include:

- The reason the student has been unable to complete the degree by the deadline.
- A timeline of the work remaining until degree completion, including specific dates.
- A statement acknowledging that the student understands only one extension of time to degree may be granted. If they do not complete the remaining work and graduate according to the timeline, no further extensions will be granted, and they will be terminated from the degree program.

Generally speaking, a student must be advanced to candidacy for an extension petition to be considered. The maximum extension granted is typically one year.

**Enrollment and Degree Verification for Outside Agencies and Third Parties:** Arizona State University has contracted with the [National Student Clearinghouse](#) to process all enrollment and degree verification requests for employers, employment agencies, background search firms, and various other businesses that offer products or services based on the individual's status as an enrolled student.

Students who need assistance should contact National Student Clearinghouse directly at 703-742-4200. If the National Student Clearinghouse can confirm the degree or enrollment, the response is immediate, and requestors will be able to print or obtain a PDF version of the verification. Enrollment verifications for each term will be available starting the first week of classes for that term. A fee will be charged for this service. To request an [Enrollment Verification](#):

- Go to MyASU and navigate to My Classes box
- Select Grades & Transcripts
- Select Transcripts & Test Scores
- Select Enrollment Verification

If a student needs special information on their enrollment verification, or if they need a specialty verification form completed, such as the Canadian or Alaskan form, they should submit an

[Enrollment Verification Request Form](#) (see instructions on form) to any [registration location](#) (photo ID required for in-person visits.)

**Verification of Full-Time/Half-Time Status:** If a student has advanced to candidacy, will be registered for fewer than 6 credit hours in a given semester, and has student loans they would like to keep "in school," they must fill-out [this form](#) and submit it to the Graduate Student Academic Support Specialist so that they may get the appropriate signatures and submit to the Registrar. This form does not permit new borrowing.

### **Resources for the interactive Plan of Study (iPOS)**

The iPOS is a list of all coursework and credits taken that will be counted toward the degree. It must be filed by the time 50% of the credits for the degree have been earned. If it is not filed by that point, the student's registration will be cut-off until their iPOS is complete. A student's iPOS must be complete, updated, and approved at the time of all milestones, including the MIP, comprehensive exams, dissertation proposal, and dissertation defense. For a walk-through of the iPOS process that includes screen shots, see the [iPOS Training Manual](#).

**Access the iPOS:** Students can access their iPOS via *myASU* → *Programs* → *iPOS*

- Select the appropriate degree. For the M.A, the next screen should state that the requirements are: 30 credit-hours, and a Portfolio.
- Reminder: Pop-ups must be allowed on your internet browser when filing your iPOS!

### **Select transfer courses.**

- Many students may not need this option as their coursework will have been completed here at ASU or will have been applied via the previously awarded Master's.
- Students cannot list more than 9 hours of transfer work from another institution.

### **Select an advisor.**

- Students have the option to list their entire committee or just their advisor/chair. SHESC prefers that they list their committee in its entirety. If a student has co-chairs, the system will not allow them to submit unless they list their committee in its entirety.
- If a student does not have a [Graduate Supervisory Committee Approval form](#) signature form yet on file, they will need to complete one and submit it to the Graduate Student Academic Support Specialist before their iPOS can be approved.
- If one of their committee members is from outside SHESC or ASU and comes up as "not found" during the search, students must fill out the [Committee Approval Request](#) form and turn it-in to the Graduate Student Academic Support Specialist along with the individual's most recent CV. External members cannot be the sole chair, but can co-chair.

**Submit the iPOS.** Once submitted, it should say "pending in the academic unit."

The Graduate Student Academic Support Specialist will obtain the signatures of the committee chair and the head of the academic unit's and electronically approve their iPOS.

**Update the iPOS as necessary.**

- Projections do not always match reality. If a student does not register for courses they projected during the semester they said you would, or if the prefix/number/title or number of credits do not match, a "course not found" error will be generated.
- Students are strongly advised to regularly check their iPOS (certainly before degree milestones) to ensure their committee and all coursework are correct
- If there are errors or outdated information, students can submit a committee or course change to correct them.
- Once a student has corrected the information, they must submit the changes so they are "pending in the academic unit."

