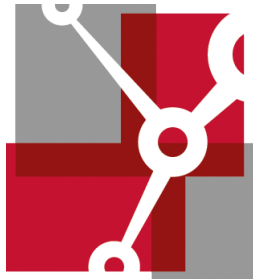# Graduate Student Handbook

Entertainment Technology Center
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Introduction

Carnegie Mellon University's Entertainment Technology Center (ETC) is the premiere professional graduate program for interactive entertainment as it is applied across a variety of fields. The ETC offers a unique two-year Masters of Entertainment Technology (MET) degree that is jointly conferred by the School of Computer Science and the College of Fine Arts. At the ETC, interdisciplinary project work focuses around a range of areas, spanning learning, health, training, social impact, civics, entertainment, and more; and project teams develop games, animation, location-based installations, augmented reality, mobile devices, robotics, interactive performances, transmedia storytelling, etc. This breadth of interests is one of the strongest components of the ETC experience.

The core of the ETC is the MET degree. As a professional graduate program, the focus is on our students and providing them with an educational experience that helps their career development through applied research on interdisciplinary projects. Founded in 1998, the ETC's curriculum balances educational goals, professional development, and engaging experiences; or learn, work and play. The heart of the program focuses on communication and collaboration, challenging students to learn about leadership, teamwork, innovation and positive social impact. Carnegie Mellon is rare among US universities in being able to offer this kind of degree, as there are both top-quality fine arts and design programs as well as premiere science and engineering programs here. Also, Carnegie Mellon's business and management programs offer entrepreneurial expertise. This allows the entire university to serve as a resource for ETC students.

The "high concept" behind both the Center and the Master's program is the principle of having interdisciplinary groups work together on projects to produce artifacts that are intended to entertain, inform, inspire, or otherwise impact an audience/guest/player/participant. The master's degree is focused on project courses because the larger challenge students face in authoring interactive media is bringing together different disciplines. The Master of Entertainment Technology degree program is driven by trying to do this as effectively as possible through a research and development agenda that illustrates the range of the expertise and experience of the ETC. Projects and courses explore transformational games, interactive storytelling, innovation by design, and learning and media. The emphasis is on leadership, innovation, and communication by creating challenging experiences through which students learn how to collaborate, experiment, and iterate solutions.

The ETC does not intend to take artists and turn them into engineers, nor vice-versa. While some students will be able to achieve mastery in multiple areas, it is not our intention to have students master "the other side" or "all sides." Instead, it is the intent for a typical student in this program to enter with mastery/training in a specific area and spend their two years at Carnegie Mellon learning the vocabulary, values, and working patterns of the other culture. This learning will be evidenced by their ability to work effectively with those from different and various backgrounds and expertise.

ETC Mission Statement

Providing leadership in education and applied research that combines technology and art, to explore learning, storytelling, innovation and entertainment, and to create experiences that educate, engage and inspire.

While this handbook 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, the student handbook, the Office of the Assistant Vice Provost for Graduate Education, the Office of the Dean of Student Affairs and others are included in Appendix A of this handbook.

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 online at:
http://www.cmu.edu/student-affairs/theword/code.html

ETC and CMU Contacts

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A full listing of ETC faculty and staff can be found on the website:
http://www.etc.cmu.edu/learn/faculty-staff/

Enrollment

Registration Procedures

Registration is handled through Student Information Online (SIO). Students are responsible for enrolling themselves in required courses and electives. http://www.cmu.edu/hub/sio

The first step in the registration process is to review the appropriate ETC curriculum in this handbook. If there is room for an elective in the semester for which the student wishes to register, she or he must confer with the Director of Student Services to determine an appropriate course. The Director of Student Services will grant exceptions to the curriculum only after consultation with the Director.

Once students have decided on a course schedule, they can then access SIO, using any computer, by visiting the website at: http://www.cmu.edu/hub/registration/graduates/

Full Time Status

At Carnegie Mellon University a minimum of 36 units is required for full time status. All international students are required to be full time students. A student's schedule is considered over-loaded when it exceeds 50 units per semester. During the first semester, ETC students take 54 units, after this students must receive approval for a course overload from the Director.

Qualifying Examinations and Thesis

There are no qualifying examinations or master's thesis required for the MET degree.

Financial Support

The ETC has traditionally not offered any form of financial support to students. Students interested in learning about outside sources of aid can investigate the AIAS Randy Pausch Scholarship, the Penny Arcade Scholarship, or the scholarships offered by Google. The Student Financial Aid Office has information on financial aid resources available to students pursuing graduate studies at Carnegie Mellon: http://www.cmu.edu/finaid/basics/graduate/

Orientation

Each fall, the ETC hosts an orientation session for new students in the week prior to the start of classes and then an update orientation for 2nd year students during the 1st week of the semester.

Curriculum and Graduation Requirements

Because the ETC's curriculum is both specific and chronologically tight, students may only begin work towards their MET in an "Immersion" 1st semester. 1st semester starts in the fall in Pittsburgh. All students have to start with the 1st semester curriculum.

Academic Advising

The ETC is a two-year professional graduate program with defined curriculum choices and no thesis. To that end, the role of academic advisor is a limited one. While the Director of Student Services and the Director must approve all matters dealing with the academic program, students should feel free to seek academic guidance from any member of the ETC faculty.

Students are also assigned ETC Faculty Mentors. Mentors work with students to provide general advice on their educational goals and professional development. Working with the Director of Student Services, they help advise students on types of projects, roles to consider and elective options. Mentors meet with students to discuss current semester experience and next semester plans. Mentors work to get to know students goals and expectations to help inform decisions when the faculty form project teams.

Students should feel free to meet with any of the faculty and staff to ask questions and discuss academic and non-academic issues as well. The faculty and staff can help refer a student to department, university or community resources whenever necessary.

Additionally, students may confer with the university graduate student ombudsman, Assistant Vice-Provost Suzie Laurich-McIntyre, on issues of process or other concerns as they navigate conflicts.

Curriculum Requirements

Standard ETC Curriculum

Semester 1	Fundamentals of the ETC	9 units
	Improvisational Acting	9 units
	Visual Storytelling	12 units
	Building Virtual Worlds	24 units
		54 units
Semester 2	Interdisciplinary Project I	36 units
	One Elective*	9-12 units
		45-48 units
Semester 3	Interdisciplinary Project II	36 units
	One Elective*	9-12 units
		45-48 units
Semester 4	Interdisciplinary Project III	36 units
	One Elective*	9-12 units
		45-48 units

*All Elective choices must be reviewed with the Director of Student Services.

There are three variations to the standard curriculum requirements:
- **Integrated Co-Op**: during the second year of study (semesters 3 or 4) students can apply for a semester academic co-op with a company (further requirements below).
- **Student-Defined Semester**: after the first semester of study, students can apply for a student-defined semester (further requirements below).
- **Accelerated Master's Program**: students accepted into the ETC through an accelerated master's program from an ETC-approved undergraduate program complete the semester 1 curriculum, followed by two project course semesters.
Note: Students can do either a co-op or a student-defined semester, but they cannot do both. Students in an accelerated master's program are not eligible for co-ops, student-defined semesters or concentrations.

Graduation Requirements

It is ultimately the responsibility of the students to ensure that all courses necessary for graduation have been successfully completed. Faculty and staff are available to assist students, and the Director of Student Services will attempt to advise students individually each semester, but only students can be held responsible for their failure to complete graduation requirements.

In order to graduate from the ETC, students must complete with passing grades all their semesters of study and at least 2 Interdisciplinary Projects. Note: the summer break does not count as a full semester. Failure to meet the requirements of each semester will result in the appropriate academic action. Failure to meet the final semester requirements prevents a student from receiving their diploma during commencement ceremonies, and may prevent a student from graduating on time at all.

While the ETC curriculum is subject to change, the curriculum in effect at the time of a student's matriculation will be the one that dictates their graduation requirements. Exception to this policy will be at the discretion of the Director.

