Master of Science in Engineering & Technology Innovation Management Degree

ETIM Graduate Student Handbook 2021

Table of Contents

Preface

We are delighted that you have chosen to join the Masters program Engineering and Technology Innovation Management (ETIM). This interdisciplinary degree is offered by Carnegie Mellon's College of Engineering; the program is housed in the Department of Engineering and Public Policy (EPP). We want to help make your stay here as enjoyable and productive as we can.

This handbook is designed to assist you with the ins and outs of graduate studies in ETIM. While it is specific to your academic experience in the department, there are several other resources and offices graduate students are encouraged to consult during their tenure at Carnegie Mellon University. Information about The Word (Carnegie Mellon's online student handbook,) the Graduate Education Office, the Office of the Dean of Student Affairs, the policies of the College of Engineering, and others are included in the Appendixes of this handbook.

Due to COVID-19, please note that ETIM conforms with the recommendations and requirements necessary for safety of all individuals as directed by federal, state and local authorities. Information about "A Tartan's Responsibility", academics & remote instruction, campus spaces, restricted services, research, quarantine period and more can be found at https://www.cmu.edu/coronavirus/index.html.

If you encounter specific situations or problems that are not covered in the handbook, please do not hesitate to see one of us; we may be able to help you find a solution.

Jimmy Williams   Nesli Ozdoganlar   Julie Mull   Jenny Hurst

ETIM Mission & Degrees Offered

The Engineering and Technology Innovation Management MS program undertakes educating professionals who have strong technical backgrounds to lead value creation by leveraging engineering and technology innovations. Opportunities in industry, consulting, and even the public sector increasingly require an understanding of the principles of innovation management coupled with enhanced technical knowledge.

ETIM is a program offered by the College of Engineering. It is housed in the Department of Engineering and Public Policy and features significant collaboration across the University, including the Heinz College of Information Systems and Public Policy, and the Tepper School of Business.

The ETIM program is designed to be completed in one year (two semesters) of full-time commitment, to run January to December. The schedule provides time for a summer internship experience to contribute hands-on educational value. Part time students can complete the requirements over a longer period.

Other ETIM program offerings include the ETIM Dual Degree program (a four semester plus internship program in which graduating students receive both an ETIM MS and an MS in one of six engineering program concentrations offered by Carnegie Mellon University.

In addition, ETIM program offerings include the ETIM Dual Degree program and the ETIM and Integrated Study in Computer Science (ETIM CSX) program. ETIM Dual Degree program is a four- semester program in which graduating students receive both an ETIM MS and an MS in one of six engineering programs offered by College of Engineering. The ETIM CSX program is a four-semester master's program where you will complete a minimum of 144 units with a minimum of 60 units from School of Computer Science.

University Policies & Expectations

It is the responsibility of each member of the Carnegie Mellon community to be familiar with university policies and guidelines. In addition to this departmental graduate student handbook, the following resources are available to assist you in understanding community expectations:

The Word/Student Handbook: www.cmu.edu/student-affairs/theword//index.html
Academic Integrity Policy: https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html
University Policies Website: www.cmu.edu/policies/
Graduate Education Website: http://www.cmu.edu/graduate/policies/index.html
For University Policy on grades, see: www.cmu.edu/policies/
For the College of Engineering Policy on grades, see:
https://engineering.cmu.edu/education/academic-policies/graduate- policies/registration-grading-credit.html
CMU COVID-19 Updates, see: https://www.cmu.edu/coronavirus/index.html

Please see Appendix A for additional information about The Word and University resources.

Carnegie Mellon University Statement of Assurance

Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders.

Inquiries concerning the application of and compliance with this statement should be directed to the university ombudsman, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-1018.

Obtain general information about Carnegie Mellon University by calling 412-268-2000.The Statement of Assurance can also be found on-line at:
https://www.cmu.edu/policies/administrative-and-governance/statement-of-assurance.html.

The Carnegie Mellon Code

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible.

These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist.

The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the university.

The Carnegie Mellon Code can also be found on-line at: https://www.cmu.edu/student-affairs/theword/code/index.html

Relevant Departmental and University Contacts

Department Personnel

ETIM Contacts
Jenny Hurst, ETIM Associate Director for Career Services. X6426, jennyhur@andrew.cmu.edu.

Julie Mull, ETIM Senior Academic Coordinator. Location: Hamburg Hall A206C, x8-1420, jmull@andrew.cmu.edu.

Nesli Ozdoganlar, ETIM Senior Academic Program Manager. Location: Hamburg Hall A206E, x5626, neslio@andrew.cmu.edu.

Jimmy Williams, ETIM Executive Director and Distinguished Service Professor. Location: Hamburg Hall A206A, x8-8370, jimmyw@andrew.cmu.edu.

EPP Department Contacts
Peter Adams, EPP Department Head and Professor. Location: Baker Hall 129H, x8-5624, petera@andrew.cmu.edu.

Vicki Finney, EPP Graduate Program Administrator. Location: Baker Hall 129J, x8- 1462, vicki@cmu.edu

Deborah Kuntz, EPP Program Coordinator. Location: Baker Hall 126, 412/268-3303, deborahk@andrew.cmu.edu.

Adam Loucks, EPP Administrative Coordinator. Location: Baker Hall 129, x8-2670, aloucks@andrew.cmu.edu. Adam can be found at the EPP front desk, managing departmental issues including Hamburg Hall A204 and Baker Hall printer/copier issues, EPP conference room reservations, and facility maintenance issues in Baker, Hamburg, and Wean. Adam also makes conference room reservations by email.

Peter Luetkehans, EPP Department Administrator and Business Financial Manager. Location: Baker Hall 129L, x8-5486, pluetkeh@andrew.cmu.edu.

Kimberly Martin, Financial Administrator. Location: Baker Hall 129, x81703, kamartin@andrew.cmu.edu.

Deanna Matthews, Associate Department Head for Undergraduate Affairs, EPP, and Associate Teaching Professor. Location: Baker Hall 126C, 412/268-7889, dhm@cmu.edu.

Nicholas Muller, Associate Department Head for Graduate Affairs (Engineering and Public Policy). Location: 254C Posner Hall, x 8121, nzm@andrew.cmu.edu.

Jodi Russo, Personnel Administrator (Engineering and Public Policy). Location: Baker Hall 119B, x 1273, jlrusso@andrew.cmu.edu.

Debbie Scappatura, Administrative Assistant. Location: Baker Hall 126C, x8-2432,

debbie@ece.cmu.edu.

Patti Steranchak, Assistant to the EPP Department Head. Location: Baker Hall 129H, x8-1085, patti@cmu.edu.

Lucas Valone, Administrative Coordinator, CEDM / Faculty Support Administrator, EPP. Location: Baker Hall 129, x8-5929, lvalone@andrew.cmu.edu.

College of Engineering (Carnegie Institute of Technology, CIT)
William H. Sanders, Dean, CIT. Web: http://www.engineering.cmu.edu/ (Assistant: Sue Haslett, 412/268-6196, sh2s@cit.cmu.edu.)

Health and Safety
University Police. Open 24-hours. Location: 300 South Craig Street, Suite, 199 (Filmore Street Entrance), Emergency number: x8-2323, Non-emergency: x8-6232. Web: http://www.cmu.edu/police

Counseling and Psychological Services. Location: Morewood Gardens & E-Tower, 2nd floor, x 8-2922 (both emergencies and non-emergencies). Web: https://www.cmu.edu/counseling/

Student Health Services. Location: Morewood Gardens & E-Tower, x8-2157. Web: https://www.cmu.edu/health-services/

Computing
Computer Help (EPP's ECE service: for EPP cluster issues or connections to departmental printers). help@its.epp.cmu.edu

Computing Services (Andrew: for Carnegie Mellon account issues or personal computer issues). advisor@andrew.cmu.edu. For various locations and phone contacts: http://www.cmu.edu/computing/index.html

HUB
The HUB. Location: Warner Hall 19 basement, x8-8186. CIT HUB Liaison is Melissa Skasik, skasik@andrew.cmu.edu. Web address: http://www.cmu.edu/hub

John Papinchak, University Registrar. Location: Warner Hall 220, x8-7404

International Student Concerns
Intercultural Communications Center. Location: Posner Hall 1st Floor
x8-4979, eslhelp@andrew.cmu.edu. Web: http://www.cmu.edu/icc/

Office of International Education. Location: Posner Hall, First Floor, x8-5231. oie@andrew.cmu.edu.
Web address: https://www.cmu.edu/oie/index.html

The Provost
Jim Garret, Provost for Education. Location: Warner Hall, x8-3260, ak11@andrew.cmu.edu,
Web: https://www.cmu.edu/leadership/the-provost/

Vice President for Student Affairs
Gina Casalegno, Vice President for Student Affairs and Dean of Students. Location: Warner Hall 321, x8-2075

M. Shernell Smith, Executive Director for the Center for Student Diversity and Inclusion and Housefellow. Location: Cohon University Center LL75 Office E, x8-4955, mssmith@andrew.cmu.edu. Web: https://www.cmu.edu/student-diversity/index.html

EPP Background information

The ETIM program is housed in the Carnegie Mellon's Department of Engineering and Public Policy (EPP). The main office for EPP is in Baker Hall, room 129. ETIM MS students may use the EPP office facilities, and also share workspaces in EPP's Hamburg Hall and Wean Hall offices, along with EPP PhD and undergraduate students.

Academic Affairs

This section describes the general academic framework of the ETIM program and your orientation to it. The official procedures regarding registration and enrollment are discussed later in Section 3.

The rules and procedures put forth in this booklet are current as of the date on this document.

Academic Calendar

The Academic Calendar can be found at https://www.cmu.edu/hub/calendar/index.html and provides information on all deadlines including registration dates, class start dates, add/drop deadlines, exam dates and more.

Getting Started

Students are required to discuss their curriculum choices with the ETIM Executive Director and ETIM Senior Academic Program Manager prior to Spring and Fall semester registrations.

The ETIM program coursework balances a central core with the flexibility to address individual interests. Students in ETIM are expected to take an active role in shaping their programs. This includes selecting courses and securing an internship to meet the ETIM requirements and to address their personal goals.

Advising

The ETIM Senior Academic Program Manager is the official advisor for all students entering the program. Working with the ETIM Senior Academic Program Manager on course selection is important to ensure that requirements for the ETIM degree are fulfilled. Students are also encouraged to work with the ETIM Executive Director or another faculty member for advising on specific technical interests.

Course selection is made in consultation with the ETIM advisor with input from other faculty members as appropriate. In selecting electives, the student and advisor should keep in mind

that it is advisable to choose electives that can define a "core area of specialization" for the student.

Course Work

The ETIM program elements equip students to drive value creation from technical innovation based on their understanding of both specific technical issues as well as innovation management fundamentals.

Candidates for the ETIM MS degree must complete a minimum of 96 academic units beyond their undergraduate degree. At least 84 units must be graduate-level courses (course numbers XX-600 or above). ETIM students may use up to 12 units of undergraduate coursework (300-level and above) towards the ETIM degree. The mandatory summer internship does not contribute units towards the 96 academic units required to graduate. The minimum GPA required for graduation is 3.0, and a grade of C (2.0) or better is required for any course to count toward graduation.

Full-time option – The MS degree program is a full-time program in which students complete two full-time semesters (minimum 36 units per semester).

Part-time option – Part-time MS enrollment is an option available for students, such as students who would like to pursue an MS degree while maintaining external employment locally. Note that immigration regulations do not allow Carnegie Mellon University to issue F1 visa documents for the part-time MS program.

The curriculum has flexibility, but the following four elements of the MS program must be satisfied:

Required Core Courses (48 units)

a. Managerial and Engineering Economics (19-681)

b. Strategy and Management of Technological Innovation (19682)

c. Quantitative Entrepreneurship (19-670) or Lean Product Development (19-670) -- other project course approved by the ETIM Executive Director or the Senior Academic Program Manager for exceptional circumstances

d. Seminar courses on Innovation Management in Practice (19-680 and 19-684)

Technical Electives (24 Minimum units)

Chosen according to student's background, preparation, and area of technical interest from the College of Engineering (CIT), School of Computer Science (SCS) or Mellon College of Science (MCS).

Refer to Appendix 2 for the department codes for technical electives.

Electives in Innovation Management (24 Minimum units)

A minimum of 24 units of innovation management courses that may include available courses from ETIM and Engineering and Public Policy (EPP) department as well as courses from

Tepper School of Business or the Heinz College of Information Systems and Public Policy. Innovation Management electives are determined by the students' own area of interest and may include courses within the established ETIM tracks: Analytics, Consulting, Entrepreneurship, Product Management, and R & D/Technology Management. Course information within these tracks is available through the ETIM MS Program Canvas site. More information on ETIM tracks can be found at https://engineering-innovation-management.cmu.edu/

Course work that can count as either technical or innovation management electives

ETIM and EPP courses are both identified by the introductory number "19" in the course number (e.g., 19-XXX). Courses from EPP have the flexibility to count as either a technical or an innovation management elective.

Summer internship practicum in engineering and technology innovation management

Canvas

Students should note that most instructors use Canvas web service corresponding to their courses. Carnegie Mellon's Canvas page can be found at: https://www.cmu.edu/canvas/

In addition, ETIM staff maintains the ETIM MS Program course on Canvas to reach students with important program & career related information. It's also a forum for incoming students to become acquainted with the program, and for current students to interact with their class.

