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Indiana University Cognitive Science Program
2016 Graduate Student Orientation Guide

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Administration

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A full faculty list is available at: *http://cogs.indiana.edu/people/faculty/index.php*.

Important Dates and Information
When should I arrive?

International students

All international students new to IU who are scheduled to start their study at Indiana University in the fall semester are required to attend the International Student Orientation (please be sure to refer to your Checklist on iStart (iStart.iu.edu). The checklist provides a comprehensive list of steps that you will need to complete). It's important to complete your Checklist and to create your schedule about two weeks before orientation starts. All international students must plan to arrive in United States by Sunday, August 7th, per the standard international student I-20 and DS 2019 arrival date. For additional information please visit the following link: http://ois.indiana.edu/admissions/orientation/index.shtml.

Attendance to the orientation is mandatory for all graduate students. Students will not be able to register for classes until they attend the International Services orientation. If you have any questions regarding orientation, and scheduling your orientation please send emails to: (newtoiu@iu.edu) and also visit the following link: http://ois.indiana.edu/admissions/orientation/schedule.shtml .

Please be sure to bring the following documents when attending the orientation:
- Passport
- Visa stamp
- I-94 card (You will receive this document when you enter the U.S.)
- All original I-20s or DS-2019s (Transfer students: Please bring all of your I-20s or DS-

2019s from previous schools!)
- Admission letter containing University ID
- Health insurance information (if you are bringing your own)

Domestic students
Domestic students should plan to attend the Graduate & Professional Student Organization (GPSO) New Graduate Student Orientation: TBA. This event will be held at the Herman B Wells Library Lobby, time TBA.

When do I start my duties as an Associate Instructor?

Students assigned an Associate Instructor position should meet with the course instructor who will discuss duties and expectations. Students should contact the course instructor a week before the start of class, **Monday, August 22.**

All international students who assigned Associate Instructor positions must pass the Test of English Proficiency for International Associate Instructor Candidates before the start of their position.

Required English exams for international students

All international students, who do not present minimum TOEFL scores, and is a non-native speaker of English must take the English Proficiency Examination (IEPE). Students will be assigned a time and place to take the exam when you create your orientation schedule in iStart.   For additional information please visit: http://ois.indiana.edu/admissions/orientation/english-exam.shtml.

All international students (non-native speaker of English) with Associate Instructor appointments must take the Test of English Proficiency for International Associate Instructor Candidates (TEPAIC). Before registering for the TEPAIC exam, students must first pass the English Proficiency Examination (IEPE) and then obtain a memo from the Cognitive Science Program office stating that they have taken and passed the IEPE exam.

What to do after arriving in Bloomington

If you arrive in Bloomington before New Student Orientation, feel free to explore the IU campus.

Attend New Student Orientation. (Visit the GPSO website for more information.)

Contact the Cognitive Science Program office to schedule an appointment with the Director of Graduate Studies.

Meet with your faculty mentor.

Register for classes.
New student registration runs from Saturday, May 2 – Thursday, August 18   *Late registration fee begins Friday, August 19.* You may register for classes online using One.IU. Please visit the

registrar's website for online registration information. Also please be sure to check the Registrar's Office Official Academic Calendar.

Get a student ID card `after` registering for classes; you may obtain your student ID card from the Campus Card Center. Locations: Eigenmann Hall on the ground floor.

Sign up for the Cognoscente mailing list
Cognoscente is a mail server account used for announcements of meetings, conferences, and colloquia. To subscribe and unsubscribe to Cognoscente send a message to: list@indiana.edu.   In the body of the message, type: subscribe cognoscente or unsubscribe cognoscente.

Buy required textbooks at bookstore(s). On-line text information can be found on the IU Bookstore website.

Email your username to the Graduate Secretary, Susan Palmer (stowle@indiana.edu).

Your welcome / acceptance letter contained information on how to set up an IU Account. This information can be found at: https://itaccounts.iu.edu.