Academic Requirements

Depending on which of the four ways you take through the program (standard or one of the three variations listed above) you will need to pass two to three project courses, two to six elective courses, or also the co-op course, following the academic requirements below in order to graduate.

Overall Grade Requirements:

a) Maintain an overall QPA of 3.0 or above each semester in order to stay in good academic standing

b) Final QPA of 3.0 is required to graduate

Grades

The ETC follows CMU policy in giving letter grades for all courses. Course grades are available online. Graduate students at Carnegie Mellon are graded on a letter grade system, optionally augmented by a plus or minus as appropriate. The letter grades at the ETC are representative of the following:

A – Excellent work that exceeds expectations
B – Acceptable work for an ETC student
C – Unacceptable work for an ETC student
F – Egregiously unacceptable work

ETC Core Course units with a grade of C+ or lower are not acceptable toward MET degree requirements. Elective courses with a grade of C- or lower are not acceptable toward MET degree requirements.

University Policy on Grades

http://www.cmu.edu/policies/documents/Grades.html
This policy offers details concerning University grading policies for students taking courses and covers the specifics of assigning and changing grades, grading options, drop/withdrawals and course repeats. It also defines the undergraduate and graduate grading standards.

Total Number of Units Required for Degree Attainment

- Standard Curriculum: 189 - 198
- Integrated Co-Op: 180 - 198
- Student-Defined Semester: 180 - 198
- Accelerated Master's Program: 144 - 150

First Semester (i.e., Immersion Semester) Courses

All ETC students have to successfully pass all the first semester courses with a grade of B, 3.0, or higher. An ETC student who makes below a B in any of the first semester courses will be placed on academic probation for the following semester. An ETC student who makes below a B in two or more of the first semester courses will not be eligible for study in the program the following spring semester and will be suspended until the following fall semester. The student will have to wait until the following fall semester to petition to remain in the program (following the appeal process below) and retake the failed first semester courses in order to matriculate into their next semester of study in the program.

Core Courses

All core courses listed below must be passed with a grade of B, 3.0, or higher to remain in good academic standing. If a student makes below a B- in a core course after their first semester they will be placed on academic leave for a semester, and they will have to take the course again upon return to the program. A

student who earns a B- or lower on more than one core course (even if the multiple courses all occur within their first semester) must petition to remain in the program (following the appeal process below).

Core Courses include:
Fundamentals of the ETC (53-700)
Improvisational Acting (53-711)
Visual Storytelling (53-608)
Building Virtual Worlds (53-831)
Project Courses (53-605, 53-607, 53-610)
Co-op Course (53-600, for Integrated Co-op Curriculum)

Project Courses

Projects courses must be passed with a minimum grade of B to remain in good academic standing. If a student earns below a B for a second time in a project course during their final semester of study, they have to petition in order to graduate (following the appeal process below). It is not possible to take more than one project course in a semester, so having to retake a failed project course will require staying more than four semesters in the program. All students must have one project semester in Pittsburgh.

Elective Courses

If a grade of C- or lower is earned, that course cannot be counted towards the degree and the student must either retake the course and earn a B- or better, or take another course in its place.

If a student gets a C- or lower on two electives, they will have to seek approval for a student-defined semester, or they will be required to stay more than four semesters in the program in order to pass all the courses needed to graduate. NOTE: International students will not be able to extend their stay due to failing courses.

Semester Performance Review

The ETC evaluates students above and beyond the normal grading procedures. During and after the first Immersion semester, the faculty meets as a whole to review each student's overall performance for their first semester. This assessment is led by faculty members who teach the core Immersion courses, but all faculty participate. If the faculty determine that a student's performance is not satisfactory, the student will be placed on performance review and will meet with the Director to discuss the perceived issues with their performance and recommendations for corrective action will be made.

This is not a grading evaluation, but is instead a performance review used to assess the well-being of the student during their first semester at the ETC. The overall goal of this assessment is to identify any individuals who may need additional advising in terms of how to best succeed in their studies. Students who are placed on performance review twice during their first semester will be placed on academic probation.

This process is then repeated both during, and at the end, of the second semester. Students who are placed on performance review at all four reviews in both the first and second semesters will have to petition to remain in the program (following the appeal process below).

This individual assessment is not directly related solely to a student's grades, though it could be. It is possible however that a student could pass his or her courses or projects, but still be assessed as needing further advising regarding corrective action in their performance.

This performance assessment is a subjective process based on the faculty's shared perceptions of a student's performance. It is meant to provide students with essential feedback and to provide an opportunity for improvement. This review process is intended to help students succeed at the ETC.

Academic Continuation

Good Standing:
A student is in good standing if they have made a B, 3.0, or higher on their core courses, they maintain an overall GPA of 3.0 or higher, they have not been placed on performance review twice in one semester, and they are making good progress towards their degree as evidenced by meeting the academic and community expectations of the program.

Not in Good Standing:
A student is not in good standing if they have made a B- or lower on any of their core courses, or if their overall QPA is below a 3.0, if they have failed an elective, or if they have been placed on performance review twice in one semester. Students not on good standing are placed on Academic Probation for the following semester.
Any students on Academic Probation must maintain a B or above in all their courses, must have an overall QPA of 3.0 or above, and must not be placed on performance review twice that semester. Students who maintain these minimum grade and performance requirements are released from probation.
Students who don't maintain these minimum grade and performance requirements will be dropped from the program.
Students on Academic Probation the final semester of study in the program can only graduate if they meet the graduation requirements of having a QPA of at least 3.0.

A student must petition, following the appeal process below, to remain in the program if:
1) They make a B- or lower on more than two core courses (even if the multiple courses all occur within their first semester)
2) Their QPA is below a 3.0 for two semesters
3) They were placed on performance review four times during their first year of study.

If reinstated, students will return on Academic Probation.

Matriculation to the ETC Silicon Valley location

ETC students may wish to remain at the Pittsburgh campus for all of their studies, or they may opt to travel to our site in Silicon Valley. While the opportunity exists for students to study at either location during their studies, all students are required to study in Pittsburgh for at least one project semester. No students will be forced, nor guaranteed, to relocate to Silicon Valley. ETC Silicon Valley hosts a limited number of students per semester, so not every student interested in Silicon Valley may get to matriculate there. Students must be in good academic standing in order to be eligible to matriculate to the ETC Silicon Valley location. This is to provide students with the best academic support and educational opportunities, and Pittsburgh is the main campus with the majority of resources.

ETC Academic Policies

Academic Integrity

In the midst of self-exploration, the high demands of a challenging academic environment can create situations where some students have difficulty exercising good judgment. Academic challenges can provide many opportunities for high standards to evolve if students actively reflect on these challenges and if the community supports discussions to aid in this process. It is the responsibility of the entire community to establish and maintain the integrity of our university.
Please review the University expectations at: http://www.cmu.edu/academic-integrity/

Critique

Throughout the course of a student's study, the ETC provides both project and personal critiques of academic work. This is a process of critical thinking and constructive criticism aimed to offer both positive and negative feedback in an insightful and supportive context.

During critiques, faculty will focus on the positive aspects of the work as well as comment on what improvements could be made and why. Critique of a project focuses on the work and not on the students involved. Critique of students focuses on their performance and not on them as individuals.

As recipients of critique, students are encouraged to focus on the constructive elements of the feedback with an open attitude. Critiques are opportunities to learn and understand how to best improve their performance and their work.

Incompletes

The ETC does not grant incompletes. The only exceptions are for instances when serious, extenuating circumstances prevent a student from completing assigned work for a class. These circumstances include, but are not limited to: personal illness (physical or mental), family distress, or some other major obstacle to successful completion of coursework. An incomplete grade is granted exclusively at the discretion of the course instructor. Once the decision has been made to grant a grade of incomplete, it is the student's responsibility to arrange a deadline for work completion with the instructor. University policy dictates that any incomplete grade will automatically be changed to a failing grade by the end of the following semester if the coursework is not completed.