The site includes: Announcements Academic Calendar
Career & Internships
ETIM and CMU Course Information ETIM Discussion Space
New Student Information

For the ETIM program, items of importance/interest will be posted directly on the site. As Carnegie Mellon graduate students, you are expected to keep track of such information related to your program, and respond to requests for Canvas submissions appropriately.

ETIM's Career Advisor also utilizes the program Canvas site for providing professional development materials as needed.

To keep track of Canvas postings and requests, students are encouraged to register to receive email notifications from Canvas when new items are posted.

Your registered course should provide you with appropriate Canvas access if the instructor chooses to use Canvas for his or her course. Contact the instructor first if you are not able to access Canvas for a particular course, or if additional technical support is needed, email: canvas-help@andrew.cmu.edu or call: 412-268-9090.

Academic Standards and Graduation Requirements

Course and Minimum QPA
All courses that are counted towards the 96-unit ETIM course requirement for graduation must be taken for credit with a letter grade assigned. Any courses taken as audit or with pass/fail grading cannot be counted towards the 96-unit degree requirement. For each course taken, the policies and procedures of the instructor, the department, and college in which the

course is offered must be followed by ETIM students. The grade will be that assigned by the course professor / instructor. The decision to use plus or minus grading is at the discretion of each course instructor. Mid-semester grades are optional, and Final Grades are posted online to SIO at the end of each semester.

Carnegie Mellon graduate students are graded on a letter grade scale, which can optionally include plus or minus designations at the discretion of the course instructor. The letter grades assigned should be interpreted as follows:
A (4.0)-- Excellent; student work exceeds expectations
B (3.0)-- Good; student work is acceptable for an ETIM student
C (2.0)-- Marginal; student work is not up to ETIM program standards
D (1.0)-- Unacceptable work for an ETIM student, does not count towards the degree

All ETIM students must maintain a minimum QPA of 3.0 or above in all courses that count towards the ETIM degree to remain in good academic standing and satisfy the requirements of the Master's Degree. Students with QPAs lower than 3.0 at the end of a semester are notified by the ETIM Program Advisor that they are on academic probation and must increase their QPA during the next academic semester. No course with a grade C- or lower will be counted toward the Master's Degree requirements.
When calculating the QPA to meet graduation requirements, the average grade of the 96 units that meet the ETIM degree requirements shall be at least B (3.0.) If a student has taken more than 96 total units, then the student may choose any 96 units of the first 120 units attempted to compute the grade average, providing that the selected 96 units meet all ETIM degree requirements.

Students must also maintain an overall minimum QPA of 3.0 or above in all ETIM required courses. Further, if a grade of C- or lower is earned in any ETIM required course, the student will be immediately placed on academic probation and must retake an approved equivalent course and pass with a grade of C or better prior to graduation.

For University Policy on grades, see: http://www.cmu.edu/policies/student-and-student-life/grading.html

For the College of Engineering Policy on grades, see:
https://engineering.cmu.edu/education/academic-policies/graduate-policies/registration-grading-credit.html

Process for Appealing Final Grades
https://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html
Final grades will be changed only in exceptional circumstances and only with the approval of the instructor and the department, unit or program. Grading is a matter of sound discretion of the instructor and final grades are rarely changed without the consent of the instructor who assigned the grade. The following circumstances are the unusual exceptions that may warrant a grade appeal: (a) the final grade assigned for a course is based on manifest error (e.g. a clear error such as arithmetic error in computing a grade or failure to grade one of the answers on an exam), or (b) the faculty or staff member who assigned the grade did so in violation of a University policy.

Academic Probation
At the end of each semester, after grades have been posted, the academic performance of each student is reviewed. Courses that negatively affect the core QPA cannot be moved from the core requirement unless another completed course can replace the course with the lower grade. The QPA for academic review is computed based on the guidelines for graduation requirements.

Any student with a cumulative QPA in the ETIM core courses of less than 3.0, or with an overall cumulative QPA of less than 3.0 in all courses that count towards the ETIM degree, is immediately placed on academic probation. Initially, the student will receive written and electronic notification of their placement on academic probation, including the terms and timeframe to remove probation. The student may be subject to the following penalties:
Cannot be selected to receive scholarship, travel/conference funding, etc.
May have scholarship funding rescinded.
May not formally represent the ETIM as an officer or other positions in a student club or campus organization

A student on academic probation will automatically be removed from probation at the end of the subsequent enrolled semester if their cumulative and core QPA calculations improve to the required 3.0 standard. If an ETIM student has a cumulative QPA in core courses lower than 3.0 or an overall cumulative QPA lower than 3.0 in all courses that count towards the ETIM degree, during the initial or subsequent semester, the student may be permanently dropped from the ETIM program and will not graduate. If this occurs, ETIM students can follow the College of Engineering's grievance procedures as follows:

ETIM graduate students are expected to discuss any concerns or grievances initially with members of their academic departments, including the ETIM Executive Director, and Department Head, as appropriate. If a student wishes, the Associate Dean for Graduate and Faculty Affairs of the College of Engineering is available for consultation. All such discussions will be considered confidential at the request of a student.

If resolution of an academic grievance or concern cannot be obtained within their academic departments, graduate students may file a formal appeal of academic actions to the Associate Dean for Graduate and Faculty Affairs of the college. In accordance with the Carnegie Mellon Student Handbook, such appeals will ordinarily be heard and decided by the Engineering College Council. Written materials and findings of such appeal processes are considered confidential for all parties involved.

If a resolution cannot be reached by this process, an appeal may be made to the Provost at the request of either the student or the college.

Unless the decision is overturned, the student is not entitled to a refund of tuition or student fees.

Graduation Requirements and Statute of Limitations
It is the responsibility of each student to ensure that she or he has completed all the necessary coursework for graduation. The ETIM Executive Director and Senior Academic Program Manager are available to advise students during the semester, but only the student can be held responsible for failure to meet graduation requirements. Note that the ETIM curriculum and graduation requirements may be revised from time to time. However, the requirements in effect at the time of a student's matriculation will dictate the graduation requirements that he or she must follow.

All units required for a master's degree in the College of Engineering, whether earned in residence or transferred from another institution, must be recorded on the transcript within six years of the date the student enrolled in the program. This statutory period can be extended by the College of Engineering's Associate Dean for Graduate and Faculty Affairs for special circumstances that do not make it possible for the student to complete the requirements within the statutory period. Any request for a waiver of the statute of limitations for master's degree studies must be approved by the ETIM Executive Director and by the College of Engineering's Associate Dean for Graduate and Faculty Affairs. The waiver request must explain the exceptional circumstances that warrant an extension. For cases in which a waiver

is granted, the waiver will cover specific courses and will specify a time period for completion of the program.

As outlined in the Master's Students Statute of Limitations, https://www.cmu.edu/policies/student-and-student-life/masters-students-statute-of-limitations.html students will complete all requirements for the master's degree within a maximum of seven years from original matriculation as a master's student, or less if required by a more restrictive department, school or college policy. Once this time-to-degree limit has lapsed, the person may resume work towards a master's degree only if newly admitted to a currently offered master's degree program under criteria determined by that program.

Under extraordinary circumstances, such as leave of absence, military or public service, family or parental leave, or temporary disability, a school or college may, upon the relevant department's recommendation and with the written approval of the dean (or designate), defer the lapse for a period commensurate with the duration of that interruption. Students who are pursuing a master's degree as part-time students for all semesters of their program, as approved by their program, may also appeal to their program or department for extension of the time to degree limit.

Time Off, Voluntary Leave of Absence, or Withdrawal
Students in the ETIM program are expected to attend classes and participate in all program activities. This excludes any defined academic break periods, and the official University holidays as listed below. For the most up-to-date University calendar please refer to the HUB at http://www.cmu.edu/hub/calendar.html .

Leave of absence:
A student may need to take a temporary leave of absence for many reasons. Students are required to file a Leave of Absence form with the HUB, after securing the appropriate signature approvals. The leave will take effect on the date that the form is signed by the Dean of Engineering. Return from voluntary leave of absence requires program approval through a Request for Return from Leave of Absence form. Students in good standing in all courses, and on no academic action when taking a Leave of Absence, will be reinstated with the same standing as prior to the leave.
Students in poor standing, or on academic probation at the time they request a Leave of Absence, must submit a written request asking for re-instatement to the program which will be evaluated by ETIM Executive Director. All requests for reinstatement must be submitted within the time limit imposed by the 6-year statute of limitations described above.

Withdrawal:
A student may want to leave the university with no intentions of returning. A student is required to file a Withdrawal form with the HUB. A student cannot return from a Withdrawal. For more information visit the University's Student Leave and Student Return policies, https://www.cmu.edu/hub/registrar/leaves-and-withdrawals/.

Academic Integrity
Carnegie Mellon maintains the highest ethical standards, and makes continuous effort to identify and create the kind of academic environment that its members wish to enjoy. As a CMU graduate student you are an important participant in our University partnership that includes all faculty, staff, administrators, undergraduates, and graduate students.

Thus, you are responsible for academic integrity, honesty, and fairness just as it is the responsibility of each of us.

The cornerstone of a student's academic career is academic integrity. Students are required to become familiar with expectations and policies on cheating, plagiarism and academic disciplinary actions at Carnegie Mellon. This information is available in the Carnegie Mellon Graduate Student Handbook (http://www.cmu.edu/academic-integrity/)

Plagiarism is one specific violation of academic integrity that leads to disciplinary action or expulsion.

The University of Indiana has an excellent website that provides examples and then provides a quiz to see if you understand the difference between proper and improper attribution of text. ETIM students are required to complete and pass this quiz before the end of the first week of class, and print and submit the certification given when the quiz is passed. Certifications will be collected by the ETIM staff. Certification to the Executive Director demonstrates that students have learned and understand the approved processes for text attribution and will be held responsible. You will be held responsible for this information if a conflict arises in your academics. The acknowledgement of any collaboration or assistance (by Academic Development, the Global Communication Center, Intercultural Communication Center, and the Academic Resource Center), is likewise required. This citation and acknowledgement must be incorporated into the work submitted and not separately or at a later point in time. Failure to do so is dishonest and is subject to disciplinary action.

The examples and quiz can be found at:
https://plagiarism.iu.edu/certificationTests/index.html

Instructors have a duty to communicate their expectations including those specific to collaboration, assistance, citation and acknowledgement within each course. Students likewise have a duty to ensure that they understand and abide by the standards that apply in any course or academic activity. In the absence of such understanding, it is the student's responsibility to seek additional information and clarification.

University Policy Violations

Cheating occurs when a student avails her/himself of an unfair or disallowed advantage which includes but is not limited to:

- Theft of or unauthorized access to an exam, answer key or other graded work from previous course offerings.
- Use of an alternate, stand-in or proxy during an examination.
- Copying from the examination or work of another person or source.
- Submission or use of falsified data.
- Using false statements to obtain additional time or other accommodation.
- Falsification of academic credentials.

Plagiarism is defined as the use of work or concepts contributed by other individuals without proper attribution or citation. Unique ideas or materials taken from another source for either written or oral use must be fully acknowledged in academic work to be graded. Examples of sources expected to be referenced include but are not limited to:

- Text, either written or spoken, quoted directly or paraphrased.
- Graphic elements.
- Passages of music, existing either as sound or as notation.
- Mathematical proofs.
- Scientific data.
- Concepts or material derived from the work, published or unpublished, of another person.

Unauthorized assistance refers to the use of sources of support that have not been specifically authorized in this policy statement or by the course instructor(s) in the completion

of academic work to be graded. Such sources of support may include but are not limited to advice or help provided by another individual, published or unpublished written sources, and electronic sources. Examples of unauthorized assistance include but are not limited to:

- Collaboration on any assignment beyond the standards authorized by this policy statement and the course instructor(s).
- Submission of work completed or edited in whole or in part by another person.
- Supplying or communicating unauthorized information or materials, including graded work and answer keys from previous course offerings, in any way to another student.
- Use of unauthorized information or materials, including graded work and answer keys from previous course offerings.
- Use of unauthorized devices.
- Submission for credit of previously completed graded work in a second course without first obtaining permission from the instructor(s) of the second course. In the case of concurrent courses, permission to submit the same work for credit in two courses must be obtained from the instructors of both courses.

The CMU Office of Research Integrity and Compliance website describes the university's position on ethical research: "Carnegie Mellon University is responsible for the integrity of research conducted at the university. As a community of scholars, in which truth and integrity are fundamental, the university must establish procedures for the investigation of allegations of misconduct of research with due care to protect the rights of those accused, those making the allegations, and Carnegie Mellon University. Furthermore, federal regulations require the university to have explicit procedures for addressing incidents in which there are allegations of misconduct in research. Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results…"

ETIM Protocol and Penalties for Academic Integrity Violations
Violations will be handled on a case by case basis. In addition to the course-level action imposed by the instructor, students may be subject to the following penalties:
Any scholarships provided by ETIM rescinded, including retroactive rescinding of scholarships received in previous semesters.
Cannot be selected to receive awards, travel/conference funding, etc.
May not formally represent the ETIM as an officer or other positions in a student club or campus organization

Please review the University Policy on Academic Integrity (https://www.cmu.edu/policies/student-and-student-life/academic-integrity.html). The policy includes the University expectations around academic integrity and provides definitions of cheating, plagiarism, and unauthorized assistance.