## **STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY**

### **Academic Integrity**

Academic dishonesty will not be tolerated, and if uncovered, appropriate actions will be taken. Students are expected to familiarize themselves with what constitutes violations to the [academic integrity policy](#). Briefly, violations include but are not limited to: cheating on exams and assignments, plagiarizing, fabricating data or information, submitting the same work in different classes, etc. Students are encouraged to pay special attention to the definition of plagiarism to avoid unintentional mistakes and to discuss the topic further with their advisors and instructors if they are unclear on whether a particular action constitutes plagiarism.

Students are also strongly encouraged to reach out to The College's [Academic Integrity Officer](#) and to familiarize themselves with all potential resources the university provides to educate themselves about academic integrity (e.g., <https://provost.asu.edu/academic-integrity/resources/students>).

Allegations of academic dishonesty will be reported to Amanda Smith, The College's [Academic Integrity Officer](#). Before it comes to that, however, students

### **Student Code of Conduct**

Integrity is a character-driven commitment to honesty, doing what is right, and guiding others to do what is right. Arizona State University students and faculty are expected to act with integrity in their educational pursuits. The following links can assist in understanding academic integrity, student code of conduct, the policies surrounding these topics, and the impact and resources available to you.

## **Understanding Academic Integrity**

<https://provost.asu.edu/academic-integrity>

## **Policy surrounding Academic Integrity**

<https://provost.asu.edu/academic-integrity/policy>

## **Protecting the ASU Community**

<https://provost.asu.edu/academic-integrity/impact>

## **Resources for students, faculty, staff and teaching assistants to help avoid academic integrity violations**

<https://provost.asu.edu/academic-integrity/resources/students>

## **FINANCIAL ASSISTANCE POLICIES AND PROCEDURES**

### **Financial Aid Policy and Procedures**

ASU has many forms of financial aid available, including scholarships, grants, federal work-study and loans. Students should check out these [options](#) to get started and get an idea of some of the financial awards for which they could be eligible.

In addition to financial aid packages with federal grants and loans, students can apply for scholarships specific to the university and The College to help pay for college costs. The School of Human Evolution and Social Change also offers a [collection of awards and fellowships for graduate students](#).

The Financial Aid office is available 24 hours/day, 7 days/week. Students can call toll free at: 855-278-5080.

For additional questions regarding financial aid, student should check-out the answers to these frequently asked questions: <https://students.asu.edu/financialaid/faq>

### **Graduate Fellowships and Assistantships**

The School of Human Evolution and Social Change provides a variety of financial resources and awards to graduate students. The awards, their requirements, and due dates are announced each semester through the Graduate Student Digest, sent to all SHESC graduate students via email. Students must make sure they are reliably receiving the weekly Student Digest e-mails. If they are not, they should reach-out to the Graduate student Academic Support Specialist immediately! The following awards, grants and fellowships are available to graduate students, assuming there are funds available in the Block Grant:

*Travel Awards:* Doctoral students can apply for Travel Awards up to \$1,000 to use towards travel to a conference. Within a year of receiving this award, students must submit a one-paragraph report of their use of the funds and the experience they gained. This award is offered at least once each Fall and Spring Semester, and if there are funds, it is also offered during the Summer.

*Research Grants:* Doctoral students can apply for research grants up to \$3,000 (in exceptional circumstances a small number of grants above \$3,000, but not exceeding \$6,000, may be funded.) Students must be enrolled in at least six credits during the semester the award is offered. Awards may cover any research needs, including in-state, out-of-state and international travel.

*One-Credit Tuition/Insurance Coverage:* Doctoral students who have advanced to candidacy may apply for Tuition/Insurance Coverage, to cover one-credit of tuition and insurance (if needed) to maintain continuous enrollment while they are in the field, collecting data or writing their dissertation.

*Summer Writing Fellowships:* Doctoral students who have advanced to candidacy may apply for a \$7,000 stipend and one-credit of tuition coverage as a summer award. This award is meant to allow students to focus their summer solely on writing and completing their dissertation. This award is offered when sufficient funds remain in the Block Grant by the end of the Spring semester.