Time Off and Leave of Absence

ETC students are expected to attend all classes and participate in all program actives throughout the four semesters in which they participate. 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. ETC students can find and subscribe to ETC calendars at: http://www.etc.cmu.edu/etc-calendar/

University Holidays:

- *New Year's Day*
- *Martin Luther King Jr Day*
- *Memorial Day*
- *Independence Day*
- *Labor Day*
- *Thanksgiving Day*
- *Day After Thanksgiving*
- *Day Before Christmas*
- *Christmas Day*
- *Day Before New Year's Day*

A student who withdraws or takes a leave of absence from the University at any time, up to and including the last day of classes and excluding the final examination period, does so with the understanding that no grades will be recorded for that semester. In some cases the student's department may choose to state the time at which, or the conditions under which, the student may be permitted to return. Withdrawal or voluntary leave of absence requires that a student file a Withdrawal/Leave of Absence form with the HUB, after securing the appropriate signature approvals. Return from withdrawal or voluntary leave of absence requires department or College approval through a Request for Return from Leave of Absence form.

ETC students should keep in mind the following if they are considering a withdrawal/leave of absence:

- Students are encouraged to take a leave of absence if they feel they need to take a break from the intense educational experiences during their graduate studies.
- Our curriculum focus on teamwork is such that students who take more than two semesters away from the department will be required to reapply to the program.
- Students in good standing in all courses, and on no academic action when taking the leave, will be reinstated into the ETC at the level they were about to take upon requesting the leave.
- Students in poor standing or on academic action who request a leave will be required to re-interview when the leave is up before being permitted to re-enter the school.
- Students who, due to illness or personal problems, take a leave of absence during the semester will be discussed on an individual basis. If the amount of time absent affects academic performance, a student may be asked to repeat the incomplete semester's study. If their academic progress remains excellent, students will be allowed to return and complete the semester.
- International students should consult with the Office of International Education regarding the visa status implications of taking a leave of absence.

Attendance and Tardiness

The program will require attendance at various seminars, meetings, lectures, presentations, and demonstrations. These events will be announced in advance as mandatory meetings. Exceptions to this policy are at the sole discretion of the Director. Punctuality is expected. If students must be late or absent for any reason, please contact the Director in advance to discuss their personal situation, and a reasonable solution will be discussed. *After two unexcused absences, each additional unexcused absence will reduce the student's grade in that semester's project course by 1/3 of a letter grade.*

Note: all individual courses have their own attendance policies that will be stated in their syllabi.

Independent Study

For ETC students
Independent study is available for students who are in good academic standing. Independent study allows the student, with the support of faculty, to develop a self-generated project or body of work outside the classroom or project course setting. In order to register for an independent study, the student must first propose their idea to a faculty member (who does not have to be from our department) who agrees to oversee their project, and finally fill out the appropriate paperwork available from the Director of Student Services.

For non-ETC students
Students outside the department will sometimes have an opportunity to become supporting team members of an ETC project by registering for ETC independent study units. At the beginning of each semester, the ETC may hold an "open call" for interested students, where the projects for the current semester will be explained. Students will then have an opportunity to "audition" for the project team-members and/or project course instructor(s) (auditioning includes, but is not limited to: sharing or creating code samples, writing samples, portfolio excerpts, etc.) Students selected to become a supporting project team-member will be asked to sign an agreement detailing what their contributions will be to the project, and describing grading criteria.

Field Research

The ETC has found that among the most important steps in the educational process are hands-on learning, interacting with industry professionals, and behind-the-scenes tours. The ETC provides experiences that cannot be read about, but require and build from firsthand student participation.

To that end, ETC students and project teams spend time in the program traveling locally and nationally to visit entertainment venues, attend conferences and trade shows, and to participate in workshops. Our

students attend plays, gallery exhibits and conferences, and visit relevant companies, venues and clients in the greater Pittsburgh area, as well as traveling outside the local area during the academic year.

Our visits usually include behind-the-scenes access for our students. ETC first year students participate in extended field trips for an insider's look at the entertainment industry. It's this access that makes our program unique.

NOTE: All field research experiences must be approved by the Project Team ETC project course instructor(s) and the Director. Field research is not an entitlement but an important educational opportunity.

Outside Work

Due to the time commitment necessary to complete the program, the ETC does not allow students to work outside the department for more than 10 hours per week. If outside employment of more than 10 hours per week is desired, the student must obtain written permission from the Director and Director of Student Services. Once approved students must notify their project course instructors and faculty mentors. Outside employment of any kind does not constitute an excused absence from ETC classes, or from the completion of any project assignments. International students will be required to apply for Curricular Practical Training, CPT, through the Office of International Education at Carnegie Mellon University. Note: students who are receiving a financial stipend to be a graduate assistant cannot also work outside of the department during the same semester.

Intellectual Property

The Intellectual Property rights of Carnegie Mellon University, as it relates to coursework, is very straightforward: students own all work created for a registered CMU course for which tuition has been paid and no internal or external sponsored research funds are used.

As coursework, however, the fruits of this labor can be shown publicly via presentations, demonstrations, and on websites of the CMU Entertainment Technology Center without the written permission of the student. In certain instances, however, companies will want ETC students to work on and/or review software or other products under NDAs or some other agreement. These are defined below:

Non-Disclosure Agreement (NDA)
NDAs are Non-Disclosure Agreements. They are designed to safeguard the intellectual property of a company by having individuals sign a legally binding document wherein the individual agrees not to disclose what he or she has seen, observed, or worked on, to a competing company. The intent of the NDA in fact, is to essentially swear the individual to secrecy, though they are entered into in good faith. It is very rare that the legal impact of NDAs is an issue unless an individual willfully violates the terms of the NDA and intends to compromise the competitive advantage of one company by divulging secrets to a competitor. That said, companies requiring NDAs take the exercise seriously. There has been significant friction generated between companies and students over perceived violation of NDA principles.

Grant of Rights and Licenses Student Form
Instances will arise wherein ETC students are given the opportunity to work with dynamic, potentially revolutionary technology which may indeed have a tremendous impact on the entertainment industry. The benefit here is in students being able to work on the next generation of entertainment technology, in having a company become familiar with their talent, dedication, and work ethic for the purposes of offering students a summer internship and/or employment, and for enhanced resume and portfolio purposes. It is often the case that even in instances where a *Grant of Rights and Licenses Student Form* are signed, the student is able to reference the work done and often include a demonstration of the work for the purpose of portfolio review.

Internships and Co-ops

Co-op Requirements

Eligibility

Students in good academic standing are eligible to request a co-op for one semester of study during the 2nd year with the ETC (for their 3rd or 4th semester, but not both). An ETC co-op requires the approval of the Director. Students in an accelerated master's program are not eligible for co-ops as all students must complete 2 semester projects.

Eligibility for a co-op for the coming fall semester is determined by the core course grades and QPA at the end of the previous spring semester. Eligibility for a co-op for the spring semester is determined by the core course grades and QPA at midterm of the previous fall semester.

Co-op Process

Students need to send requests to the Director along with a job description and copy of the official offer letter from their prospective employer. For a fall semester co-op the requests must be submitted by mid-July of the prior summer and for a spring semester co-op the requests must be submitted by the end of November, (exact dates will be shared each semester). Decisions will be made based on the faculty's academic and performance evaluations of the student to date and the assessment of the best learning opportunity for the student.

If approved, students will enroll in the ETC co-op Course (36 units) for the coming semester.

If denied, students will receive written feedback from the faculty stating reasons for the denial. Denied students can appeal to the Director (following the appeal process).

Students on a co-op semester have the elective requirement waived, but they can explore the possibility of taking one elective (9-12 units) with the approval of their supervisor at the company with which they have a co-op, as well as the ETC Director.

Criteria for a co-op include:
- 15 weeks in length in the fall and spring with a start and end date that mirrors the academic calendar
- full time employment (37.5 - 40 hours per week)
- paid (unpaid can be considered provided the work does not violate the Fair Labor Standards Act and is a highly valuable learning experience for the student)
- at the employer's location, not remote work
- work that is fitting master's students studying entertainment technology

Students cannot do a co-op at a company in which another student has a supervisory or financial role.