A review of the University's Academic Disciplinary Actions procedures (https://www.cmu.edu/student-affairs/theword/academic-discipline/index.html) is also recommended. These procedures outline the process for investigating, reporting, and adjudicating violations of the University Policy on Academic Integrity. The procedures also outline the appeal process.

In extreme cases where the first violation is particularly deplorable as determined by the ETIM Executive Director and Senior Academic Manager, a student may be permanently dropped from the ETIM program. Upon a second academic integrity violation, the student will immediately be dropped from the ETIM program.

University-wide Academic Disciplinary Protocol
Procedures for dealing with allegations of these policy violations are detailed in the university's Academic Disciplinary Action Procedures for Graduate Students:

https://www.cmu.edu/student-affairs/theword/academic/graduate-academic-disciplinary-procedures.html which is published as part of The WORD student handbook. Periodic review of these procedures will be overseen by the Dean of Student Affairs or her/his designee in consultation with Faculty Senate and the relevant student governing bodies. Any amendments to these procedures are subject to the approval of Faculty Senate.

Additional guidelines and procedures for graduate students may exist at the college/department/program level, in which case they are communicated in the college/department/program graduate student handbook.

Grievance Resolution; Graduate & University Ombudsman

Graduate students are expected to discuss any concerns or grievances initially with members of their academic program, including the Executive Director, ETIM Senior Academic Program Manager, and/or academic advisor as appropriate. If a student wishes, the Associate Dean for Graduate and Faculty Affairs of the College of Engineering is available for consultation. All such discussions will be considered confidential provided no laws are broken and unless otherwise told by the graduate student.

If resolution of an academic grievance or concern cannot be obtained within their academic departments, graduate students may file a formal appeal of academic actions to the Associate Dean for Graduate and Faculty Affairs of the college. If a resolution cannot be reached by this process, an appeal may be made to the Provost at the request of either the student or the college.

A summary of the graduate student appeal and grievance procedures is available at the following link: http://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html Within the ETIM program, students are encouraged to work with the Executive Director and Senior Academic Manager when problems arise. However, situations may arise where students need advice on some aspect of their activities or interactions with others in the ETIM program, yet may not feel it is appropriate to speak with their advisor or another member of the faculty. While close friends and family are important resources in such situations, it is also true that their scope of experience might not include working toward a Master's degree in Engineering at Carnegie Mellon.

If you need reach The University Ombudsman for graduate students, please email graded@andrew.cmu.edu for information. The Ombudsman's role is to provide support for graduate students under complete confidentiality (provided no laws are broken and unless otherwise told by the graduate student). The Ombudsman will assist and support graduate students to help clarify issues and suggest possible solutions to problems as well as direct students to the appropriate departmental and college processes and resources for handling.

The Office of Community Standards & Integrity
http://www.cmu.edu/student-affairs/ocsi/

The Office of Community Standards & Integrity shares work in the arena of academic integrity. The Office of Community Standards & Integrity is managing reports of academic integrity violations on behalf of the Dean of Student Affairs. OCSI partners with the academic colleges to ensure appropriate follow up with students, inclusive of first level violation meetings and convening academic review boards when appropriate. OCSI's department will maintain all records and documentation related to violations.

While the Office of Community Standards & Integrity aims to ensure appropriate follow up when policies are violated, the office is also invested in proactive education.

Internship Practicum / ETIM Summer Project

All ETIM students are required to gain professional experience in an aspect of innovation management as part of their ETIM MS program. The purpose of the internship / Summer project is for students to enhance the educational and professional value of their curriculum by applying knowledge from coursework and clarifying academic and career interests. The internship / Summer project requirement is also an opportunity to understand the professional job market and to build personal networks. Since the internship / Summer project is a requirement of the ETIM program, failure to secure an internship / Summer project may result in a student being permanently dropped from the ETIM program.

Students are responsible for securing the internships. Guidance is available from the ETIM Executive Director and from the ETIM Career Advisor, who offers one-on-one advice to ETIM students, and group workshops on various topics, including how to utilize resources offered by the Carnegie Mellon Career and Professional Development Center. You will also receive updates via email from citcc@andrew.cmu.edu.

An important Career and Professional Development Center event to be aware of early on in the program is EncompassCMU (Spring) held in early February. This job fair is a prime opportunity to meet potential employers. For details on EncompassCMU and other future campus job fairs:
https://cmu.joinhandshake.com/events

To see Career and Professional Development Center updates, visit the CMU Career and Professional Development Center website:
http://www.cmu.edu/career/index.html

Please carefully review the CPDC site's Ethical Job/Internship Search Policy:
https://www.cmu.edu/career/students-and-alumni/ethical-job-search-policy/index.html

The minimum internship duration requirement is 8 weeks, 30 hours per week. Students can and are encouraged to take longer internships when appropriate. For international students on an F-1 Visa, the internship duration is kept within the summer semester: the internship start and end dates must fall within the summer term. International students must have the appropriate work authorization in order to complete their summer internship. Information about OPT and CPT work authorizations can be found on OIE's website. CPT dates must be authorized to align within the university academic calendar dates of each semester that it is authorized. International students should communicate these dates to employers during their interviews.

International students are required to consult with Office of International Education for eligibility before seeking an internship or signing an offer contract.

To satisfy ETIM academic requirements, internships /Summer projects must be approved by the ETIM Career Advisor. The ETIM Internship Form (Appendix 6), and an associated offer letter, must submitted to the ETIM Career Advisor for approval before an internship begins.

There are also reporting and presentation requirements for internships and Summer projects associated with ETIM course 19-684. Internship requirements are posted on the ETIM program Canvas site.

Stellic Degree Audit and the ETIM Course Audit for Degree Progress

The Stellic Degree Audit Application or an ETIM Course Audit will be used by ETIM's Senior Academic Program Manager to track each ETIM student's degree progress towards program requirements. Degree progress will be reviewed during key registration times with each ETIM student to ensure that ETIM course requirements are being met and to enable students to document their goals and progress. It is the responsibility of each individual ETIM student to ensure that they are on progress to meet ETIM's program requirements in order to graduate on schedule.

Single degree ETIM students can use the Stellic Degree Audit Application in order to track progress toward completing degree requirements.

https://www.cmu.edu/es/stellic/index.html

Dual degree and ETIM CSX program students will need to use the ETIM course audit in order to monitor progress which will be available on the ETIM MS Program Canvas site.

It is required for you to meet with ETIM's Academic Advisor at key points during your graduate studies as listed below. In addition, you should feel free to make an appointment with Senior Academic Program Manager at any time to discuss any concerns you might have.

1. To plan your first ETIM (Spring) semester and discuss objectives (this meeting occurs before you arrive at CMU, often in a group setting through a zoom session)
2. To plan your Fall course registration before Fall registration opens
3. To confirm your Fall schedule at the beginning of the Fall semester

Enrollment & Registration

Enrollment Verification & Registration

The University Registrar's office is the only office in the University that can provide degree and enrollment verification letters. These verifications can be requested online through the HUB at the link below:
https://www.cmu.edu/hub/registrar/student-records/verifications/

The University Registrar's Office manages the registration process and related   activities for all CMU students. Their online services make these processes easy and secure. The registration process can be completed in Student Information Online (SIO) in four easy steps. For additional details please check HUB's website on course registration:
https://www.cmu.edu/hub/registrar/registration/index.html

Please see the link below for HUB forms and documents for student use:
https://www.cmu.edu/hub/forms.html

ETIM students are permitted to take a maximum of 54 units per semester. Please consult with ETIM Senior Academic Program Manager if you have questions or concerns about the maximum unit enrollment per semester. All full-time students must be registered for a minimum of 36 units per semester.

It is extremely important for international students on F1 visas to make sure they are carrying 36 units or more. Failure by an international student to carry 36 units or more can result in

termination of student visa status by the U.S. Department of Homeland Security. Contact OIE with questions.

Tepper Registration Process (for non-Tepper students):
The Tepper School requires that all non-Tepper graduate students be registered through the Tepper Student Services Registration System. Sit-ins are not permitted; all students must be on a course roster and not all MBA courses are available to non-MBA students. Please see information about the details of this registration process at the link below:

https://www.cmu.edu/tepper/programs/mba/curriculum/mba-course-requests/index.html

Important: When enrollment is complete, it is your responsibility to check to make sure you are registered in the correct courses and correct number of units. Because ETIM students take courses from different departments and may do several course drops and additions, complications can occur. If you do encounter an error, please see the ETIM staff who can advise you on the procedure you will need to follow.

Summer Registration and Curricular Practical Training

The ETIM program has been designed with the expectation that the summer will be devoted to an internship or summer project to provide professional experience in lieu of coursework. Spring and Fall semester ETIM tuition does not cover summer courses. We expect all ETIM students to diligently work toward obtaining an internship position for their summer semester. If a student cannot obtain an offer, ETIM will provide real-world team project opportunities, working with various companies with whom we have partnered. In order to satisfy the summer requirement, all students must do the following.

If a student obtains an internship offer:
1. Submit their online ETIM Internship Reporting Form to the ETIM Career Advisor for approval by the deadline posted in Canvas.
2. Obtain and submit a copy of their internship offer letter via email to the ETIM Career Advisor.
3. Be registered by the ETIM Program Staff for the ETIM course, Internship Practicum (19-695) for summer semester (Semester M). Note: Any units associated with course #19-695, do not contribute towards the minimum requirement of 96 academic units for the ETIM degree.

If a student does not obtain an internship offer:
1. Students must communicate with the ETIM Career Advisor regarding any submitted applications or pending interviews for internships
2. Complete the ETIM summer project opportunity form to rank your project interests

These steps are mandatory for all ETIM students, but they are especially important for international students, who must be legally registered for the semester to both maintain their student visa status to work in the U.S, outside of Carnegie Mellon, in order to fulfill their ETIM program requirements. International students typically complete internships under "curricular practicum training," or CPT. To see if you are eligible for CPT, you must check with your foreign student advisor in the Office of International Education (OIE). It is important to note that in order to qualify for CPT, the job you are applying for must be related to ETIM. If you have any questions on this procedure, see the ETIM staff. Thoroughly read about CPT on CMU's Office of International Education website here. Complete the necessary forms and have Jenny Hurst complete the CPT advisor form.

In the summer, there are no tuition charges for the ETIM Internship course "Internship Practicum" #19695.

Transfer Courses & PCHE

https://www.cmu.edu/policies/student-and-student-life/transfer-credit-evaluation-and-assignment.html

Carnegie Mellon University offers students the opportunity to take courses for credit through a cross-registration program (see Pittsburgh Council on Higher Education (PCHE) and Cross-registration below) and through the receipt of transfer credit from other accredited institutions. The Carnegie Mellon University transcript will include information on such courses as follows: Carnegie Mellon courses and courses taken through the university's cross-registration program will have grades recorded on the transcript and be factored into the QPA. All other courses will be recorded on this transcript indicating where the course was taken, but without grades. Such courses will not be taken into account for academic actions, honors or QPA calculations. (Note: suspended students may take courses elsewhere; however, they may receive transfer credit only if their college's and department's policies allow this.)

Only one graduate-level course, or the equivalent of 12 units, can be transferred from another university as credit toward the ETIM M.S. degree. As a general guideline, three-credit courses from other universities equate to 9-unit CMU courses; a four-credit course equates to a 12-unit CMU course. The course being transferred in must:

- Fulfill an ETIM M.S. degree course requirement and is equivalent to a CMU course
- Be considered a graduate level course at the university where it was taken (unless requesting transfer credit for the one allowed undergraduate course)
- Has not been used to fulfill requirements for any previously earned degree
- A grade of 'B' or better must be earned for the course

Please note that this policy is more restrictive than the CIT transfer credit policy which can be found under the "Transfer Credit and Special Students" section at the link below:
https://engineering.cmu.edu/education/academic-policies/graduate-policies/registration-grading-credit.html

Additional guidelines:

- Transfer credit will appear on the student's transcript and will not be factored into the QPA.
- Transfer credit is not granted prior to admission and must be approved by the Executive Director and the Senior Academic Program Manager of the ETIM M.S. program. Transfer courses will be reviewed for academic rigor and alignment with courses offered in the ETIM M.S. program.
- Courses can only be requested for transfer after the student has successfully completed their first ETIM semester and have registered for their second ETIM semester at Carnegie Mellon indicating a need to transfer a course to complete ETIM M.S. degree requirements.
- The course description and syllabus, learning outcomes, delivery mode, and institutional accreditation will be considered when evaluating the course for transfer.
- After matriculating to Carnegie Mellon, ETIM M.S. students should consult with the program director and program manager before taking a course at another university.

The process for requesting to transfer a course is as follows:

- Meet with the Executive Director and the Senior Academic Program Manager of the ETIM M.S. program
- Complete and submit the following mandatory documents:
  o Official transcript from previous institution
  o Detailed course description/syllabus (should include grading scale, assignments required, mandatory books, and time required in class) of the course you wish to transfer
  o Letter from the previous institution's registrar or academic advisor stating the course intended for transfer was not used towards a degree

- CIT Graduate Transfer Credit Request form which can be found at the link below:
- https://engineering.cmu.edu/_files/documents/graduate-students/grad_transfer_credit_request.pdf

The transfer of credits from any college or university must follow the above policy and process as the ETIM M.S. program has not entered into an articulation or transfer agreement with any specific college or university. Additionally, ETIM M.S. program does not award credit for prior experiential learning.