*Completion Fellowships:* Students in the final academic year of a PhD program can apply for this fellowship which covers one credit of tuition and insurance (if needed) and a stipend of \$9,000 for both Fall and Spring semesters. This award can only be received once. After receiving a Completion Fellowship a student is no longer eligible for school funding, even if they do not graduate during the term of the fellowship.

*Graduate Teaching Award:* This \$500 annual award honors the school's top teaching assistant or associate. Students must be in satisfactory academic standing for the three consecutive semesters prior to the award. The selection is determined by the members of the school's Graduate and Undergraduate Committee. Winners are announced at the Spring graduation awards reception at the School.

### **Assistantships and Apprenticeships**

The Teaching and Research Assistant role is an important one to the ASU community. A TA/RA appointment provides graduate students with professional development opportunities that are unique to academia while also supporting the university's teaching, research and service missions. See the [Graduate College TA/RA Handbook](#) for more information.

There are two kinds of assistantships at ASU; teaching assistantships (TAs) and research assistantships (RAs).



**Teaching assistantships (TAships).** The teaching assistant is an enrolled student appointed part-time by the university whose primary responsibility is in an instructional capacity. Teaching assistants may lecture, lead discussion groups, serve as an assistant to laboratory classes, tutor students, proctor examinations, grade tests and papers, and provide general assistance in the instructional process under the direct supervision of a faculty member.

**Research assistantships (RAships).** The research assistant is an enrolled student appointed part-time by the university whose primary responsibilities are research related. Graduate research assistants may assist faculty members in research and creative activities, perform administrative or editorial duties directly connected to research and creative activities, develop and evaluate instructional materials and/or curricula, or assume responsibilities for a designated research area under the direct supervision of a faculty member.

### **Absence and Leave Policies for TAs/RAs**

A TA/RA should notify their supervisor in advance of an absence and, when possible, assist in obtaining a replacement or rearrangement of the duties. Excessive absences, regardless of the reason, are cause for termination before the end of the appointment period. TAs/RAs should consult with the supervising faculty member about specific policies regarding absence from service.

A supervising faculty member or academic unit can terminate a TA/RA who has abandoned their position. A TA/RA who has not reported for their assignment for three or more, consecutive business days (or 3/5 of a regular week's workload) has abandoned their position. The supervising faculty member should send a letter via mail (return receipt requested) or e-mail (read receipt requested) outlining the details in the original appointment letter, including the start date of the appointment and the length of time the TA/RA has failed reporting for duty. The letter should at a minimum – outline the TA/RA responsibilities and the length of time in which they were not in communication with the faculty advisor, as well as any other difficulties or conflicts the faculty member experienced. The TA/RA then has two days (or 2/5 of a normal workweek) to reply and address the concern. After the two days, the appointing unit should send a confirming letter or email terminating the TA/RA appointment due to the abandonment.

Appointing units have the right to rescind or modify TA/RA offers prior to the beginning of the appointment term, given reasonable cause. Reasons for the rescinding or modification of offers may include, but are not limited to the following: change in academic unit's financial situation; student misconduct; change in student's academic discipline or enrollment status; failure of student to accept offer by deadline indicated in offer letter; and failure of student to complete required orientations or trainings as indicated in offer letter. Appointing units must issue a formal letter outlining causes for rescinding or modifying an offer.

## **DEPARTMENT AND UNIVERSITY RESOURCES**

## School of Human Evolution and Social Change Resources

The School of Human Evolution and Social Change has a variety of resources to help students succeed in their program. A fulfilling academic career includes a sense of community and opportunities to help shape the School's future, as well as that of individual students. That is why SHESC sponsors an award-winning graduate student club and offers facilities and prospects promoting student collegiality and advancement.

***Association of All Graduate Students (AAGS):*** This student-led association provides a number of activities on the student's behalf and serves both as a forum where all students can voice their concerns, as well as a direct link with the School's faculty and administration and with other ASU graduate student associations.

***Graduates in Integrative Society + Environment Research (GISER):*** GISER is an ASU-wide graduate student organization that provides opportunities for graduate students to engage in short-term, student-driven interdisciplinary research related to society and environment. This is accomplished through monthly plenary meetings for students and faculty, which often include panel discussions on interdisciplinary topics such as objectivity in science. Often these are product-oriented projects, typically receiving funding and academic credit for participation.