While the ETC faculty and Director of Career Services will assist students in their efforts to obtain a co-op, and while the ETC may develop relationships with some companies to help place students in co-ops, obtaining a co-op is the responsibility of the student.

Internship Opportunities

In the intervening summer between the two years of academic study, the ETC strongly encourages students to obtain an internship (paid or unpaid). The ETC finds that students who obtain an internship not only have a valuable learning experience, but also have improved chances for success after they graduate.

Students on internship during the summer semester can be enrolled in the 3-unit ETC practicum training course for a Pass/Fail evaluation that counts toward their graduation requirements. International students

holding an F1 Visa participating on an internship can receive work authorization through CPT (curricular practical training) and must be registered for the ETC practicum training course. This class registration is a requirement for CPT authorization.

The ETC practicum training course requires the approval of the Director. Criteria for this course include:

- job description and offer letter submitted to Director of Student Services at least six business days before the start of the internship
- at least 10 weeks in length with a start and end date that align with the University's Academic Calendar for the summer semester
- at least part time employment (20+ hours per week)
- work that is fitting master's students studying entertainment technology
- A written report submitted by the last day of the summer semester (around 750-1000 words) reflecting on the practical and professional skills developed during the internship.
- Faculty oversight will be provided for this course

Note: The course and guidelines are not in effect for post-graduation internships.

While the ETC faculty and Director of Career Services will assist students in their efforts to obtain a summer internship, and while the ETC may develop relationships with some companies to help place summer interns, obtaining an internship is the responsibility of the student. The Director of Career Services may contact the student's internship supervisor during the summer to check in on the student's performance.

Elective Requirements

Every student beyond their first semester is required to take one elective (9-12 units) each semester they are taking a project course. In general, during a project course semester, a student can only take one elective with no additional audits, i.e., just one elective course (or multiple mini courses, but no more than 12 units total). Students in a project semester can take Improv 2&3, which is offered as a pass/fail course, in addition to their one elective.

NOTE: as a pass/fail course, Improv 2&3 will be on your transcripts, but will not count toward a student's graduation requirements, so students will need to pass their other elective in order to maintain good academic standing.

Students on a co-op semester have their elective requirement waived, but they can explore the possibility of taking one elective (9-12 units) with the approval of their supervisor at the company with which they have a co-op, as well as the ETC Director. As on a project semester, students on a co-op can only take one elective, no additional audits, just one elective course. That elective can be Improv2&3, or another course, but not another course along with Improv2&3 for coop students.

Students who are approved to take a student-defined semester have to follow the established guidelines of four courses that semester, with one possible audit (with permission from the course instructor). The combined Improv2&3 can count as one course for students approved for a student-defined semester.

Depending on which of the four ways students are taking through the program (standard or one of the three variations listed above), they have to successfully complete two to six electives during studies at the ETC.

ETC students can consider taking one or two electives (3-24 units) during the summer semester that could count toward their graduation requirements if they make the minimum required grades. ETC electives are only offered in the summer if at least 10 ETC students are enrolled in the course. Students will not be full-time, and would be charged tuition based on the ETC per unit rate.

Students in good academic standing are eligible to request a student-defined semester for one semester of study in Pittsburgh for their final 3 semesters of study. A student-defined semester can only occur in

Pittsburgh, so this isn't an option for students studying at the Silicon Valley location. During this semester students are required to take and pass four courses (with at least 36 units total), two of which must be ETC offered courses, and they can also choose to audit one more course. Students have to make at B or higher in at least three of the four courses during a student-defined semester.

Good academic standing eligibility for the fall semester is determined by the core course grades and QPA at the end of the previous spring semester. Good academic standing eligibility for the spring semester is determined by the core course grades and QPA at midterm of the previous fall semester.

When a course is taken outside the ETC to fulfill a curriculum requirement, the policies and procedures of the instructor, department, and school in which the course is taken must be adhered to fully. The grade assigned by the course professor shall stand. Carnegie Mellon University offers students the opportunity to take elective courses for credit through a cross-registration program. 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. http://www.cmu.edu/policies/documents/TransferCredit.html

Student-Defined Semester Process

Students need to develop an academic plan for this student-defined semester of study connecting the types of courses they hope to take to their professional development goals. They will submit this academic plan to their faculty mentor by the end of November (exact dates will be shared each semester), who will then share it with the rest of the faculty for approval. Decisions will be made based on the faculty's academic evaluation of the student's performance to date and the assessment of the best learning opportunity for the student in relation to the opportunities on well balanced project teams that upcoming semester as well. If approved, students will enroll in four courses for the coming semester. If denied, students will receive written feedback from the faculty stating reasons for the denial. Denied students can appeal to the Director (following the appeal process).

Students in an accelerated master's program are not eligible for a student-defined semester, as all students must complete 2 semester projects.

Graduate Assistant Requirements

After their first semester, students can apply for Graduate Assistant (GA) positions. Most GAs are related to ETC MET and ETC Ideate courses where students need to be approved by the instructor of the course. There are also some departmental GA positions related to the library, labs and workshops around the ETC, where students will need to be approved by the faculty or staff member in charge of the position. Emails will be sent out each semester about GA opportunities for the following semester, but it is the responsibility of the students to apply. Note: ETC courses only have a GA if there are 20 (or more) students enrolled in the course.

If accepted as a Graduate Assistant for an ETC course, students can opt for a financial stipend, or can opt to do this for course credit. Either way, they can also take an elective course during a project or coop semester, or four other electives during a student-defined semester.

ETC Graduate Concentration Requirements

ETC students can take specific sets of courses to graduate with a Master of Entertainment Technology with a concentration in a distinct area. While not a direct part of the degree, these concentrations enable students to focus their electives. In order to earn a concentration, students have to take three courses within the stated concentration, and make a B+ or above in each course. Students should work with their faculty mentors to plan out the courses that best line up with their professional development goals.

Students are only eligible to focus on one concentration. Students in an accelerated master's program are not eligible for a concentration, since they are only taking two electives to graduate.

The list of all approved courses for the concentrations will be kept up to date each academic year on the ETC website: http://www.etc.cmu.edu/learn/curriculum/etc-graduate-concentrations/

Single Counting of Courses

While there is some course overlap between the Ideate courses and ETC graduate elective offerings, in general, CMU students won't be able to count the same course for their Bachelor's, Undergraduate minor, and/or Master's studies. For instance, if a CMU undergraduate takes Role Playing Games Writing Workshop as a part of their undergraduate studies, it would not count as an elective during their MET graduate studies. Similarly, a student in another CMU graduate program cannot have the same course count for both graduate degrees.

As noted above, students in an accelerated master's program are not eligible for co-ops or student-defined semesters or graduate concentrations.

Transfer Courses and PCHE

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 grade. 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.) For more information, visit:
http://www.cmu.edu/policies/documents/TransferCredit.html

The ETC will only accept PCHE transfer credits for elective courses, not for any of the core courses nor for our graduate concentrations (all listed above) due to the unique nature of our program. Transfer credits must have a minimum grade of a B, 3.0, or higher. The Director and Director of Student Services will evaluate requests for transfer credits through review of the accreditation status of the sending institution, the course syllabus and student work product to determine if there is an educational relation with the academic mission and goals of the MET.

Summer Course Options

Electives
ETC students can consider taking one or two electives (3-24 units) during the summer semester that could count toward their graduation requirements if they make the minimum required grades. ETC electives are only offered in the summer if at least 10 ETC students are enrolled in the course. Students will not be full-time, and would be charged tuition based on the ETC per unit rate.

Internships
Students on internship during the summer semester can be enrolled in the 3-unit ETC practicum training course for a Pass/Fail evaluation that counts toward their graduation requirements. International students holding an F1 visa participating on an internship can receive work authorization through CPT (curricular practical training) and must be registered for the ETC practicum training course. This class registration is a requirement for CPT authorization (more information above).