Graduate Certification Process – Master of Science in Engineering and Technology Innovation Management Degree

Degree Convocation, Commencement Events, and Diplomas

The University confers degrees three times a year—in May, August, and December. However, there is only one University-wide Commencement event, and it is held in May. Students who have graduated in August or December of the previous year, as well as those graduating in May are invited to participate in this event. It is usually held during the third Sunday in May. Before the campus-wide Commencement event, EPP will hold a Commencement Breakfast. The ETIM and the EPP department will pass along information and invitations to you as you near graduation.

ETIM graduates receiving diplomas in May will receive them at the EPP Commencement Breakfast, or graduates can opt to have them mailed to them.

Diplomas for December graduates are mailed to graduating students in mid/end of March. Students will be reminded by Enrollment Services to update their forwarding addresses in the SIO (Student Information Online) so that the University can have diplomas mailed to the correct addresses. The university will not mail December diplomas to EPP or another CMU address. However, if December graduates would like to have their diploma presented to them during the EPP Commencement Breakfast, they are encouraged to bring the diplomas to the event.

Payments Departmental Financial Support

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Student Affairs (see Appendix 1), www.cmu.edu/student-affairs/index.html, to inquire about an Emergency Student Loan

GuSH Research Funding is a source of small research grant funds provided by GSA and the Provost's Office and managed by the Graduate Education Office. Students can find more information about the application process and deadlines at: https://www.cmu.edu/graduate/professional-development/research-funding/index.html.

University Financial Aid
Graduate students should consult the graduate student financial aid information found on The HUB website: https://www.cmu.edu/sfs/financial-aid/graduate/ index.html. Students will find the Graduate Financial Aid Guide, information about funding options and how to apply for financial aid and other helpful links.

Graduate students who find themselves in need of immediate funds for emergency situations should contact the Office of the Dean of Student Affairs (see Appendix A), www.cmu.edu/student-affairs/index.html, to inquire about an Emergency Student Loan.

Financial Aid Information: https://www.cmu.edu/sfs/financial-aid/index.html

U.S. Department of Education Resources
U.S. citizens and permanent residents may complete the Free Application for Federal Student Aid (FAFSA) on line at https://fafsa.ed.gov/

Consumer Information
Carnegie Mellon University suggests that all current and prospective students be informed consumers. Please see this link for detailed consumer information: https://www.cmu.edu/hub/consumer-information/.

Tuition Invoices and Updating Your Student Record

Students are responsible for paying tuition. Tuition invoices are automatically generated by Enrollment Services and are accessible electronically via Student Information Online (http://www.cmu.edu/hub/sio). Spring semester invoices are generated in December with payment due in early January; Fall semester invoices are generated in July with payment due mid-August. There will be a late fee assessed on all unpaid balances remaining after the due date for which you will be responsible.

After you have settled in, it is important that you confirm that your tuition invoices are being received. Check your student record in the SIO (Student Information Online system) to ensure that both your local and permanent mailing addresses on file are accurate. The address initially on file at Enrollment Services is the permanent address that you provided on your ETIM application form. You can make address changes in SIO by visiting the HUB 's website (http://www.cmu.edu/hub) and clicking on "Student Information Online."

Please do not ignore any invoices that you receive from Carnegie Mellon. If Carnegie Mellon invoices do not agree with your personal records, visit the HUB promptly in order to have the matter resolved before the invoice due date.

For information on financial aid and additional information on invoicing, making payments, etc., you can refer to the graduate student financial assistance page on the HUB's website (https://www.cmu.edu/sfs/).

Fees and Additional Charges

Students are responsible for paying health insurance, a student activities fee, technology fee, and the Port Authority bus fee each year. See Section 4.3 for more information on paying health insurance.

Student Status

To remain in good academic standing in the ETIM program, students must make normal progress in completing the program's requirements while maintaining a QPA of 3.0 or above.

Inadequate Progress

A student who feels "in trouble" with coursework should speak with the course professor right away. If "trouble" continues, he or she should also alert either the ETIM Executive Director or the ETIM Advisor. Do not wait until the problem becomes insurmountable. In cases of poor performance in courses, the faculty and administration of the program will work with the student to try to understand any difficulties and help the student improve performance.

Please reference back to section 2.5.1.

If, however, inadequate performance and progress continue, the implications can be serious. If poor academic performance will affect a student's financial obligations, the student will be notified via a letter or email. At mid-semester review, if inadequate performance and progress continue to the point where the improvement needed for successful completion of the degree appears highly unlikely, a student may be asked to leave the program. Before this occurs, the student will receive written notification with corrective actions.

Graduate students are expected to discuss any concerns or grievances initially with members of their academic departments, including their academic advisor and Department Head, as appropriate. If a student wishes, the Associate Dean for Graduate and Faculty Affairs of the College of Engineering is available for consultation. All such discussions will be considered confidential at the request of a student.

If resolution of an academic grievance or concern cannot be obtained within their academic departments, graduate students may file a formal appeal of academic actions to the Associate Dean for Graduate and Faculty Affairs of the college. In accordance with the Carnegie Mellon Student Handbook, such appeals will ordinarily be heard and decided by the Engineering College Council. Written materials and findings of such appeal processes are considered confidential for all parties involved.

If a resolution cannot be reached by this process, an appeal may be made to the Provost at the request of either the student or the college.

Drop/Add/Withdraw Procedures

Students taking undergraduate and Master's level courses must follow the procedures and deadlines for adding, dropping, or withdrawing from courses as identified on the academic calendar. Information can be found at https://www.cmu.edu/hub/registrar/course-changes/index.html There is a separate calendar for doctoral level courses.

Late Course Withdrawals

Students wishing to withdraw from a course after the deadline must obtain approval from their academic advisor, and complete and submit a Course Withdrawal Request (pdf) form.

This "W" grade does not affect a student's QPA. A graduate student can petition the department head to remove a W grade from their transcript if there are extenuating circumstances.

Because ETIM students may also take courses in CMU Colleges other than the College of Engineering, please be aware that the policies and schedules differ for courses from the Heinz College and Tepper School of Business (including add/drop and withdrawal).

All academic calendars including the official university calendar, the Heinz College and Tepper School of Business calendars are posted on the ETIM Canvas site.

Extended Absences from Carnegie Mellon

A leave of absence must be requested in advance if a student intends to be away from Carnegie Mellon for an extended period (other than during the summer internship). A student who interrupts his or her program of study without an approved leave of absence may be considered to have withdrawn. Students who have withdrawn will be required to seek readmission before returning.

International students taking a leave of absence from Carnegie Mellon must contact the

Office of International Education (OIE) in order to correctly address any visa issues associated with leaving the University.

Statute of Limitations:
Students must complete all requirements for the ETIM master's degree within a maximum of six years from original matriculation as an ETIM master's student. Once this time-to-degree limit has lapsed, the person may resume work towards an ETIM master's degree only if newly admitted to the ETIM master's degree program under criteria determined by program at that time.

This statutory period can be extended by the CIT Associate Dean for Academic Affairs for special circumstances that do not make it possible for the student to complete the requirements within the statutory period. Any request for a waiver of the statute of limitations for master's degree studies must be approved by the ETIM program director, the Department Head of EPP and by the CIT Associate Dean for Academic Affairs. The waiver request must explain the exceptional circumstances that warrant an extension. For cases in which a waiver is granted, the waiver will cover specific courses and any other requirements and will specify a time period for completion of the program.

Student Services and Policies

University Computing
By the time you arrive on campus, you will have received your Carnegie Mellon Computing user ID (also considered your Andrew ID) that will allow you access to the Andrew Network System. The University recommends that you change your password soon after your initial login. If you have not done so, please make a point to do this from the following site: https://www.cmu.edu/computing/services/security/identity-access/account/password.html

If you have any questions on computing or getting your computer set up on the Andrew Network, you should email Carnegie Mellon Computing Services at advisor@andrew.cmu.edu or call x8-help (x8-4357). Their website is: https://www.cmu.edu/computing/

The University maintains seven public computer labs known as "clusters." You can access the Carnegie Mellon network and paid printing from these clusters.
For a map of cluster locations around campus, visit:
https://www.cmu.edu/computing/services/endpoint/printing/printers-labs-map.pdf

ETIM and EPP Computing
For students with personal computers, the ETIM workspace located in Hamburg Hall A206 is equipped for students to have access to the wireless network by means of their Andrew IDs.

Please note: ECE is NOT to be contacted for a problem with your personal computer. If you have a problem with your own machine, you will need to contact Carnegie Mellon Computing Services at: advisor@andrew.cmu.edu or x8-4357.

Information related to setting up departmental printers can be found in Section 5.9 of this handbook.

Student Health Services, Insurance, and Student Fees
Carnegie Mellon Student Health Services offers a range of services, just as you'll find at any doctor's office outside of the University, but the cost is often more affordable. You'll find their contact information and office location in the University Contacts Section of Appendix 1.

University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care and contraception as well as on-site pharmaceuticals. There is a small visit fee to see the physicians and advanced practice clinicians; nurse visits are free of charge. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility. UHS also has a registered dietician and health promotion specialist on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues.

In addition to providing direct health care, University Health Services (UHS) administers the Student Health Insurance Program. The Student Health insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. It also covers most of the fees for care at Student Health Services. Graduate students should contact UHS to discuss options for health insurance for spouses, domestic partners and dependents. Appointments can be made by visiting UHS's website or by telephone, 412-268-2157.

On their website you will find the current rates and plans available. Carnegie Mellon adheres to a "hard waiver" policy. This means that all students will automatically be charged for basic health insurance coverage at the beginning of each academic year. In order to opt out of this basic coverage, the student must download a waiver form from the University Health Website and provide proof that they have other health insurance coverage. This must be no later than January 31 and the charge will be removed.
Details on this process can be found on the University Health Website:
http://www.cmu.edu/HealthServices under the "Student Insurance" Link.

Students are responsible for paying their health insurance by the due date noted on their electronic invoice in SIO. Students may either pay their health insurance in one lump sum by the due date or in monthly installments. If the latter, they will need to sign up for the payment plan offered through Tuition Management Services (TMS) by the due date. To sign up with TMS, visit their website http://www.afford.com , call 1-800-722-4867.
You can also find information on TMS on the University Health Services website as well as the HUB's website.

Currently health insurance plans for the academic year begin August 1 and run through July 31. For students planning an August graduation and wish to purchase CMU health insurance for the month of August they will need to contact University Health Services well in advance of August 1 and follow their procedures.

Carnegie Mellon health insurance plan charges are issued based on the academic year (all plans begin in August and end at the end of July the following year). Because the ETIM program runs from January to December, 7 months of your health insurance will be covered by the 2020/ 2021 Health Insurance plan, and 5 months by the 2021/2022 Health Insurance plan.

Student Health is able to pro-rate the health insurance for Spring 2021; you are automatically charged only 7/12 of the 2020/2021 annual plan premium. For the Fall 2021 semester, however, you will be charged for health insurance for the entire academic year (2021/2022). Students graduating in December 2021 can receive a reimbursement for Spring semester 2022's portion of the insurance premium after you graduate if:

1. You did not use the insurance in the Fall 2021 semester, on or after August 1, 2021.
2. You complete a cancellation form when you graduate in December 2021.

The University does offer a 9 (or 10) month health insurance payment plan that can be set up through a subcontracted company called TMS (Tuition Management Services). Details found

on the website cited above. For a complete explanation of Carnegie Mellon University's health insurance policy, please visit the website cited above.

Additional questions should be directed to University Health Services at x8-2157 (off campus dial 412/268-2157), or emailed to health@andrew.cmu.edu, www.cmu.edu/HealthServices/

Students can also email shinsure@andrew.cmu.edu.

Counseling and Psychological Services

Counseling and Psychological Services (CaPS) addresses the mental health needs of the CMU community through a variety of services. CaPS provides a safe, confidential environment to talk about personal or academic concerns. CaPS assists students who need to connect with mental health resources in the community and support staff, faculty, and family members who have concerns about the wellbeing of a student. CaPS strives to promote students' capacity for psychological growth and maturation through greater self-awareness and psychological insight.

All counseling center services are provided at no cost.

For an appointment, call during regular office hours. For crisis support, the phone is answered 24/7. CaPS – 412-268-2922

https://www.cmu.edu/counseling/

HOURS
The CaPS office is open: Monday through Friday 8:30 a.m. to 5:00 p.m.

CaPS is located on the 2nd floor of Morewood Gardens, E-Tower. Enter through the red entranceway at the back of E-Tower. Take the elevator to the 2nd floor.

Student Housing

The Housing Office provides information for new students looking for housing off campus. Available on their website (https://www.cmu.edu/housing/) under "Community Housing" are current listings of apartments within a reasonable distance from Carnegie Mellon. Also, available are detailed maps of Pittsburgh streets, day care facilities and schools, campus furniture sales, and several booklets on the city of Pittsburgh. The Housing Office is located in Morewood Gardens.

Students can also use the ETIM Canvas site to connect with current students to post or search for housing opportunities. Specifically, the "Housing Opportunities" forum may be useful. Visit the ETIM program Canvas page, and navigate to: New Student Info--> Finding Housing & other postings can be found in the Discussion Boards.

When looking for home furnishings (and sometimes even available sublets or new leases) Carnegie Mellon students often look to the Facebook page "For Sale @ CMU." On this FB page, you will find postings in which current students are selling, trading, and sometimes donating just about anything, including home furnishings, and sometimes even notices of available apartments or sublets. Request to join.