***Graduate Lounge:*** Located in the School of Human Evolution and Social Change Building, Room 111, this room provides a space where graduate students can socialize or study while on campus. The lounge has tables and chairs for studying, couches for relaxing and refrigerators for food. In addition, informal collaborative meetings are conducted here.

***Graduate Town Halls:*** Each semester, SHESC holds Graduate Town Halls, which serve a dual purpose. They provide an open forum for graduate students to ask questions or raise concerns directly to the school's directorate, while also providing the opportunity for the directorate to update graduate students on important trends, policies and issues affecting their academic career, research and teaching. AAGS approach representatives are another resource for students. They can address concerns and help bring them directly to the appropriate individuals.

## Academic and Professional Resources

There are many academic services available to graduate students in the School of Human Evolution and Social Change. Below is a list of resources that can help guide students through their academic journey either by providing guidance, or by providing opportunities.

### ***Advising***

***Faculty advisor/chair:*** Graduate students must proactively seek a faculty supervisor in their first semester to help them develop an appropriate interactive Plan of Study (see below). The advisor

must be a member of the [graduate faculty](#) in the student's degree program. Master's and certificate students are typically advised by their approach/program head.

*Staff advisor:* SHESC's Graduate Student Academic Support Specialist can guide students through the application process, orientation, funding, course registration, degree progress, various ASU administrative situations and graduation.

**Interactive Plan of Study (iPOS):** Students are required to file an interactive Plan of Study prior to completion of half of the credits toward their degree, or sooner. We recommend filing by the end of the first year with approvals by the School and the Graduate College. The iPOS will include specific degree requirements, such as courses and a culminating experience. SHESC's Graduate Student Academic Support Specialist should be the initial contact for all students regarding these requirements.

Once the iPOS has been approved at all levels, students can log into MyASU to complete or alter information about their committee or courses, file a petition, and track degree milestones (such as comprehensive examinations, dissertation proposals and graduation deadlines). Links to information appropriate to your stage in the program will also be available via MyASU. More information is available at <https://graduate.asu.edu/current-students/completing-your-degree/your-plan-study-ipos>.

**Graduate and Undergraduate Committee (GUC):** Faculty members who serve as the head of each approach and degree program serve on the school's graduate and undergraduate committee, along with the Associate Directors of Graduate and Undergraduate Studies. If you have questions about any aspect of the program, you are welcome to bring those concerns to the appropriate member of the Graduate and Undergraduate Committee.

### ***Collections***

Our school and its Center for Archaeology and Society manage extensive archaeological, ethnographic and evolutionary anthropology [collections](#), primarily from Arizona but also representing Mesoamerica, Africa and Asia. Of the more than 250,000 individual and bulk specimens available for research, teaching and exhibitions, about 200,000 are digitized. Type and comparative collections are also available in a variety of materials: ceramics, fauna, pollen, seeds, non-human primates, fossil hominid, and dental casts. Individual faculty members also maintain artifacts, human remains and/or related digital materials relevant to their teaching and research. See individual faculty members and the curator of collections. [Dr. Melissa Powell](#), for more info.

### ***Field Schools***

Several faculty members across Anthropology conduct field schools around the world providing hands-on experience and unique learning opportunities. Specific program dates and registration deadlines are posted on SHESC's [Field Schools pages](#).

### ***Graduate Computing Lab***

ASU's identification card will allow SHESC graduate students 24/7 access to Room 146 of the School of Human Evolution and Social Change Building, a computing lab equipped specifically for graduate student needs. Students can bring their own laptop or use the School's computers, peripherals and wireless access. Additional software is also available from MyASU's "my apps." Use the My Help/Help Desk area on MyASU to submit a request for technical assistance.

### ***Proposal Writing***

ASM 579 – Proposal Writing is offered each Fall semester for advanced graduate students. Proposal writing and reviewing are covered, with a focus on the National Science Foundation Dissertation Improvement Grant format, along with a number of professional development topics.

### ***Subject Librarian***

The Social Sciences Librarian, [Mimmo Bonanni](#), serves as the main library contact for SHESC, handling Anthropology, Global Health, Museum Studies, and Equity, Justice, and Sustainability. He is available to help students with their research needs by assisting in locating specialized resources, using citation software to manage citations and create custom bibliographies, and by providing consultations for theses and dissertations, as well as research/teaching assistant duties. We strongly encourage students to reach-out to Mimmo and get acquainted with all the resources he has prepared, tailored to specific fields.