Appeal Process
Final Grade Appeal

As per CMU policy, a graduate student who believes a final grade assigned for a course is based upon a manifest error (e.g. clear error such as arithmetic error in computing a grade) or the faculty or staff member who assigned the grade did so in violation of a University policy should first present the case informally to the faculty or staff member responsible for the course in which the student believes an inappropriate grade has been awarded. If the student is not satisfied with the resolution at this first step, the student shall submit a formal, written appeal, with appropriate documentation, within the first fourteen (14) days of the semester following the awarding of the final grade under challenge, to the head of the department in which the course was offered. The department head (or the program head if the department head chooses to delegate the decision to him/her) will issue a written decision on the appeal within 30 days, or as soon thereafter as practical. If the student is not satisfied with the decision of the department head (or program head), the student may submit a formal, written appeal, with appropriate documentation, within seven (7) days to the Dean of the College in which the course is offered. The Dean shall render a decision within 30 days, or as soon thereafter as practical. The decision of the Dean shall be final and not appealable.

Co-op and Student-Defined Semester Appeal

Students who are denied their request for a co-op or an Student-Defined Semester should submit a formal, written appeal, with appropriate documentation, to the ETC Director. The Director will issue a written decision on the appeal within seven (7) days, or as soon thereafter as practical. The decision of the Director shall be final and not appealable.

Graduate Student Appeal and Grievance Procedures
http://www.cmu.edu/graduate/policies/appeal-grievance-procedures.html

Graduate students will find the Summary of Graduate Student Appeal and Grievance Procedures on the Graduate Education Resource webpage.   This document summarizes processes available to graduate students who seek review of academic and non-academic issues. Generally, graduate students are expected to seek informal resolution of all concerns within the applicable department, unit, or program before invoking formal processes. When an informal resolution cannot be reached, however, a graduate student who seeks further review of the matter is to follow the formal procedures outlined on the site. These appeal and grievance procedures shall apply to students in all graduate programs of the University. Students should refer to the department-specific information in this handbook for department and college information about the administration and academic policies of the program. Additionally, students may confer with the graduate student ombudsman, Assistant Vice-Provost Suzie Laurich-McIntyre, on issues of process or other concerns as they navigate conflicts.

Publishing Papers

Although the ETC is more about "making things" than about "publishing papers," for some projects, publication is an appropriate way to share lessons learned with colleagues. Publication can leave an archival record of the project work that can live much longer than the project artifact itself. Since publication is a process where experience matters, ETC students should work closely with their project course instructors when publishing. One model for authorship is that if an individual student takes on the bulk of the work of writing the paper, she or he should be the first author listed. Based on the traditional convention, it is customary for the project course instructor(s) to be listed last (this is sometimes known in academic culture as "senior author"), unless the project course instructor actually writes the paper. Barring unusual circumstances, all other student members on a project should be listed as authors on an ETC produced paper, in alphabetical order, to reflect their contribution to the project. All ETC project teams will be required to write post-mortems as part of their archival materials.

Instruction and Communication

All CMU instruction is offered, and all student assignments are submitted, in English. As such, all ETC students are required to use English in their academic work and meetings in order to most effectively communicate with their teams. See Appendix A for more information on the Intercultural Communication Center (ICC) and language support and cross-cultural training to help all students who are non-native English speakers succeed in their studies.

Career Services Code of Ethics

The ETC provides career service support and professional development advice, but it's ultimately the responsibility of students to apply and interview for opportunities while conducting themselves in a professional manner. This Code of Ethics applies to students searching for employment (internship, co-op and full time) as conducted through the Entertainment Technology Center Career Services and CMU's Career and Professional Development Center. By adhering to this code, students will project a positive image of themselves, their class, the ETC, and CMU.

If students plan to utilize Career Services or any of its resources, follow this code and sign this handbook, indicating an understanding and willingness to abide by its tenets. Due to the potential harm that the violation of this Code of Ethics could cause to other students and important employer relationships, students should understand that violations can result in severe sanctions (e.g., termination of some or all career services, referral to the Director of Career Services or referral to the Director).

Present qualifications and interests accurately.
Falsifying data, such as GPA, date of graduation, degrees obtained, institutions attended, prior work experience and eligibility to work in the United States is unethical and is grounds for immediate dismissal with most employing organizations.

Learn about the employers and their positions.
Employers expect that candidates will make an effort to learn about their companies. Failure to do so indicates a lack of interest and reflects poorly on the candidate and the school.

Interview only when genuinely interested in the advertised positions.
Do not interview for practice; this will cause the recruiter to feel his or her time is being wasted and takes away valuable interview time from fellow students who may have a sincere interest in the organization. If students are concerned about their interviewing skills, mock interviews are available. When signing up to attend an employer sponsored event/information session or Career Services event *it is expected that students will be on time and remain until the conclusion of the event*.

Participate in the interview.
Employers take the interview process seriously and expect students to honor their agreement to arrive on time and participate in the interview. Not showing or canceling late (defined as canceling less than 24 hours before an interview, or 72 hours if the interview is scheduled on a Monday) reflects poorly on the candidate and the ETC**.**

Notify organizations of a student's acceptance or rejection of offers as soon as that decision is made and no later than the deadline prescribed by the employer.
Candidates should expect offers to be confirmed in writing, and likewise, should notify the company of accepted or rejected offers by telephone first, followed-up with a letter or email. Requests for extensions of decision deadlines should be made as early as possible, not at the last minute.

Honor an accepted offer as a contractual agreement.
Upon accepting a position, candidates should withdraw from interviewing and notify Career Services of a decision. Continuing to interview after accepting an offer or reneging on an accepted offer is considered unethical.

Be fully engaged when attending events such as information sessions, workshops and site visits.
1. RSVPs are required for many events. Students should RSVP through the given website for the events they are attending then honor that RSVP by coming to the event. If students can no long attend the event, they need to cancel their RSVP.
2. Be on-time and stay for the duration of the event. If students need to leave early, let the employer or Career Service professional know.
3. Turn off cell phones and close laptops.
4. Students should give their full attention to the presenter.

ETC Project and Group Policies

Professional Standards

As a member of the ETC, and as a member of a project group, students should consider themselves a professional representing our department, our school, and themselves. Please behave as a professional, especially when meeting with clients. For client meetings and when making departmental presentations, business casual dress is expected. Students should ask the faculty or Director of Career Services to define business casual if they are unsure what this means. Always remember that punctuality is essential.

ETC Project Process

The central part of the ETC curriculum is the project course. The ETC regularly surveys the student body in order to get regular student input on project interests as related to career goals, to help shape the types of projects offered for the upcoming semesters. Students are asked about their preferred role(s) based on their expertise and experience and the type(s) of project based on interests. The faculty and staff work to offer projects that resonate with the interests expressed through the student surveys. Faculty will work to get students their role on the type of project in which they're interested.

Note: Projects can generate high interest from students for the specific project team roles. As such, student apply with resumes and portfolios to help select well-balanced teams.

ETC Project Course Structure

In the project course students are in small, interdisciplinary teams, creating artifacts under direct faculty supervision. An artifact may be a web site, a piece of software, a piece of hardware, a design document, or a number of other things. Artifacts are typically intended to be working prototypes or playable proofs of concept, not production models. Each project team, working with guidance from their project course instructor(s), must design what they are going to create, the mechanisms by which they will create it, and then actually create it.

ETC Projects occur in 3 ways:

1) Client Sponsored – in which an external group supports a project on which an ETC team will work.
2) ETC Research – in which a faculty member has a research idea on which an ETC team can work.
3) Student Pitch – in which a group of students go through the ETC pitch process and get approved.

The structure of the project course is intended to balance several issues:
1) The creation of an environment where all students can receive individual guidance and feedback on how they are doing, in the context of a group project where the group succeeding is a paramount value.
2) The focus on process (learning how to work effectively), product (successfully creating an artifact/prototype) and production (the team deliverables throughout the semester.)

A Project Course syllabus will be shared with all ETC students during their semesters of study at the ETC. For many students, this kind of project course may be a new experience; so please feel free to ask questions of project course instructor(s), any other ETC faculty members, or the Director at any time. The

goal is to help all the ETC students learn how to do this kind of interdisciplinary work effectively and professionally.