In addition, many students use internet databases as an alternative method to finding housing and home furnishings. For more details, contact the ETIM staff.

Important Carnegie Mellon Policy Websites, University Policies & Expectations

The Word

In addition to the contents of this handbook, graduate students are expected to be familiar with The Word, Carnegie Mellon University Student Handbook. The Word contains additional information regarding University-wide policies, some of which are specific to graduate students, procedures, resources and opportunities. The Word can be found on-line at: http://www.cmu.edu/student-affairs/theword//.

Non-Academic Policies

The process for addressing alleged violations of non-academic policies and appeal procedures can be found on the University Policies website at: https://www.cmu.edu/policies/ and in The Word at: https://www.cmu.edu/student-affairs/theword//community-standards/index.html, including contact information for questions.

University Drug and Alcohol Policy

Please be aware of the university's annual alcohol and drug brochure, which is available online at https://www.cmu.edu/policies/administrative-and-governance/alcohol-and-drug-policy.html. The university takes seriously its obligation to ensure community members understand Pennsylvania law and the university's policies and expectations regarding alcohol and other drugs. Additionally, we seek to provide information on the support available for anyone in need. Please review and become familiar with both the policies and resources contained in this document. This publication was compiled as a resource by staff in the Office of the Dean of Student Affairs.

Safeguarding Educational Equity Policy Against Sexual Harassment and Sexual Assault

The University prohibits sex-based discrimination, sexual harassment, sexual assault, dating/ domestic violence and stalking. The University also prohibits retaliation against individuals who bring forward such concerns or allegations in good faith. The policy can be viewed in its entirety at: http://www.cmu.edu/policies/documents/SA_SH.htm.

If you have been impacted by any of these issues, you are encouraged to make contact with any of the following resources:

- Office of Title IX Initiatives, http://www.cmu.edu/title-ix/, 412-268-7125, tix@cmu.edu
- University Police, 412-268-2323
- University Health Services, 412-268-2157
- Counseling & Psychological Services, 412-268-2922

Additional resources and information can be found at: https://www.cmu.edu/title-ix/resources-and-information/resources.html.

Consensual Intimate Relationship Policy Regarding Undergraduate Students
https://www.cmu.edu/policies/student-and-student-life/consensual-relationships.html
This policy addresses the circumstances in which romantic, sexual or amorous relationships/interactions with undergraduate students, even if consensual, are inappropriate and prohibited. The purpose of this policy is to assure healthy professional relationships. This policy is not intended to discourage consensual intimate relationships unless there is a conflicting professional relationship in which one party has authority over the other as in the

policy.

Maternity Accommodation Protocol

https://www.cmu.edu/graduate/programs-services/maternity-accommodation-protocol.html
Students whose anticipated delivery date is during the course of the semester may consider taking time away from their coursework and/or research responsibilities. All female students who give birth to a child while engaged in coursework or research are eligible to take either a short-term absence or formal leave of absence. Students in course work should consider either working with their course instructor to receive incomplete grades, or elect to drop to part-time status or to take a semester leave of absence. Students engaged in research must work with their faculty to develop plans for the research for the time they are away.

Students are encouraged to consult with relevant university faculty and staff as soon as possible as they begin making plans regarding time away. Students must contact the Office of the Dean of Student Affairs to register for Maternity Accommodations. Students will complete an information form and meet with a member of the Dean's Office staff to determine resources and procedures appropriate for the individual student. Planning for the student's discussion with her academic contact(s) (advisor, associate dean, etc.) may be reviewed during this meeting.

Employment Eligibility Verification

If you are receiving a stipend, are a TA or are you planning to have a position with CMU then Employment Eligibility Verification is Required

Form I-9 must be completed within 3 business days of beginning work for any type of compensation (stipend or employment). Additional details are highlighted below.

To ensure compliance with federal law, Carnegie Mellon University maintains the Employment Eligibility Verification (I-9) Policy [pdf] covering the university's I-9 and E-Verify requirements:

- Every individual receiving a stipend from CMU or employed by CMU must comply with the I-9 Policy by completing the Form I-9 within three business days following the first day of stipend start date/employment.
- Individuals who expect to work on a federally funded project are further responsible for submitting an E-Verify Processing Request Form to the Office of Human Resources if required.

For more information, please see CMU's Guidance for Completing the Form I-9 and E-Verify Requirements at CMU [pdf], or visit the Human Resources Service website to learn more about Form I-9 and E-Verify and to schedule an appointment to complete the Form I-9.

Intellectual Property Policy

Students involved in projects could in some cases be involved in the development of intellectual property with commercial value. In such cases, the student may want to refer to the University policy governing intellectual property that can be found at: http://www.cmu.edu/policies/documents/IntellProp.html

Student Concerns

If graduate students have any concerns or grievances, they are expected to discuss these concerns with members of their program or academic department. For ETIM, resources include Jimmy Williams, Nesli Ozdoganlar, Jenny Hurst, Julie Mull and EPP Department Head Peter Adams. All such discussions will be considered confidential at the request of a student.

If you encounter any problems during your Carnegie Mellon graduate career that have not been resolved through the ETIM program office, the University provides avenues of assistance at both the college and University levels.

At the college level, you may seek the assistance of the CIT Associate Dean for Graduate and Faculty Affairs. You may also file a formal grievance or appeal under the procedures set forth by CIT. See https://engineering.cmu.edu/education/academic-policies/graduate-policies/index.html

At the University level, the key point of contact is Suzanne Laurich-McIntyre, Assistant Vice Provost for Graduate Education. Dr. Laurich-McIntyre is the central primary ombudsperson for graduate students University-wide. She is available to meet whenever students need a person outside their department and college to brainstorm, strategize, gain advice, and sometimes mediate a problematic situation.

If any issue presents that you feel needs to come to the attention of the university's administration and you wish to report it anonymously, the following confidential hotline is available to report any suspected unethical activity within this community: http://www.reportit.net (user name: tartans, password: plaid). All submissions are referred to appropriate university personnel for prompt review and appropriate follow-up. Contact information for the individuals listed above can be found in Appendix 1 of this handbook.

Assistance for Individuals with Disabilities

http://www.cmu.edu/disability-resources/
The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities have equal access to their educational experience. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through Disability Resources' secure online portal or email access@andrew.cmu.edu to begin the interactive accommodation process.

Students with physical, sensory, cognitive, or emotional disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to access@andrew.cmu.edu, or call (412) 268-6121.

International Students

The foreign student advisor in the Office of International Education (OIE) is the person to contact if you have any questions on or problems with your visa, the Department of Homeland Security (DHS), etc. OIE is located in Posner Hall, First Floor, x8-5231. Their website is found at: https://www.cmu.edu/oie/

Every summer, in order to continue his or her studies at the University, international students will need to fill out an "Extension of Stay" form showing his or her source of support. This form is available from OIE. If, for any reason, you are planning to leave the country—whether for a vacation, internship, etc.—you will need to check with OIE to make sure you fill out the necessary documentation for re-entry into the U.S.

Full-time option – The MS degree program is a full-time program in which students complete two full-time semesters (minimum 36 units per semester). Students interested in completing the program outside of the standard two full-time semesters should discuss this carefully with an OIE MS Advisor prior to enrollment. (The 96 units will be mentioned under the program requirements).

Part-time MS enrollment is an option available for students in special circumstances, such as students who would like to pursue an MS degree while maintaining external employment. Note that immigration regulations do not allow Carnegie Mellon University to issue visa documents for the part-time MS program.

For international students who plan to complete their ETIM summer internship in the U.S., please see Section 3.1.1.

Intercultural Communication Center (ICC)

The ICC will help any international student learn to speak, read, write, and/or improve his or her understanding of English, free of charge. They offer free 40-minute weekly tutoring sessions (one-on-one with a trained student), which range from learning to read, write, and speak better, to listening and understanding better. These individual sessions are geared to help you where you feel you need it. There is no commitment on your part and they are conducted solely to help you feel more comfortable with English.

We encourage you to take advantage of workshops and seminars offered by the ICC, particularly if you are having difficulty with the language or acclimating to American culture. More information on times, dates, or the Center itself is available by visiting the ICC website (http://www.cmu.edu/icc) or their main office located in Warner Hall room 308, or by calling x8-4979.

https://www.cmu.edu/icc/handouts/AdviceIncomingStudents.shtml

Post-Graduation Work in the U.S.

The Department of Homeland Security (DHS) has very strict guidelines to which all non-U.S. students who wish to work in the United States after graduation must adhere. International students who plan to work in the U.S. should make an appointment to talk with an OIE counselor within their first semester in the ETIM program in order to learn the necessary procedures.

Global Communication Center (GCC)

The Global Communication Center is a tutoring resource supporting students' efforts to improve their written, oral, and visual communication skills. GCC supports any student, at any level, in any discipline, at any stage of the composing process.

GCC is open for one-on-one tutoring on the ground floor of the Hunt Library. The tutors are all advanced students, selected for their strengths as communicators, who have taken an intensive practicum on communication theory, research, and instruction. To meet with one of these tutors, it is recommended that you make an appointment (http://www.cmu.edu/gcc/appointment/index.html) at least one hour in advance. However, you may also walk into their location in the Hunt library. The GCC recommends you bring electronic copies of your assignment prompt and any materials you have prepared.

The GCC works with graduate students on a variety of documents, including:
- Dissertation proposals
- Dissertations, Masters' theses, and Masters' projects
- Journal articles

- Conference presentations
- Job application materials
- Grant proposals
- Research statements
- Course assignments and other projects

You may contact GCC at gcc-cmu@andrew.cmu.edu if you have questions, comments, or suggestions about the Global Communication Center. Below is the contact information for the center's phone number:
Global Communication (412) 268-9633

Facilities and General Office Procedures (for EPP and ETIM)

Following these procedures enables the department and University to serve you properly. The EPP Business Manager, Nesli Ozdoganlar and Julie Mull are your contacts for financial matters, office space, and facility details. For all other graduate procedures, talk with Nesli. See Appendix 1 for a list of relevant departmental contacts.

ETIM Offices and Access

ETIM's conference rooms and library are available to reserve for ETIM student meetings (please contact Julie Mull.)

EPP's main office is located in 129 Baker Hall, which includes a reserve-able conference room, kitchen space for that area, fax machine, mail room, and a printer/scanner for department-wide use. It also contains staff and faculty offices.

EPP also has space in Hamburg Hall (Suites A204 and A206) and Wean Hall (3rd floor, 3700 wing).

Hamburg A206 is designated as shared ETIM Program and office space. Hamburg A204 is designated as EPP PhD student office space. Wean Hall 3700 wing contains a reserve-able conference room (3701), an undergraduate lounge, and several EPP PhD student offices.

Student ID Card Building Access

Your student ID card will be both a method for identifying you as a Carnegie Mellon University student, and will provide safe building access for you on evenings and weekends via a swipe station at the entrances to most campus buildings. This includes Baker, Hamburg, and Wean Halls. We encourage students to keep their ID cards on them at all times in case identification or building access is needed unexpectedly.

You will need to visit the HUB in the basement of Warner Hall, Lower Level in order to obtain your student ID card.

Engineering and Public Policy Department Keys

Student ID cards are needed to access the ETIM office. Your ID card will allow access to HBHA206 and HBHA204. Please report access issues to Julie Mull.

Available upon request are the keys for access to the Baker Hall and the EPP Wean Hall conference rooms.

The departmental keys are available when needed from EPP staff member Kimberly Martin (see Appendix 1) for the following offices:

Key 1: EPP 129 Baker Hall main office (this key will also open the door to the fax and mail room and the Baker Hall conference room).

Key 2: EPP Wean Hall 3107 conference room.

Please do not lose these keys–this would compromise the security of the EPP offices. If keys are lost, there is an associated replacement cost of $10.00. Kimberly Martin handles the dispensing and coordinating of department keys. Keys must be returned to Kimberly Martin upon completion of ETIM coursework or before students leave Carnegie Mellon.

Upon leaving Carnegie Mellon, unreturned keys can result in a hold on a student's diploma or an unpaid fee on a student's account. Please do not forget to return departmental keys – the ETIM staff will remind students of the deadline for doing so upon completion of the program.

The Baker Hall 129 Suite front door and conference room are locked after normal working hours (8:30 A.M. to 5 P.M., Monday-Friday) and all weekend. Other EPP offices are locked at all times. Though graduate students are permitted to use their keys to access EPP offices during closed hours, it is the responsibility of the LAST person in the office to close and lock all doors and to turn off the lights.

EPP Kitchen Areas

All EPP offices include either a shared kitchen area or a shared microwave oven and refrigerator for the use of EPP & ETIM faculty, staff, and graduate students. It is the responsibility of all to keep these areas neat and clean. Please do not keep food in the refrigerator longer than 5 days, and do not cook any especially smelly food, during normal work hours. When cooking, please cover food to prevent splattering. Wipe up any splatters or spills immediately. Office staff members are not to be mistaken for cleaning staff. So please wash and put away your dishes and/or utensils. Any neglected dirty dishes and utensils will be thrown away.

In all kitchen areas, students, staff, and faculty are expected to wash their own mugs and dishes, clean up their own spills, and empty the refrigerators of old food on a regular basis. If students do not cooperate on cleaning shared space, a cleaning list will be created and enforced.