### **Student Support Services**

#### ***International Students***

International students who have been admitted to ASU must go to the International Scholars and Students Office (<http://students.asu.edu/international/issc>) located inside the 1<sup>st</sup> floor of the Student Services Building in Room #170, with their passport and immigration documents as soon as they arrive on campus. During the first week or so, international students must carry a few photocopies of their passport's photo page, since various offices will need a copy of it. International students must be enrolled full-time throughout their academic year (9 credit hours). Their passport and I-20 or DS-2019 must be kept valid at all times. International students will also need to ask the International Scholars and Students Office about how to obtain a social security card. Their website is a great source for information (<https://global.asu.edu>). International students must also attend the [mandatory international student orientation](#).

#### ***Disability Services***

The [ASU Disability Resource Center](#) (DRC) provides services to qualified students on all ASU campuses: Downtown, Polytechnic, Tempe, and West.

All new students who need to register with the DRC must log into [DRC Connect](#) to get started. If a student is already registered, they must sign-in to [DRC Connect](#) to start requesting their accommodations. If they have any questions or experience any difficulties with this process, they

should contact the Graduate Student Academic Support Specialist for assistance. SHESC seeks to establish equal access for all students and looks forward to working with them.

### ***Veterans' Services***

[Career and Professional Development Services](#) is proud to offer assistance for veterans on resumé writing, interviewing preparation, job search strategies and employment services. In partnership with the Pat Tillman Veterans Center, CPDS supports veterans in their professional development and career exploration and offers the following services:

- Career Advising
- Career Events
- Major and Career Exploration
- Resumé and Cover Letter Reviews
- Interviewing Techniques and Practice
- Career Assessments
- Career Workshops and Webinars
- Hands-on Learning Opportunities
- Job and Internship Search Strategies
- Employer Information Sessions
- On-campus Interviews
- Job and Internship Postings
- Test Preparation for Grad School Applications
- Personal Statement Assistance
- Connection to Service Opportunities
- Networking Tips
- Virtual Services and Resources
- Professional Mentoring

Many veteran friendly employers actively recruit in [Handshake](#), ASU's online career and internship portal. In addition to the resources below, this office is available to assist you virtually and in-person with a variety of career-related topics, including job and internship search strategies, resumé writing, interviewing and career exploration. To meet with a Career Advisor, students can log into [Handshake](#) to schedule an in-person or virtual appointment.

### **Business Services**

#### ***Student Accounts***

Upon admission, students receive an ASURITE UserID, an activation code and instructions to go to <http://www.asu.edu/asurite> to activate their account. This site allows students to activate their ASURITE User ID from an off-campus computer and create their own password. After asking the

student to review the policy and security information, the system verifies the student's identity by requesting their date of birth. Students must then select their password. It is highly recommended to use letters in upper and lower case, numbers and symbols in the password, for security reasons.

The system will then ask if the student has an e-mail account. If a student wants to continue using their existing email system, they should select "Yes, I have an e-mail account" and then enter the address of their personal e-mail mailbox. This will ensure that they get all correspondence ASU sends them. All official university business and announcements take place on official university e-mail addresses. It is the student's responsibility to arrange so that messages sent to their official ASU e-mail account reach them.

If a student wants to use the ASU email as their primary email, they have two options. First, ASU has partnered with Google to provide ASU email via a gmail interface. More information can be found at <http://www.asu.edu/emailsignup/>. Some students love this interface, whereas others prefer to use another client program. In this case, ASU Gmail can be configured for IMAP. You can also set up ASU email on your smartphone and use email forwarding. More info at <http://help.asu.edu>.

### ***ID Card/Sun Card***

The ASU student ID card, often referred to as the Sun Card – will be issued after a student registers for classes. This card is a student's student identification card, library card, copy card, and sometimes their building and elevator key. Students can also use it as a credit card for things like vending machines, charging items to their student account, and paying for phone calls, if they sign-up for this service. The Sun Card gets students into the Student Recreation Complex (i.e., the gym) and, when validated, gets them into some ASU athletic and cultural events for free or at a reduced rate. Validation for the current semester can be obtained at the Gammage Center or University Athletic Center ticket offices.