Year-Long Projects
The ETC offers year-long projects for students to consider across the fall and spring semesters of the 2nd year of study. This enables larger-scale studio projects that engage professional pipeline strategies from ideation to completion. The ETC faculty works to balance teams across both semesters, as well as for continuity for the project. If a project isn't meeting expectations in the fall semester, it may be decided to not continue it into the spring.

Project Purchasing

ETC projects will periodically need additional software, props, and other material requiring purchase from outside companies ranging from standard retail outlets to online vendors. Still, the presumption is that ETC projects do not have intrinsic budgets, but rather the needs of the project will drive and justify the purchase of goods and services. As a general rule of thumb, requests that are made with reasonable lead time, and requests for equipment that is likely to also be useful in other current or future ETC projects, are mostly likely to be approved.

A request to purchase goods and/or services for an ETC project should be made directly through the project course instructor(s) of the specified ETC Project. If there is a serious time constraint involved, petition can be made directly to the Director. All purchase requests for ETC project course material must check with the Facilities Coordinator to see if the ETC already has the item(s), and all requests must be authorized by the Director through written confirmation.

If the ETC cannot make an approved purchase, it is required that students get a Not-for-Profit Tax Exempt form or number obtained for them from the Facilities Coordinator; otherwise vendors will charge Pennsylvania sales tax. If students fail to identify the purchase as being for Carnegie Mellon, a tax-exempt institution, and tax is added to the overall purchase price, the university will not reimburse the tax and students will be held accountable for it. Also, purchases made by students that are not approved prior will not be reimbursed, even if a student feels certain that it will be approved after the fact.

ETC Communication Policies

Email Policy

The culture of the ETC relies heavily on email and mailing list communication. Official communications are often made only through email.

Students are required to check email at least once every 24 hours. 24 hours after an email is sent, students are responsible for having read and understood it (including weekends). Forwarding problems and spam filtering false-positives cannot be used as excuses.

Official emails are sent to students CMU (Andrew) email address. If students are using a different email address, they are obligated to either check both accounts, or set up forwarding from their CMU address to that address. For more information on forwarding CMU email, look here: https://emailtools.cmu.edu/addresses

Mailing Lists (dlists)

There are many mailing lists used by the ETC, including ones for each class of students, faculty and staff, each BVW team, each class taught, and each project. Membership of some lists is mandatory; for others it is optional.

Mailboxes (physical)

Students have individual mailboxes in the fifth floor ETC mailroom for professional use. These mailboxes should not be used for personal mail. Please check mailboxes daily. If students would like to have something mailed or delivered to this address, please be sure to use the complete address: **First Name and Family Name, Entertainment Technology Center, Carnegie Mellon University, 700 Technology Drive, Pittsburgh, Pennsylvania, 15219**. Students should also make sure the Administrative Coordinator has a phone number with which to notify them of incoming Fed Ex, UPS, Priority Mail, or other overnight package deliveries that may be delivered. The department will empty mailboxes at the end of each semester.

Telephones (wired)

There are phones in the conference and interview rooms in the building. To make calls pertaining to ETC projects or business, students can reserve the rooms through email at: etc-reserve@lists.andrew.cmu.edu. Faxes may be made with the Administrative Coordinator. ETC students are encouraged to share cell phone numbers.

Department Resources

Listed below are the ETC policies on the use and distribution of resources within the department. All of the policies are designed with a few key ideas in mind:

1) The ETC faculty and staff make the decisions on how resources are distributed.
2) Decisions are based around the needs of a project, or in some cases a course, <u>not personal needs.</u>
3) Mutual respect, personal responsibility, teamwork, and effective sharing.

Computers

The computing environment at the ETC is unique and its design is always being re-evaluated based on the needs of the ever-changing industry in which the ETC educates students to thrive.

All of the policies and guidelines set forth by the Computing Services group at Carnegie Mellon apply here at the ETC. In addition to those rules, the ETC has its own policies and guidelines, none of which supersede Computing Services' guidelines. Please refer to the following URL for Computing Services' policies and guidelines: http://www.cmu.edu/computing/guideline/. Students are responsible for following the policies and guidelines of both the ETC and Carnegie Mellon.

Each student will be assigned a computer pre-loaded with all the software needed for the course and project work assigned here. The computer belongs to the ETC, but will be considered a student's personal space during the duration of their study here, subject to all University policies governing the use of computer equipment. Proper use of the desktop computer is the student's responsibility.

ETC students are given Administrator Rights to their computers and are free to install software, or make configuration changes, that they feel are necessary to complete their project and course work . However, because of this privilege, a student also has the ability to "un-do" configurations (such as un-installing programs, disabling the local firewall, or removing the anti-virus application) that can negatively impact the intended function of the computer. As such, the overall security and health of a student's computer ultimately is that student's responsibility. The ETC technical staff is here to help with anything that goes wrong, but the staff can't be held responsible for any problems that may result from the abuse or neglect of the computer.

Support is only provided for computers that the ETC owns and maintains. The ETC cannot provide support for computers that students own, such as personal laptops, even if the student chooses to use it

for their coursework or project work here. This includes floating and cloud-based software, such as Adobe CC, as official support is tied to the hardware upon which the supported software runs.

Software

In addition to the software pre-loaded on each student's machine, software is available on the main file server. Most of this software is free and/or open-source and as such, it does not need to be licensed to install and use.

Most of the licensed software is there as well, but is only to be used in cases of re-install or re-configuration, and is not to be installed on machines that the ETC does not own. Sometimes there are upgrades to newer versions of pre-loaded software available, and when deemed necessary, it will be upgraded over the network by the ETC system administrators automatically. In some cases, students may be emailed instructions on how to perform the upgrade with assistance from the ETC technical staff.

Printing

There are several communal, monochrome network printers located throughout the building. In general, use of the printers is for project and academic needs only. Color printing is reserved for official project, class, and internal needs and access for color printing must be requested. As each color printer resides in a staff or faculty office, students must plan ahead for requests, as access will only be granted during normal business hours.

For a list of the shared printers, their locations, capabilities and restrictions, look here:
http://www.etc.cmu.edu/computing/printing/

Servers

There are four types of servers at the ETC:
1) Class I - Production Servers for General Infrastructure
2) Class II - Production Servers for Projects
3) Class III - Non-production Servers for Projects
4) Class IV - Testing Servers

For a list of ETC servers and their services, look here: http://www.etc.cmu.edu/computing/servers/

It's common for a project team to require a server on which to host the deliverable the team is creating, such as a web-based game or dynamical website. If this is required, student teams should consult with their project course instructor(s) and, if approved, then contact the IT department to request the server:
etc-support@lists.andrew.cmu.edu

A virtual server, either GNU/Linux or Windows, can be provisioned and control of it can be delegated to a designated member of the project team. The server will be maintained for the duration of the project, after which time it will be decommissioned and archived.

The main thing to note with the use of ETC servers is that they are solely for ETC class and project use. Personal use of ETC servers, services, or storage is not permitted. This includes storing personal files on ETC servers.

ETC Equipment and Resources

The ETC has a wide variety of items that can be signed out to students, faculty and staff for periods of time ranging from brief to semester-long. Currently there are two main Checkout Systems.

Library Checkout System

This checkout system is self-governed as there is no "librarian" to facilitate the lending process. Instead, there is a laptop with a bar-code scanner that displays the ETC Library Checkout System website. From there, students can choose a book and sign it out by following the posted instructions. Students are on their honor to properly sign an item out before taking it from the library. To see the listing of books, look here: http://checkout.etc.cmu.edu/library/

Equipment and Media Checkout System

This checkout system is managed by several of the ETC staff members. The physical location of items is listed in the detail view on the Equipment Checkout System webpage, which is here: http://checkout.etc.cmu.edu

To sign out an item, go to the listed location and ask for it from the staff member there. Students must return the item, in person, to the same location as where they signed it out originally. Students cannot leave it in front of the staff member's door or give it to someone else. Until students see the item's manager sign the item back in upon returning it, they are responsible for it. Please read carefully the full list of rules and policies regarding equipment and media loaning here: http://checkout.etc.cmu.edu/policy/

ETC Facility Policies

Facility Hours

The ETC is open to ETC students, staff and faculty 24 hours a day, with brief exceptions surrounding some holidays. Signs will be posted, and email will be sent, in advance of any such closings.