ETIM Graduate Student Spaces

ETIM MS students have a shared workspace in Hamburg Hall A206. This includes the main A206 suite, as well as the A206B library and quiet study rooms, which will accommodate individuals doing work on personal computers or meetings of small teams of ETIM students. In addition, the ETIM Executive Director, and the ETIM staff have office space in this suite.

Additionally, ETIM students may make use of the hallway locker storage and kitchen area cupboard for personal items and hangers for outerwear.

Lockers are available on a first-come, first-serve basis. Combination locks are available for lockers if it is preferred—contact the ETIM staff to reserve a lock. Borrowed locks must be returned upon departure from the University, or a small fee of $15.00 will be issued in order to replace the lock - the staff will remind students of a deadline for returning locks upon graduation.

The ETIM space is for ETIM students to work. Remember that you are sharing the A206 space with the ETIM Executive Director, ETIM staff, and your fellow ETIM students. The common area is to be kept quiet at all times so that students can pursue their studies. Please keep talking and disruptions to a minimum. If you wish to work on homework together, use the ETIM A206D office. You can email Julie Mull to schedule these rooms. Review Appendix

9 & 10 for all of the rules pertaining to the EPP/ETIM graduate student offices.

EPP PhD students are also working within the A204 Hamburg Hall office, so remember to be respectful and keep noise to a minimum.

ETIM Library
In the spirit of encouraging innovative thought both in and out of the classroom, the ETIM Hamburg Hall A206B workspace includes a growing library of books on topics related to innovation management. ETIM students are permitted to borrow these books; a sign-out sheet is provided in the ETIM workspace to keep record of lending. While you are encouraged to borrow books from the ETIM collection, please be prompt about returning them when you are finished so that other students are able to utilize the complete selection. If a book is lost or destroyed, we ask that you please replace the book with the same title and return it to ETIM workspace.

As we attempt to cultivate a selection of titles, each ETIM student is encouraged to suggest one new book currently not found in the ETIM Library, but which he or she believes would be a valuable contribution to the collection. Please inform the ETIM Executive Director or staff of the title and author of your choice, and if approved, it will be purchased by the program and added to the permanent collection.

Telephone and Fax
The ETIM student HbH A206 workspace has telephones intended for campus and local phone calls related to the program. HbH A206B- Library 412/268-8784 & HbHA206E- Glass conference room 412/268-9067.

To access an outside line from a campus phone, dial 9. Also, to reach a Carnegie Mellon office from any campus phone, you can simply dial 8+ the four-digit extension. To dial a Carnegie Mellon phone number from an off-campus line, you must dial:
(412) 268-XXXX.

ETIM has a fax in HbHA206 through the Konica printer. The EPP department also has a fax machine located in the EPP main office mailroom in Baker Hall 129. However, it should be used sparingly. If you find faxes at the machine, please put them in the recipient's mailbox. The ETIM fax number is (412) 268-4222 and the EPP fax machine is (412) 268-3757. Please talk to Julie for instructions on using the fax machine.

Copying and Scanning
Copiers are available in Hamburg Hall A206 and the Baker Hall 129 mailroom and copier room.

Students are expected to use the copy codes posted in the EPP office. Students are expected to make mostly program-related copies. Personal copies are permitted, but should be kept to a minimum. If you need help with a copier, or new toner is needed, contact Julie Mull and she will contact the necessary person. See Appendix 1 for staff contact information.

Document scanning (to .pdf or .tif file formats) can be done on the EPP main office copier and on the A206 Hamburg Hall office scanner. Please see staff for assistance in document scanning.

Occasionally, the copier will jam or have a problem. If you are unable to correct the problem, please DO NOT force it. See Adam regarding the machine in Baker Hall or contact ETIM staff if the problem is in Hamburg Hall.

Mailing Address and Mailboxes

ETIM student mail will be delivered by the CMU post office to Hamburg Hall A206. All mail should be addressed accordingly:

Carnegie Mellon University ETIM,
HbHA206
5000 Forbes Ave.
Pittsburgh, PA 15213 c/o …

If you indicate EPP in the address, mail will be directed to Baker Hall 129 instead.

Make sure to pick up your packages promptly. Though it doesn't happen often, theft does occur. For instance, in the case of an item delivered during EPP's non-business hours, the item will remain in the hallway and could potentially be picked up by someone else.

Postage and Outgoing Mail

Mail can be sent from the University post office branch located in the basement of the University Center.

There are two outgoing mail bins behind the EPP main office (BH129) front desk—one for outgoing postal service mail and one for outgoing campus mail. All postal service mail should have the proper postage. Campus mail does not need postage, but can only be directed to one of the Carnegie Mellon Pittsburgh offices.

Mail left in EPP must be in the bin by 8 A.M. to go out in that day's mail or it will not be mailed until the following day.

Campus mail can be placed in the proper bin behind the EPP front desk or mailed in any of the campus mail boxes. Campus mail does not need postage, but does need to be marked with a clear recipient name and campus location in order to be delivered.

Miscellaneous Office Machines

Engineering and Public Policy has several office machines that can be reserved for use by students:

Speaker phone (Baker Hall conference room credenza) Epson projector Baker Hall conference room credenza)

Toshiba projector (Hamburg Hall A204 multimedia cabinet, just inside front door)

To sign out an item you MUST check its availability on the EPP website (http://www.cmu.edu/epp/reservations/index.html.) To reserve equipment, contact the EPP front desk assistant via email. We recommend that you reserve equipment in advance to assure your reservation. The equipment must be returned immediately after use.

Printers

The following machines can be used for student printing:

Hamburg Hall A206 Printers

Vader (Color printer) – Copier room, Printer IP: 172.22.22.50
Printer Name: VADER.ANDREW.CMU.LOCAL
Printer Model: HP LaserJet 500 Color M551

Konica Bizhub (B&W printer/copier) – Copier room, IP172.21.17.114

Hamburg Hall A204
Funk (B&W printer/copier) – in computer cluster, IP 172.21.17.64 Pita (B&W) – in computer cluster

Wean 3710
Plaid (B&W printer) – in student lounge

Baker Hall 129
Peggy (Color printer) - EPP main office, left hallway, IP:128.2.64.235
EPPKonica – (B&W printer/copier/color scanner) - EPP Baker Hall 129 copy/mailroom, IP: 128.2.67.93
Inscription (B&W) – back of the EPP office, IP128.2.67.98

Printing Instructions:
For printer installation instructions see: https://userguide.its.cit.cmu.edu/services/printing/

Select the shared printer by name, for example:
\\eppprint.ece.cmu.edu\vader.epp.cmu.edu

Installing printers via print drivers
Note: There is no need to manually download drivers for basic printing functions.

Print driver for ETIM Konica Minolta:
https://cmu.box.com/s/qwqihyxsf0lal42fh5ibjkr5gkz7xn4v

Instructions for Windows (EPP Konica):
1. Download the Copier Driver (https://cmu.box.com/v/eppkonica)
2. Double click on the downloaded zip file located in your Downloads directory
3. Double click through the Drivers folder and then double click Setup to launch the installer
4. When it launches, click Agree and then Next
5. Select Specify the Printer/MFP
6. Click the Refer to… button, select IPv4,IPv6 Address/IP Host Name and enter eppkonica.andrew.cmu.edu
OR Click Find Nearby Printers and select the printer with the IP address 128.2.67.93
7. Select KONICA MINOLTA 754SeriesPCL and click Next
8. Click Install button

Installing printers via network
Instructions for Windows 10:
1. Go to Windows Settings □ Devices □ Printers & Scanners
2. Click Add a printer or scanner.
3. Windows will perform a search, then "The printer I want isn't listed" should pop up. Click that. (You might need to scroll down to see the option.)
4. For "Hostname or IP address:" type in the IP Host Name or IPv4 Address. "Port name:" should auto-populate. Click Next.
5. Windows will ask you for a printer name. Choose whatever name you like. Click Next.
6. Windows will ask you for Printer Sharing settings. Click Do not share this printer. Click Next.

Instructions for Mac:

1. Go to system preferences
2. Go to printers and scanners
3. Go to Add (+)
4. Click IP and input IP Host Name or IPv4 Address
5. Click configure
6. Select duplex printing
7. Click okay

Please adhere to the following printing procedures:

Before printing a large job, make sure you check on the paper in the printer. If the paper runs out, there may be a long gap before it is noticed, and the print queue may become clogged.

If Vader or Konica run out of toner, and you are certain that you are able to change the empty cartridge, you are encouraged to do so. Please notify Julie Mull so that she is able to replenish the supply of new toner cartridges in the Hamburg Hall A206 office or Adam Loucks to replenish the supplies for the HBHA204 offices. If you need assistance in replacing the toner cartridge, notify the staff immediately.

Appendix 1. 2020-2021 Highlighted University Resources for Graduate Students and The WORD, Student Handbook

Key Offices for Graduate Student Support

Graduate Education Office
www.cmu.edu/graduate; grad-ed@cmu.edu
The Graduate Education Office provides central support for all Master's and Doctoral students with a focus on their academic experience at Carnegie Mellon. The Graduate Education Office serves as a hub for connecting graduate students to relevant campus experts and resources to support their academic success, understanding of university level policies and practices and to assist them in advancing their personal and professional development.

Examples of resources offered through the Graduate Education Office include- but are not limited to:
- Website with university resources, contact information for CMU programs and services, calendar of events related to graduate students
- Bi-monthly email to all graduate students with information on activities, resources and opportunities
- Professional Development Seminars and Workshops
- GSA/Provost Conference Funding Grants
- GSA/Provost Small Research Grants (GuSH)
- Consultations on issues related to the graduate student experience

The Graduate Education Office also works with the colleges and departments by informing and assisting in developing policy and procedures relevant to graduate students and working with departments on issues related to graduate students. Additionally we partner with many other offices and organizations, such as the Graduate Student Assembly, to support the holistic graduate student educational experience.

Office of the Dean of Students
https://www.cmu.edu/student-affairs/dean
The Office of the Dean of Students provides central leadership of the metacurricular experience at Carnegie Mellon including the coordination of student support. Vice President of Student Affairs and Dean of Students Gina Casalegno leads the Division of Student Affairs which includes the offices and departments listed below (not an exhaustive list).

Graduate students will find the enrollment information for Domestic Partner Registration and Maternity Accommodations in the Office of the Dean of Students or on their website. This Office also manages the Emergency Student Loan (ESLs) process. Emergency Student Loans are made available through generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable to the university within 30 days. Loans are available to enrolled students for academic supplies, medication, food or other expenses not able to be met due to unforeseeable circumstances.

Additional resources for graduate students include College Liaisons and the Student Support Resources team. College Liaisons are senior members of the Division of Student Affairs who work with departments and colleges addressing student concerns across a wide range of issues. College Liaisons are identified on the student SIO page in the Important Contacts list. The Student Support Resources team offers an additional level of support for students who are navigating any of a wide range of life events. Student Support Resources staff members

work in partnership with campus and community resources to provide coordination of care and support appropriate to each student's situation.

The Division of Student Affairs includes (not an exhaustive list):
- Athletics, Physical Education and Recreation
- Career and Professional Development Center (CPDC)
- Center for Student Diversity and Inclusion
- Cohon University Center
- Counseling & Psychological Services (CaPS)
- Dining Services
- Office of Community Standards and Integrity (OCSI)
- Office of Student Leadership, Involvement, and Civic Engagement (SLICE)
- University Health Services (UHS)
- Wellness Initiatives

Center for Student Diversity & Inclusion
https://www.cmu.edu/student-diversity/
Diversity and inclusion have a singular place among the values of Carnegie Mellon University. The Center for Student Diversity & Inclusion actively cultivates a strong, diverse and inclusive community capable of living out these values and advancing research, creativity, learning and development that changes the world.

The Center offers resources to enhance an inclusive and transformative student experience in dimensions such as access, success, campus climate and intergroup dialogue. Additionally, the Center supports and connects historically underrepresented students and those who are first in their family to attend college in a setting where students' differences and talents are appreciated and reinforced, both at the graduate and undergraduate level. Initiatives coordinated by the Center include, but are not limited to:

☐ First generation/first in family to attend college programs
☐ LGBTQ+ Initiatives
☐ Race and ethnically-focused programs, including Inter-University Graduate Students of Color Series (SOC) and PhD SOC Network
☐ Women's empowerment programs, including Graduate Women's Gatherings (GWGs)
☐ Transgender and non-binary student programs

Assistance for Individuals with Disabilities
http://www.cmu.edu/disability-resources/
The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical, digital, and programmatic access to ensure that students with disabilities have equal access to their educational experience. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations can begin the process through Disability Resources' secure online portal or email access@andrew.cmu.edu to begin the interactive accommodation process.
Students with physical, sensory, cognitive, or emotional disabilities are encouraged to self-identify with the Office of Disability Resources and request needed accommodations. Any questions about the process can be directed to access@andrew.cmu.edu, or call (412) 268-6121.

Eberly Center for Teaching Excellence & Educational Innovation
www.cmu.edu/teaching

We offer a wide variety of confidential, consultation services and professional development programs to support graduate students as teaching assistants or instructors of record during their time at Carnegie Mellon University and as future faculty members at other institutions. Regardless of one's current or future teaching context and duties, our goal is to disseminate evidence-based teaching strategies in ways that are accessible and actionable. Programs and services include campus-wide Graduate Student Instructor Orientation events and our Future Faculty Program, both of which are designed to help participants be effective and efficient in their teaching roles. The Eberly Center also assists departments in creating and conducting customized programs to meet the specific needs of their graduate student instructors. Specific information about Eberly Center support for graduate students is found at www.cmu.edu/teaching/graduatestudentsupport/index.html.