The ASU Sun Card can be obtained at the beginning of the semester after a student registers for classes. The Sun Card office is in the Lower Level of the Memorial Union (south end) inside Union Station, MU 59 (during the first couple weeks of classes, the Sun Card office offers their services on the 2<sup>nd</sup> floor of the MU). Students will be asked to fill out a card with their name, ASU ID number, and classification (Student, Faculty/Staff, or Other). Students pay \$25 for their card with cash, check, Visa, or MasterCard, or they can have the charge posted to their University Student Account. A valid photo ID, such as a U.S. Driver's License, Passport, or high school ID, is required so the student's identity can be verified before their Sun Card is created. Afterward, their picture is taken and the card is produced on the spot. The process takes about three to five minutes (without lines). More information is available at <http://cfo.asu.edu/cardservices>.

### ***Bus and Light Rail Passes***

ASU offers the U-Pass, an annual transit pass that grants unlimited access on all Valley Metro bus routes and the METRO light rail. With the U-Pass, students can travel between the Tempe and

Downtown Phoenix campuses, hitch a ride to the airport, or arrive at nearly any destination in the greater-Phoenix area. Many students park at light rail stations and ride the light rail into campus. These passes can be obtained from the Parking and Transit Services office in the University Towers by the Sun Devil stadium at any time, or a few other locations at the beginning of each semester (look for emails about locations). Bus schedules can be found at <http://www.valleymetro.org/bus/>. For more information about transit services at ASU, visit <https://cfo.asu.edu/transit>.

### ***Parking and Biking***

As on many large campuses, parking is an expensive hassle. The best alternative is for a student to live near campus and ride their bike. Tempe is, however, a very busy city so it is essential to be highly alert for bad drivers, wear a helmet, and obey all bike laws—expensive tickets are given for violations (e.g., for riding on the sidewalk against vehicle traffic or not having a front light on at night.) Safe bike riding, bussing or walking, if a student lives near campus, are strongly recommended.

If a student must drive, they can purchase parking decals for the year (August 16th through August 15<sup>th</sup> of next year) from the Parking and Transit Services Office (<http://www.asu.edu/parking/>) in the University Towers by the Sun Devil stadium. The price of parking decals ranges from \$210 (lot 59E, open air parking about 15-20 minutes walk from main campus) to \$780 (for several covered parking structures). For daily use, it is best to obtain the sticker as soon as possible after a student arrives on campus to get as close to the Life Sciences buildings as possible (Structure 2 or 3). Proof of current emissions certificate, registration (out-of-state is fine) and ID are required. Check <http://uabf.asu.edu/parking> for more details.

For quick loading and unloading trips, students can park for 20 minutes in one of the two loading zone spaces behind the SHESC building (turn South on Forest from University).

### ***Other Transit Options***

ASU provides free on-campus shuttles at the Tempe Campus that transport students from outlying parking areas and campus buildings to other on-campus destinations, as well as free intercampus shuttles that connect all four ASU campuses. Bike racks are located around campus and accommodate thousands of bikes each day for those who choose biking as a transportation option. And, the City of Tempe's Orbit Shuttle system is a free neighborhood circulator that makes stops at the Tempe campus as well as nearby restaurants, shopping centers and other local points of interest. The City of Phoenix operates a similar free shuttle called the DASH. For further information, students can call (480) 727-7053 or visit <http://cfo.asu.edu/pts>

## Museum Studies Internships

### Planning an internship

There are several things to consider when choosing an internship:

- The area of museum work in which you want to concentrate (exhibits, administration, collections, education, marketing, membership etc.).
- A topic you are interested in (a particular collection or subject) or an area in which you want to gain experience.
- A specific person you are going to work with that you are confident will provide time, help, and guidance.
- A specific place (either a particular city, region, or museum) you want to experience.