PTC Shuttle

The PTC Shuttle operates daily, and departs from CMU campus on the 3/4 of the hour, and departs from the ETC on the 1/4 of the hour. For a full schedule and more information, visit: http://www.cmu.edu/police/shuttleandescort/

Facility rooms

Trash and recyclables are to be thrown out in the proper receptacles. There are two types of recycling receptacles; for paper, and for aluminum, glass and plastic. CMU is the 'greenest university' in America and the ETC wants to keep it that way and, in fact, make it better. Recycling is taken very seriously. Recycling, though, takes effort and individual responsibility. Everyone in the ETC needs to police this policy. If students see the need for a recycling container in a designated ETC areas please let the staff know.

No personal items are to be kept beside computers or on tables in the fifth floor computer lab. Students are not allowed to attempt to "establish ownership" of the public terminals or work areas. Personal items must be kept in a project room or a locker, or they may get thrown out.

There are public refrigerators in the kitchen area on each floor and in the Student Break Rooom on the fifth floor. Students are responsible for helping keep the kitchen areas clean.

No ETC room is to be used by any person or group not affiliated with the ETC unless the Director approves such use in advance.

Keys

The Administrative Coordinator will assign keys. Every student will receive the general ETC key, and project room keys will be assigned by semester according to need. Keys must be signed out and in, and loss of a key will result in a $25 charge placed against the student's account. If the general key is lost and

the entire space must be re-keyed, the ETC reserves the right to charge the student for the modifications. The ETC is not responsible for the loss of anything of value that may be left unattended in the project rooms or lockers. However, students should consider using lockers and locking their project rooms, as this will ensure a little extra security measure on their part.

All common ETC areas (the mailroom, library, lounge, etc.) have combination locks and security cameras. The combinations will be changed regularly for security of these areas.

Meeting Rooms

Students need to reserve meetings rooms in advance in order to use them. The Fifth and Second Floor Conference Rooms and Interview Rooms need to be reserved through email at: etc-reserve@lists.andrew.cmu.edu. All other rooms in the PTC need to be reserved with the PTC Receptionist.

Project Rooms

Each project group will be assigned a project room. The Facilities Coordinator will give teams proper hanging supplies for walls, do not use tape or tacks. No permanent changes may be made to the space however without the permission of the Director. At the end of the semester, students are responsible for cleaning out their rooms before they leave. If a room is damaged, each team member will have a $50 charge placed on their student's account. To help reduce the potential for damage, the rooms are set up in advance for the teams.

In some rooms there is equipment set up by the department that runs various kiosks and other devices that are visible from the hallway. Under no circumstances are students to tamper with the equipment, unplug it or any of its peripherals, or borrow any of its cables. If students need those items, they need request them.

Etiquette for Facilities Rooms and Project Rooms

Basic etiquette and mutual respect apply, but there is one special note to be made with regards to noise in shared rooms. Computer speakers are not distributed with student workstations. In a shared space, students must respect others by not playing audio out loud. Students will often need to listen to audio to do their work, but when doing so they must use headphones.

The ETC doesn't stock headphones for general use because of hygiene. Therefore, students are responsible for bringing in their own headphones.

This policy is strictly applied in the Bullpen and Dugout. It is viewed as a guideline for project rooms as each project team can decide how they want to deal with audio for themselves. However, desktop speakers and headphones are still not provided in these cases.

"Grandfather" Policy

When polices are changed it is because the department believes the new rules offer an improvement; any such changes will be discussed at a meeting with ETC students. However, currently enrolled students whose degree program is affected by a change in policy may choose to be governed by the older policy that was in place at the time of their matriculation. In case degree requirements are changed and certain courses are no longer offered, the department will try to find some compromise that allows students to satisfy the original requirements.

University Policies and 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: http://www.cmu.edu/student-affairs/theword/
- Academic Integrity Website: http://www.cmu.edu/academic-integrity/
- University Policies Website: http://www.cmu.edu/policies/
- Graduate Education Website: http://www.cmu.edu/graduate/policies/

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 vice president for campus affairs, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-2056.

Obtain general information about Carnegie Mellon University by calling 412-268-2000.

The Statement of Assurance can also be found on-line at:
http://www.cmu.edu/policies/documents/SoA.html

Additional Department and University Policies/Protocols

Assistance for Individuals with Disabilities
The Office of Disability Resources at Carnegie Mellon University has a continued mission to provide physical and programmatic campus access to all events and information within the Carnegie Mellon community. We work to ensure that qualified individuals receive reasonable accommodations as guaranteed by the Americans with Disabilities Act (ADA) and Sections 503 and 504 of the Rehabilitation Act of 1973. Students who would like to receive accommodations must submit a Voluntary Disclosure of Disability Form (http://www.cmu.edu/hr/eos/forms/voluntary-disclosure-of-disability.pdf) to access@andrew.cmu.edu to begin the interactive accommodation process.
For more information please see http://www.cmu.edu/hr/eos/disability/index.html. Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Larry Powell, 412-268-2013, lpowell@andrew.cmu.edu to access the services available at the university and initiate a request for accommodations.

Safeguarding Educational Equity Policy Against Sexual Harassment and Sexual Assault
Sexual harassment and sexual assault are prohibited by CMU, as is retaliation for having brought forward a concern or allegation in good faith. The policy can be viewed in its entirety at:
http://www.cmu.edu/policies/documents/SA_SH.htm.   If you believe you have been the victim of sexual harassment or sexual assault, you are encouraged to make contact with any of the following resources:
- Sexual Harassment Advisors, found in appendix A of the Policy Against Sexual Harassment and Sexual Assault;

- Survivor Support Network, found in appendix B of the Policy Against Sexual Harassment and Sexual Assault;
- Sexual Harassment Process and Title IX Coordinators, found in section II of the Policy Against Sexual Harassment and Sexual Assault;
- University Police, 412-268-2323
- University Health Services, 412-268-2157
- Counseling & Psychological Services, 412-268-2922

Maternity Accommodation Protocol

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.) will be reviewed during this meeting.

Appendix A

Highlighted University Resources for Graduate Students and The WORD, Student Handbook
Key Offices for Graduate Student Support
Office of the Assistant Vice Provost for Graduate Education
www.cmu.edu/graduate; grad-ed@cmu.edu
The Office of the Assistant Vice Provost for Graduate Education, AVPGE, directed by Suzie Laurich-McIntyre, Ph.D., Assistant Vice Provost for Graduate Education, provides central support for graduate students in a number of roles. These include: being an ombudsperson and resource person for graduate students as an informal advisor; resolving formal and informal graduate student appeals; informing and assisting in forming policy and procedures relevant to graduate students; and working with departments on issues related to graduate students and implementation of programs in support of graduate student development.

The Office of the AVPGE often partners with the division of Student Affairs to assist graduate students with their Carnegie Mellon experience. Senior members of the student affairs staff are assigned to each college (college liaisons) and are often consulted by the Assistant Vice Provost for Graduate Education and departments on an individual basis to respond to graduate student needs.

The Office of the Assistant Vice Provost for Graduate Education (AVPGE) offers a robust schedule of professional development opportunities. Some are geared towards a specific population (master's students, PhD students at the beginning of their program, graduate students seeking tenure track positions, etc.) and others are open to all graduate students (time management, balancing, staying healthy). A full schedule of programs can be found at: http://www.cmu.edu/graduate/.