Graduate Student Assembly

www.cmu.edu/stugov/gsa/index.html
The Graduate Student Assembly (GSA) is the branch of Carnegie Mellon Student Government that represents, and advocates for the diverse interests of all graduate students at CMU. GSA is composed of representatives from the different graduate programs and departments who want to improve the graduate student experience at the different levels of the university. GSA is funded by the Student Activities Fee from all graduate students. GSA passes legislation, allocates student activities funding, advocates for legislative action locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. Our recent accomplishments are a testament to GSA making a difference, and steps to implementing the vision laid out by the strategic plan. https://www.cmu.edu/stugov/gsa/About-the-GSA/Strategic-Plan.html.

GSA offers an expanding suite of social programming on and off-campus to bring graduate students from different departments together and build a sense of community. GSA is the host of the Graduate Student Lounge on the 3rd floor of the Cohon University Center- a great place to study or meet up with friends. GSA also maintains a website of graduate student resources on and off-campus. Through GSA's continued funding for professional development and research conferences, the GSA/Provost Conference Funding Program and GSA/Provost GuSH Research Grants are able to run, as managed by the Graduate Education Office. As we move forward, GSA will continue to rely on your feedback to improve the graduate student experience at CMU. Feel free to contact us at <gsa@cmu.edu> to get involved, stop by our office in the Cohon University Center Room 304 or become a representative for your department.

Office of International Education (OIE)

http://www.cmu.edu/oie/
Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. The Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars, as well the repository for study abroad opportunities and advisement. OIE provides many services including: advising on personal, immigration, study abroad, academic, and social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; international education and statistics on international students in the United States; posting pertinent information to students through email and the OIE website, and conducting orientation and pre-departure programs.

Veterans and Military Community

http://www.cmu.edu/veterans/
Military veterans are a vital part of the Carnegie Mellon University community. Graduate students can find information on applying for veteran education benefits, campus services, veteran's groups at CMU, and non-educational resources through the Veterans and Military

Community website. There are also links and connections to veteran resource in the Pittsburgh community. The ROTC and Veteran Affairs Coordinator can be reached at uro-vaedbenefits@andrew.cmu.edu or 412-268-8747.

Carnegie Mellon Ethics Hotline

https://www.cmu.edu/hr/resources/ethics-hotline.html
The health, safety and well-being of the university community are top priorities at Carnegie Mellon University. CMU provides a hotline that all members of the university community should use to confidentially report suspected unethical activity relating to areas below:

- Academic and Student Life
- Bias Reporting
- Environmental Health and Safety
- Financial Matters
- High-Risk Incident
- Human Resource Related
- Information Systems
- Research
- Threat of Business Interruption
- Threat of Violence or Physical Harm
- Title IX

Students, faculty and staff can anonymously file a report by calling 877-700-7050 or visiting www.reportit.net(user name: tartans; password: plaid). All submissions are reported to appropriate university personnel.
The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.

Policy Against Retaliation

It is the policy of Carnegie Mellon University to protect from retaliation any individual who makes a good faith report of a suspected violation of any applicable law or regulation, university Policy or procedure, any contractual obligation of the university, and any report made pursuant to the Carnegie Mellon University Code of Business Ethics and Conduct.

Additional details regarding the Policy Against Retaliation are available at https://www.cmu.edu/policies/administrative-and-governance/whistleblower.html

Key Offices for Academic & Research Support

Computing and Information Resources

www.cmu.edu/computing
Computing Services maintains and supports computing resources for the campus community, including the campus wired and wireless networks, printing, computer labs, file storage, email and software catalog. As members of this community, we are all responsible for the security of these shared resources. Be sure to review the Safe Computing (https://www.cmu.edu/computing/safe/) section and the University Computing Policy (https://www.cmu.edu/policies/information-technology/computing.html)

Visit the Computing Services website (https://www.cmu.edu/computing/) to learn more. For assistance the Computing Services Help Center is available at 412-268-

4357 (HELP) or it-help@cmu.edu.

Student Academic Success Center
https://www.cmu.edu/student-success/
Student Academic Support Programs

Tartan Scholars
- The Tartan Scholars program was created to provide support for limited resourced students through an intentional first year undergraduate experience with the goals of enhancing the cohort's skill and community building through a lens of self - authorship, growth mindset, and a sense of belonging. As part of the Student Academic Success Center, Tartan Scholars are invited to join the University and participate in summer initiatives and pre-orientation activities prior to their first year at the University.

- There are opportunities for graduate students to serve as accountability, learning, or development partners, workshop facilitators, and presenters. Contact Diane Hightower at ddhighto@andrew.cmu.edu for more details.

Learning Support
- **Supplemental Instruction:** Supplemental Instruction (SI) is an academic support model that utilizes peer-assisted study sessions. The SI program provides regularly scheduled review sessions on course materials outside the classroom. SI is a non-remedial approach to learning as the program targets high-risk courses and is available in select courses based on data related to past student performance and feasibility.
- **Peer Tutoring:** Weekly Tutoring Appointments are offered in a one-on-one and small group format to students from any discipline who need assistance with a course that may not be supported by our other services. Weekly appointments give students the opportunity to interact regularly with the same tutor to facilitate deeper understanding of concepts. Students can register online through the Student Academic Success website.
- **Academic Coaching:** Academic Coaching provides holistic one-on-one peer support and group workshops to help students find and implement their conditions for success. We assist students in improving time management, productive habits, organization, stress management, and study skills. Students will request support through the Academic Success Center website and attend in-person meetings or meet using video and audio conferencing technology to provide all students with support.
- **"Just in Time" Workshops:** The Student Academic Success team is available to partner with instructors and departments to identify skills or concepts that would benefit from supplemental offerings (workshops, boot camps) to support students' academic success and learning. We are eager to help convene and coordinate outside of the classroom skill-building opportunities that can be open to any student interested in building skill or reinforcing course concept mastery.

- **Study Partners:** Support for students to create and benefit from their own study groups: The Student Academic Success team assists students in forming and benefiting from peer study groups, whereby all students can reap the benefits of peer-to-peer learning, student agency, and collaboration skill development. Staff from the Student Academic Success Center will be made available to instructors and students to assist with the formation of peer-led study groups. This level of support is open to any course where the instructor requests or agrees such support is appropriate and students are interested in both leading and participating.

Language and Cross-cultural Support

More than 60% of graduate students at Carnegie Mellon are international students, and others are nonnative speakers of English who have attended high school or undergraduate programs in the US. Many of these students want to hone their language and cross-cultural skills for academic and professional success. Students can choose from sessions on

- how to give a strong presentation,
- writing academic emails,
- expectations and strategies for clear academic writing,
- how to talk about yourself as a professional in the U.S.,
- developing clearer pronunciation,
- using accurate grammar,
- building fluency, and more.
- Students can make an appointment with a Language Development Specialist to get individualized coaching on language or cross-cultural issues.

The Student Academic Success Center is also charged with certifying the language of International Teaching Assistants (ITAs), ensuring that nonnative English speakers have the language proficiency needed to succeed as teaching assistants in the Carnegie Mellon classroom. Students preparing to do an ITA Certification should plan to take classes offered by the language support team at the SASC from the beginning of their first semester. Start by contacting the language support team at the SASC website or attend a Language Support Orientation at the SASC or in your department.

University Libraries

www.library.cmu.edu

The University Libraries offers a wide range of information resources and services supporting graduate students in course-work, research, teaching, and publishing. The library licenses and purchases books, journals, media and other needed materials in various formats. Library liaisons, consultants and information specialists provide in-depth and professional assistance and advice in all-things information - including locating and obtaining specific resources, providing specialized research support, advanced training in the use and management of data. Sign up for workshops and hands-on topic-specific sessions such as data visualization with Tableau, cleaning data with OpenRefine, and getting started with Zotero. Weekly drop-in hours for Digital Humanities and for Research Data Research Management are scheduled during the academic year. Start at the library home page to find the books, journals and databases you need; to identify and reach out to the library liaison in your field; to sign up for scheduled workshops; and to connect with consultants in scholarly publishing, research data management, and digital humanities.

Research at CMU

www.cmu.edu/research/index.shtml
The primary purpose of research at the university is the advancement of knowledge in all fields in which the university is active. Research is regarded as one of the university's major contributions to society and as an essential element in education, particularly at the graduate level and in faculty development. Research activities are governed by several university policies. Guidance and more general information is found by visiting the Research at Carnegie Mellon website.

Office of Research Integrity & Compliance

www.cmu.edu/research-compliance/index.html
The Office of Research Integrity & Compliance (ORIC) is designed to support research at Carnegie Mellon University. The staff work with researchers to ensure research is conducted with integrity and in accordance with federal and Pennsylvania regulation. ORIC assists researchers with human subject research, conflicts of interest, responsible conduct of research, export controls, and institutional animal care & use. ORIC also provides consultation, advice, and review of allegations of research misconduct.

Key Offices for Health, Wellness & Safety

Counseling & Psychological Services

https://www.cmu.edu/counseling/
Counseling & Psychological Services (CaPS) affords the opportunity for students to talk privately about academic and personal concerns in a safe, confidential setting. An initial consultation at CaPS can help clarify the nature of the concern, provide immediate support, and explore further options if needed. These may include a referral for counseling within CaPS, to another resource at Carnegie Mellon, or to another resource within the larger Pittsburgh community. CaPS also provides workshops and group sessions on mental health related topics specifically for graduate students on campus. CaPS services are provided at no cost. Appointments can be made in person, or by telephone at 412-268-2922.

Health Services

www.cmu.edu/HealthServices/
University Health Services (UHS) is staffed by physicians, advanced practice clinicians and registered nurses who provide general medical care, allergy injections, first aid, gynecological care and contraception as well as on-site pharmaceuticals. The CMU Student Insurance Plan covers most visit fees to see the physicians and advanced practice clinicians & nurse visits. Fees for prescription medications, laboratory tests, diagnostic procedures and referral to the emergency room or specialists are the student's responsibility and students should review the UHS website and their insurance plan for detailed information about the university health insurance requirement and fees.

UHS also has a registered dietician and health promotion specialists on staff to assist students in addressing nutrition, drug and alcohol and other healthy lifestyle issues. In addition to providing direct health care, UHS administers the Student Health Insurance Program. The Student Health Insurance plan offers a high level of coverage in a wide network of health care providers and hospitals. Appointments can be made by visiting UHS's website, walk-in, or by telephone, 412-268-2157.

Campus Wellness

https://www.cmu.edu/wellness/

At Carnegie Mellon, we believe our individual and collective well-being is rooted in healthy connections to each other and to campus resources. The university provides a wide variety of wellness, mindfulness and connectedness initiatives and resources designed to help students thrive inside and outside the classroom. The BeWell@CMU e-newsletter seeks to be a comprehensive resource for CMU regarding all wellness-inspired events, announcements and professional and personal development opportunities. Sign up for the Be Well monthly newsletter via https://bit.ly/BeWellNewsletter or by contacting the Program Director for Student Affairs Wellness Initiatives, at alusk@andrew.cmu.edu.

Religious and Spiritual Life Initiatives (RSLI)

www.cmu.edu/student-affairs/spirituality
Carnegie Mellon is committed to the holistic growth of our students, including creating opportunities for spiritual and religious practice and exploration. We have relationships with local houses of worship from various traditions and many of these groups are members of CMU's Council of Religious Advisors. We also offer programs and initiatives that cross traditional religious boundaries in order to increase knowledge of and appreciation for the full diversity of the worldview traditions. Our RSLI staff are here to support students across the spectrum of religious and spiritual practice and would be more than happy to help you make a connection into a community of faith during your time at CMU.

University Police

http://www.cmu.edu/police/
412-268-2323 (emergency only), 412-268-6232 (non-emergency)
The University Police Department is located at 300 South Craig Street (entrance is on Filmore Street). The department's services include police patrols and call response, criminal investigations, fixed officer and foot officer patrols, event security, and crime prevention and education programming as well as bicycle and laptop registration. Visit the department's website for additional information about the staff, emergency phone locations, crime prevention, lost and found, finger print services, and annual statistic reports.

Carnegie Mellon University publishes an annual campus security and fire safety report describing the university's security, alcohol and drug, sexual assault, and fire safety policies and containing statistics about the number and type of crimes committed on the campus and the number and cause of fires in campus residence facilities during the preceding three years. Graduate students can obtain a copy by contacting the University Police Department at 412-268-6232. The annual security and fire safety report is also available online at https://www.cmu.edu/police/annualreports/.

Shuttle and Escort Services
Parking and Transportation coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and community. The Shuttle & Escort website has full information about these services, stops, routes, tracking and schedules.

The WORD
http://www.cmu.edu/student-affairs/theword//
The WORD is Carnegie Mellon University's student on-line handbook and is considered a supplement to the department (and sometimes college) handbook. The WORD contains campus resources and opportunities, academic policy information

and resources, community standards information and resources. It is designed to provide all students with the tools, guidance, and insights to help you achieve your full potential as a member of the Carnegie Mellon community.   Information about the following is included in The WORD (not an exhaustive list) and graduate students are encouraged to bookmark this site and refer to it often. University policies can also be found in full text at: http://www.cmu.edu/policies/.