There are four main questions to consider when thinking about a successful Internship:

- **Who will be your mentor?** This is crucial, your mentor should be responsive, knowledgeable, and willing to give you their time.
- **How does your internship benefit the institution?** Your work should make a meaningful contribution to the institution. That is, it should not be ‘busywork’. The institution should utilize your skills and talents while providing a challenging environment where you can learn. That is, it is not work they could just give to anyone, nor should it be routine work the museum would do in any case. It should be a specific project that you have responsibility for under the guidance of your mentor.
- **How does this internship benefit you?** You should work on a project by yourself or with a group for which you have real responsibility. You should be able to list your achievement on your resume (sum it up in a few sentences, featuring “I accomplished...”).
- **Does the project have definable goals and outcomes?** That is, can it be achieved in the time you have, are the likely outcomes definable?
- **Are there opportunities to learn more?** To gain the most from an internship you want to be sure that you can attend institutional or departmental meetings to learn more about how the museum operates. This way, you should be able to see how your work fits into and contributes to the larger mission of the institution. It is important to take advantage of every opportunity to learn more about the organization’s “big picture.”

### Internship process



The process of setting up internships varies from case to case. In some instances, the application is completed almost entirely by the student; in other cases, museum studies faculty, and others in SHESC, may have connections with particular institutions. Whatever the circumstances, make sure you discuss your potential internship with the museum studies program director first, so that the timing, length, and appropriateness of the work is discussed before you apply. It is a good idea to have an internship goal in mind (see above) before you make any contact with a museum representative.

Once you have made contact and agreed to take an internship, you should complete the Internship Agreement form (see below) and share with the program director. The agreement specifies the dates, the duties, and the relationships, and the supervision that will guide the internship. Once this is agreed, the director will give you permission to sign up for an internship of 3 or 6 credit hours. Some institutions have their own internship forms, this is allowed as long as the basic issues of time, duties, and supervision are addressed.

Internships are not limited to museums in the United States. Some applications are due in January or February, so apply early. You may be involved in different projects during your internship, but the basic components should still apply. The website for internships at the Smithsonian Institution is: <http://www.si.edu/ofg/intern.htm>. If you are considering applying to one of the Smithsonian Institutions, you should try and find a specific person you are interested in working with. Applications are usually due well in advance. They also provide minority internships. Many internship opportunities are sent to the director of the program, who will circulate them to all students in the program on a regular basis.

### **Products of an internship**

- **Internship Portfolio.** Your internship portfolio should contain everything of relevance that you pick up or comes your way that might fit in a binder. Examples include, policies, brochures, pictures, paperwork, etc. Things you write or make, (physical models of things that can become the basis for working in the future), including good ideas and bad ideas.

- **Journal.** Your journal should consist of daily entries that are informative, emotional, or reflective. You should take the last 20 minutes of your workday to write an entry (consider this part of your work).
- **Reflect essay** (at least 5 Pages). An essay on your experience, summarizing what you got out of the experience and what the institution got from you being there.
- **Letter from completion,** from your mentor/supervisor confirming that you completed the work requirements, that is, 320 or 160 hours.



## Museum Studies Internship Agreement

Students in the Museum Studies Program at Arizona State University are required to complete an internship of 320 hours (or 160 hours if they are also registering for a practicum). As an outcome of the internship, the student produces a portfolio of relevant materials, a journal of activities, and a summary/reflective paper. The site supervisor is asked to send a letter confirming that the internship has been completed satisfactorily. An ideal internship, from the ASU perspective, has four components:

1. The intern works closely with a member of the staff who serves as the student's site supervisor;
2. The intern is given the opportunity to contribute to activities and projects that have significance to the institution;
3. The intern is able, as part of their duties, to concentrate on a project for which he or she is principally responsible; and
4. The intern is able to gain an understanding of the larger institution (this is usually accomplished by enabling the intern to attend meetings or other activities which are related to planning or institutional coordination).

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### INTERNSHIP PLAN

\_\_\_\_\_  
(student)

\_\_\_\_\_  
Internship Location

\_\_\_\_\_  
Internship Dates

\_\_\_\_\_  
Work Schedule (number of weeks, and will the student work full-time, part-time, weekends, weekdays, etc.)

1. Site Supervisor: \_\_\_\_\_
2. Duties and activities in which student will participate (attach additional sheets as appropriate):
3. Project for which student will have principal responsibility:
4. Opportunities for learning about institution as a whole:

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Site Supervisor