The Office of the AVPGE also coordinates several funding programs, and academically focused seminars and workshops that advise, empower and help retain all graduate students, particularly graduate students of color and women in the science and technical fields. The fundamental goals of our programs have been constant: first, to support, advise and guide individual graduate students as they work to complete their degrees; second, to contribute to the greatest degree possible to the diversification of the academy. Visit the Graduate Education website for information about:

- Conference Funding Grants
- Graduate Small Project Help (GuSH) Research Funding
- Graduate Student Professional Development: seminars, workshops and resources
- Graduate Women Gatherings (GWG)
- Inter-university Graduate Students of Color Series (SOC)

Office of the Dean of Student Affairs
www.cmu.edu/student-affairs/index.html
The Office of the Dean provides central leadership of the metacurricular experience at Carnegie Mellon. The offices that fall under the division of Student Affairs led by Dean of Student Affairs Gina Casalegno, include:
Career and Professional Development Center
Counseling & Psychological Services (CAPS)
Housing & Dining Services
Orientation & First Year Programs (note: for undergraduate students)
Office of International Education (OIE)
Student Activities
Student Life
Graduate students will find the enrollment information for Domestic Partner Registration and Maternity Accommodations in the Office of the Dean of Student Affairs and on the website. The Office of the Dean

of Student Affairs also manages the Emergency Student Loan (ESLs) process.   The Emergency Student Loan service is made available through the generous gifts of alumni and friends of the university. The Emergency Student Loan is an interest-free, emergency-based loan repayable 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. The Office of the Dean of Student Affairs also provides consultation, support, resources and follow-up on questions and issues of Academic Integrity: www.cmu.edu/academic-integrity.

Assistance for Individuals with Disabilities
Students with disabilities are encouraged to self-identify with Equal Opportunity Services by contacting Larry Powell, 412-268-2013, lpowell@andrew.cmu.edu to access the services available at the university and initiate a request for accommodations.

Eberly Center for Teaching Excellence & Educational Innovation
www.cmu.edu/teaching
Support for graduate students who are or will be teaching is provided in many departments and centrally by the Eberly Center for Teaching Excellence & Educational Innovation. The Eberly Center offers activities for current and prospective teaching assistants as well as any graduate students who wish to prepare for the teaching component of an academic career. The Center also assists departments in creating and conducting programs to meet the specific needs of students in their programs. Specific information about Eberly Center support for graduate students can be found at: www.cmu.edu/teaching/graduatestudentsupport/index.html.

Carnegie Mellon Ethics Hotline
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 financial matters, academic and student life, human relations, health and campus safety or research.

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 will be reported to appropriate university personnel.
The hotline is NOT an emergency service. For emergencies, call University Police at 412-268-2323.

Graduate Student Assembly
www.cmu.edu/stugov/gsa/index.html
The Carnegie Mellon Student Government consists of an Executive Branch and a Legislative Branch. This is the core of traditional student government, as governed by the Student Body Constitution. The Executive Branch serves the entire student body, graduate and undergraduate, and consists of one president and four vice-presidents. The Legislative Branch for graduate students, The Graduate Student Assembly (GSA) passes legislation, allocates student activities funding, advocates for legislative action in locally and in Washington D.C. on behalf of graduate student issues and needs, and otherwise acts on behalf of all graduate student interests. GSA also contributes a significant amount of funding for conferences and research, available to graduate students through application processes. GSA also plans various social opportunities for graduate students and maintains a website of graduate student resources on and off-campus, www.cmu.edu/stugov/gsa/resources/index.html. Each department has representation on GSA and receives funding directly from GSA's use of the student activities fee for departmental activities for graduate students. The department rep(s) is the main avenue of graduate student representation of and information back to the graduate students in the department.

Intercultural Communication Center (ICC)
www.cmu.edu/icc/
The Intercultural Communication Center (ICC) is a support service offering both credit and non-credit classes, workshops, and individual appointments designed to equip nonnative English speakers (international students as well as international students who attended high school in the U.S.) with the skills needed to succeed in academic programs at Carnegie Mellon. In addition to developing academic literacy skills such as speaking, reading and writing, students can learn more about the culture and customs of the U.S. classroom. The ICC also helps international teaching assistants (ITAs) who are non-native English speakers develop fluency and cultural understanding to teach successfully at Carnegie Mellon and provides ITA testing, required testing indicating a nonnative speaking student has a language proficiency required before being allowed to work with undergraduates in classes, labs or individual meetings.

Office of International Education (OIE)
www.studentaffairs.cmu.edu/oie/
Carnegie Mellon hosts international graduate and undergraduate students who come from more than 90 countries. Office of International Education (OIE) is the liaison to the University for all non-immigrant students and scholars. OIE provides many services including: advising on personal, immigration, academic, social and acculturation issues; presenting programs of interest such as international career workshops, tax workshops, and cross-cultural and immigration workshops; supporting international and cultural student groups such as the International Student Union and the International Spouses and Partners Organization; maintaining a resource library that includes information on cultural adjustment, 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 programs.

Key Offices for Academic & Research Support
Computing and Information Resources
www.cmu.edu/computing
Computing Services provides a comprehensive computing environment at Carnegie Mellon. Graduate students should seek Computing Services for information and assistance with your Andrew account, network access, computing off-campus, campus licensed software, email, calendar, mobile devices, computer security, cluster services and printing. Computing Services can be reached at it-help@cmu.edu.

The Carnegie Mellon Computing Policy establishes guidelines and expectations for the use of computing, telephone and information resources on campus. The policy is supported by a number of guidelines graduate students should know. The policy and guidelines are available at:
www.cmu.edu/computing/guideline/index.html.

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 are 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, intellectual property rights

and regulations, and institutional animal care & use. ORIC also consults on, advises about and handles allegations of research misconduct.

Key Offices for Health, Wellness & Safety
Counseling & Psychological Services
www.studentaffairs.cmu.edu/counseling
Counseling & Psychological Services (CAPS) affords the opportunity for students to talk privately about issues that are significant for them in a safe, confidential setting. Students sometimes feel confused about why they are feeling upset and perhaps confused about how to deal with it. An initial consultation with a CAPS therapist will clarify options and provide a recommendation to the appropriate mental health resource at Carnegie Mellon or the larger Pittsburgh community. CAPS services are provided at no cost. Appointments can be made in person or by telephone, 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 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. 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.

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, Room 199 (entrance is on Filmore Street).   The department's services include police patrols and call response, criminal investigations, shuttle and escort services, fixed officer and foot officer patrols, event security, and crime prevention and education programming. Visit the department's website for additional information about the staff, escort and shuttle, emergency phone locations, crime prevention, lost and found, finger print services, and annual statistic reports.

Shuttle and Escort Services
University Police coordinates the Shuttle Service and Escort Service provided for CMU students, faculty, and community. Full information about these services, stops, routes, tracking and schedules can be found online at: http://www.cmu.edu/police/shuttleandescort/

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 www.cmu.edu/police/annualreports.

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

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

          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

     Student's Rights

     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
SafeWalk
Survivor Support Network
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
Statement of Assurance

Student Acknowledgement

The ETC Student Handbook has been prepared for your information and understanding of the policies, philosophies and practices of the Entertainment Technology Center at Carnegie Mellon University. Please read it carefully. Upon completion of your review of the handbook, sign the statement below, and return it to the Director by the due date. A copy of this acknowledgment appears at the back of the handbook for your records.

By signing, you are stating that you have read a copy of the ETC Student Handbook and that you acknowledge, understand, accept, and agree to comply with the information and guidelines contained therein, including the Career Services Code of Ethics, and all references to external information (i.e. links to webpages with additional information).

You understand this handbook is not intended to cover every situation that may arise during your course of study, but is simply a general guide to the goals, policies, practices, and expectations of the ETC. You understand that the ETC Student Handbook is not a contract and should not be deemed as such.

_____   _____

(Student Signature)   (Date)

_____

(Printed Name)

Please return by: The Friday of the First Week of School.

Entertainment Technology Center
Carnegie Mellon University
700 Pittsburgh Technology Center
Pittsburgh, Pennsylvania 15219
(412) 268-5791
Fax: (412) 268-4988
etc.cmu.edu