Carnegie Mellon Vision, Mission
Statement of Assurance
Carnegie Code

Academic Standards, Policies and Procedures
Educational Goals
Academic and Individual Freedom
Statement on Academic Integrity Standards for Academic & Creative Life
Assistance for Individuals with Disabilities
Master's Student Statute of Limitations
Conduct of Classes
Copyright Policy
Cross-college & University Registration
Doctoral Student Status Policy
Evaluation & Certification of English Fluency for Instructors
Final Exams for Graduate Courses
Grading Policies
Intellectual Property Policy
Privacy Rights of Students
        Student's Rights

Research
Human Subjects in Research
Office of Research Integrity & Compliance
Office of Sponsored Programs
Policy for Handling Alleged Misconduct of Research
Policy on Restricted Research

Tax Status of Graduate Student Awards

Campus Resources & Opportunities
Alumni Relations
Assistance for Individuals with Disabilities
Athletics, Physical Fitness & Recreation
Carnegie Mellon ID Cards and Services
Cohon University Center
Copying, Printing & Mailing
Division of Student Affairs
Domestic Partner Registration
Emergency Student Loan Program
Gender Programs & Resources
Health Services
Dining Services
The HUB Student Services Center
ID Card Services
Leonard Gelfand Center
LGBTQ Resources

Multicultural and Diversity Initiatives
Opportunities for Involvement
Parking and Transportation Services
Shuttle and Escort Services
Spiritual Development
University Police
Student Activities
University Stores

Community Standards, Policies and Procedures
Alcohol and Drugs Policy
AIDS Policy
Bicycle/Wheeled Transportation Policy
Damage to Carnegie Mellon Property
Deadly Weapons
Discriminatory Harassment
Disorderly Conduct
Equal Opportunity/Affirmative Action Policy
Freedom of Expression Policy
Health Insurance Policy Immunization Policy
Missing Student Protocol
Non-Discrimination Policy
On-Campus Emergencies
Pets
Political Activities
Recycling Policy
Riotous and Disorderly Behavior
Safety Hazards
Scheduling and Use of University Facilities
Sexual Harassment and Sexual Assault Policy
Smoking Policy
Student Accounts Receivable and Collection Policy and Procedures
Student Activities Fee
Student Enterprises
Workplace Threats and Violence Policy

Appendix 2. Department Codes for Technical Electives

Chart of the Departments Codes within the Colleges

Code#

CARNEGIE INSTITUTE OF TECHNOLOGY	**39**
BIOMEDICAL ENGINEERING	42
CHEMICAL ENGINEERING	06
CIVIL AND ENVIRONMENTAL ENGINEERING	12
ELECTRICAL AND COMPUTER ENGINEERING	18
ENGINEERING AND PUBLIC POLICY	19
MATERIALS SCIENCE AND ENGINEERING	27
MECHANICAL ENGINEERING	24
COLLOIDS, POLYMERS & SURFACES	
INSTITUTE FOR COMPLEX ENGINEERED SYSTEMS	
INFORMATION NETWORKING INSTITUTE	14
INFORMATION COMMUNICATION TECHNOLOGIES INSTITUTE	04
INSTITUTE FOR ADVANCED ENERGY SOLUTIONS	
STEINBRENNER INSTITUTE FOR ENVIRONMENTAL EDUCATION AND RESEARCH (SEER)	
SILICON VALLEY CAMPUS	49
CYLAB	
MELLON COLLEGE OF SCIENCE	**38**
BIOLOGICAL SCIENCES	03
CHEMISTRY	09
MATHEMATICAL SCIENCES	21
PHYSICS	33
MELLON INSTITUTE SERVICES	
GRADUATE EDUCATION INTERDISCIPLINARY PROGRAMS	
MOLECULAR BIOSENSOR AND IMAGING CENTER	
NMR CENTER FOR BIOMEDICAL RESEARCH	
PITTSBURGH SUPERCOMPUTING CENTER	
SCHOOL OF COMPUTER SCIENCE	
COMPUTER SCIENCE DEPARTMENT	15
HUMAN COMPUTER INTERACTION INSTITUTE	05
INSTITUTE FOR SOFTWARE RESEARCH	08
LANGUAGE TECHNOLOGIES INSTITUTE	11
MACHINE LEARNING DEPARTMENT	10
ROBOTICS INSTITUTE	16
LANE CENTER FOR COMPUTATIONAL BIOLOGY	02

Appendix 3. EPP Graduate Student Office Regulations

Your comments and suggestions are always welcome.

With most of our graduate student offices filled to capacity the following are a set of general office rules and regulations that we have adopted to ensure a proper, productive, and pleasant working environment.

If you can think of others, please let us know.

Please note, there must be an ETIM student present for a group to meet in the ETIM space.

Keeping All Departmental Areas Clean

We have a number of seminars/meetings where food is provided. It is important that everyone cleans up after themselves and not leave for others to do (no maid service here!):
• It would be much appreciated if everyone does their part in keeping EPP "clean and green."
• It is especially important to keep the kitchen areas (in Baker 129, Wean conference room, and the ETIM office) clutter free and clean at all times.
• Maintaining the overall appearance of the conference rooms and kitchen areas in Baker, Wean and Hamburg Halls is a priority. If you drop food, etc. on the floor, please be sure to pick it up.

The ETIM staff will not be able to monitor the area to make sure that the noise level is kept down and refrigerator are kept clean, etc. We ask that you please monitor the area yourself. If you see someone making a mess and not cleaning it, or if you see people meeting in the office areas raising the noise to an unacceptable level, please send ETIM staff, or Vicki an email right away. She will contact the person maintaining your anonymity. If you can think of a better way to handle this, we are open for suggestions. Please keep in mind that we will not assign a staff member the duty of cleaning the grad area, nor will we hire a cleaning service to do it.

Please be conscious of the environment and reduce, reuse, recycle and compost!

http://www.cmu.edu/environment/index.html

What Can be Recycled?

Green Room - University Center:

Glass & Plastic Bottles, Aluminum & Steel Cans, Office paper, Newspaper, Cardboard, Paper Board, Phone Books, Transparencies, Cell Phone's, Batteries, Compact Disks, Jewel Cases, Ink-Jet, Toner or Laser Cartridges and Athletic Shoes.

Indoor Recycle Bins - Located in HbHA206 & in most campus buildings:

Newspapers & Magazines, Mixed Office Paper/ Phone Directories, Aluminum & Steel, Glass (all colors) & Plastic Containers (milk, water, juice & pop bottles, yogurt, dairy tubs, detergent bottles, empty food containers). Cartons: (milk, juice, ice tea, lemonade) can be placed into the bottle & can recycling bins. No plastics less than 2"x 2" (bottle caps or lids, straws & coffee stirs).

Composting-How do I know what can be composted?

Each station comes equipped with a poster listing compostable items. In general, any food waste (including meat), pizza boxes, coffee grounds/filters, Nature Works PLA #7 cups, tea bags, lunch room paper bags/napkins/towels or uncoated paper plates can be composted. Certified compostable utensils, made from corn, sugar or potato starch, are the only utensils that can be composted. A list of ASTM D6400 or ASTM 6868 certified products are available at The Biodegradable Products Institute (BPI): http://www.bpiworld.org/

General Notes:
Computer connections in A206: If you experience problems with these machines let Julie know.

As with the rest of the office, please keep conversations in that area to a minimum. Guests visiting the ETIM office (HbHA206) should always be accompanied by an ETIM student.

Phones:
You should contact Julie or the EPP front desk (412/268-2670) if there are any problems with your office telephone or for questions on telephone use.   The phone numbers for the graduate student offices are:

HbH A206B- Library 412/268-8784
HbH A206E- Conference Room 412/268-9067

If you are dialing a CMU number from a campus phone, you do not need to dial "9" for an outside line. Instead you may just dial 8-and the number (e.g., to call EPP front desk from a grad student office, just dial 82670).

Thank you again for your cooperation and please feel free to send any suggestions you have for the office regulation list to one of us.

Appendix 4. Student Activities Information

Community Service Opportunities
The CMU Community Services office organizes community service opportunities every Saturday. Go to https://www.cmu.edu/student-affairs/slice/ to find out what's coming up and to volunteer with a group of friends.

Pittsburgh Cares, a local nonprofit organization, has a calendar of volunteer opportunities for most days of the week. Sign up by yourself or with friends for a wide variety of volunteer opportunities at: http://www.pittsburghcares.org/ (click on Service Projects and then Project Calendar).

Concerts, Comedy and other events
The Activities Board also hosts concerts, comedy shows and lectures at CMU. Check out http://thetartan.org/tags/activities-board to see what shows are upcoming.

Exercise
Group Exercise classes are taught at the UC and Tepper Fitness. Classes include yoga, Pilates, aerobics, kickboxing, cycling and more! Classes are Free!!! You can check in with your Andrew ID for classes at the UC or Tepper equipment desk and find the class schedule at: http://athletics.cmu.edu/fitness/groupx. You can also sign up to take for-credit physical education classes for free when you register for classes.

Safety Guidelines for Runners, Bikers and Walkers &Local Fitness Trails- Here is the link to follow:
http://athletics.cmu.edu/fitness/fitnessroutes
Our experts in the Athletics Department at Carnegie Mellon University have put together some safety tips for running, walking and bicycling. Different routes with maps and distances have been provided.

Films
The CMU Activities Board has movies in the UC every Thursday, Friday and Sunday. Check out http://thetartan.org/tags/activities-board to see what movies are playing this weekend. Movies are $1.00 with CMU ID and $3.00 without CMU ID.

Lectures
To get information about university-wide lectures and other events, see:
https://www.cmu.edu/uls/index.html

Outdoor Activities
CMU has a Pittsburgh Connections: Outdoor Adventures program that hosts outdoor activities every Saturday. Past activities have included: kayaking, hiking, horseback riding, snorkeling, rock climbing, caving, snowboarding, skiing, wilderness survival, paintball, snow shoeing, snowmobiling, and a GPS scavenger hunt. All tickets can be purchased at the University Center Information Desk. To find out what's coming up next, go to: https://www.cmu.edu/student-affairs/slice/

Social events
The Graduate Student Assembly holds periodic social events. Go to
https://www.cmu.edu/stugov/gsa/Upcoming-Events/index.html to check out the next event.

Student Legal Consultation
Through this program, you can seek a free 20-minute legal consultation with an attorney for a legal issue that you may have. Appointments may be sought on issues such as landlord/tenant, contracts, civil lawsuits, criminal/DUI, and more.

The complete details of the program, schedule, and how to schedule an appointment can be found at https://www.cmu.edu/student-affairs/dean/student-legal-consultation/index.html. Appointments will be given on a first-come, first-serve basis, and must be scheduled online in advance. You can schedule appointments by emailing legal-consult@andrew.cmu.edu.

Places to get in for free in Pittsburgh
(Information courtesy of the Graduate Student Assembly)

The CMU ID card allows you to enter many museums in Pittsburgh for free! This includes:
- The Carnegie Museum of Art (adjacent to campus)
- The Carnegie Museum of Natural History (adjacent to campus)
- The Carnegie Science Center & Sportsworks (on the North Side)
- The Andy Warhol Museum (on the North Side -- check out Friday night live music events)
- Phipps Conservatory and Botanical Garden (across Flagstaff Hill from Campus)
- The Mattress Factory (on the North Side -- modern and installation art)
- The National Aviary (on the North Side)

The admission is made possible by an agreement between CMU and each of these institutions and by your student activities fee. You will be asked to sign a list or have your CMU ID card swiped at the admission desk when entering.

Professional Organizations
Pittsburgh Technology Council.
http://www.pghtech.org/

Product Development and Management Association, PDMA.
http://www.pdma.org/

IEEE Young Professionals.
http://www.ieee.org/membership_services/membership/young_professionals/index.html

Recreational Activities
Scotland Yard, a recreational space and game room, is located in the lower level of the University Center. Scotland Yard contains ping pong, air hockey, billiards tables, foosball, shuffleboard, and video games.

Student Organizations
For more information on campus-wide student organizations, go to:

https://www.cmu.edu/student-diversity/student-resources/student-groups.html

For more information about Heinz College clubs, speakers, and events, go to:
https://www.heinz.cmu.edu/life-at-heinz/campus

The Toast Masters club
The Toastmasters club CMU chapter is one of the president's club in Pennsylvania district. The toastmasters club aims at improving the public speaking skills of club members. The club members can be reached though this mail for further information, cmutoastmasters@googlegroups.com

Heinz Student Organizations
Links to these and other organizations are available through a Carnegie Mellon website search: **https://heinz.campusgroups.com/pmc/home/** The CMU PM Club is a joint initiative of students from Carnegie Mellon University's Heinz College and Tepper School of Business. The club aims to provide a forum for discussion on product management related issues by serving as a facilitator for communication between the CMU community, industry and academia. The PM Club will prepare future product managers and refine skills of students related to product management.

- Diversity Initiative
- Finance Club
- Transportation Club
- Social Innovation Club
- Internet of Things Club
- Energy & Environment Policy Club
- Analytics Club
- Education Policy Club
- Environmental Policy Club
- Gender Awareness and Action in Policy
- Health Policy and Management Club
- Heinz Consulting Club
- Heinz Intersect Club
- Heinz Journal
- International Development Group
- Nonprofit/Philanthropy Club
- Product Management Club
- State and Local Government Club

(Information courtesy of Heinz College and ETIM students)