Orientation events schedule
Departmental and university orientation activities are listed below. The locations of buildings for university-wide events can be found on the online IU Bloomington campus map.

International Graduate Student Orientation, Office of International Services
Please refer to your Checklist on iStart for arrival date to Bloomington and Orientation details.
Indiana University
Poplars 221
400 E. Seventh Street, Bloomington, Indiana 47405;
http://ois.indiana.edu/admissions/orientation/semester-specific-schedule.shtml
Phone: (812) 855-9086
Fax: (812) 855-4418

Monday, August 15 – Thursday, August 18
New Student Registration (See Register for Classes at studentcentral.indiana.edu for detailed registration and drop/add instructions)
Late registration begins Friday, August 19; a late registration fee will be assessed.

GSPG (Graduate and Professional Student Government) BBQ
Sunday, August 21
12p.m. – 2p.m.
Café Park

New Graduate Student Orientation at PBS
Wednesday, August 17
8:30 a.m.
PBS 128

First Day of Classes for fall 2016
Monday, August 22

2016 Cognitive Science Kickoff Picnic
Sunday, September 11, 2016
1:00 p.m. – 5:00 p.m.
Stone Age Institute
(Map to be provided in email message)

Course Planning Ph.D. Information

Please contact your faculty advisor or Larry Moss (mailto:lmoss@indiana.edu), Director of Graduate Studies, for course planning assistance.

Registration guidelines

Students should choose three COGS courses or other courses (typically 3 credits each) that will count towards the intended degree. Please note the following:

"Satisfactory progress" for COGS *students assigned an assistantship* will depend on taking and successfully completing **at least 6 credits** of COGS and other courses contributing towards their degree requirements each fall and spring semester.

"Satisfactory progress" for COGS *students receiving a full fellowship without an assistantship* assignment will depend on taking and completing **at least 8 credits** of COGS and other courses contributing towards their degree requirement each fall and spring semester.

Students are expected to maintain a normal course load as they make up incompletes.

Important notes regarding Fee Remissions: (students receiving fellowships/assistantships)
College of Arts & Sciences Fee Remissions Policy:
Fee remissions given to students should be used to enroll in courses *related to their degree* on the Bloomington campus. The College anticipates departments will hire only Arts and Sciences degree students. Any exceptions should be cleared with an Associate Dean before commitments are made. Once the exception has been approved, the College will only provide a fee remission at the Arts and Sciences rate. Schools such as Informatics, etc. have higher tuition rates than the College.

PLEASE NOTE: **Students will need to** *notify the Cognitive Science Program office if they intend to enroll in courses outside of the College of Arts & Sciences (e.g. Informatics, CSCI), so we can notify the College of Arts and Science that the course should be included in the fee waiver*.

Important notes for international students:

Course loads
International students should note that SEVIS (Student and Exchange Visitor Information System) regulations are stringent about having a full course load, and it is essential to check with the Office of International Services well in advance of any event that might affect the status of a student's visa to avoid the risk of deportation for being out of status. Visit the immigration regulations page to check on current policies.

Completion dates for visa purposes
International students are considered to have completed their degrees as soon as they have completed the degree requirements, regardless of whether they have filed for the degree. It is essential to make sure that post-graduation visa arrangements are in place **before** completing the requirements. Please contact the Office of International Services to check on the current policies and rules for post-graduation visa.

Completion dates for Optional Practical Training (OPT) applications

For Optional Practical Training (OPT), a student's date of graduation is normally the end of the semester in which they take the last courses needed for the degree, regardless of whether they will receive an incomplete in one of these courses. Even if they have an incomplete that prevents receiving their degree, they should expect the OPT to be processed using the normal completion date for their last courses (the last day of finals).

Academic policies and requirements

Graduate course grades
> Ordinarily a minimum of a B (3.0) average in graduate work is required for continuance in graduate study, and for all graduate degrees. Courses completed with grades below C (2.0) are not counted toward degree requirements, but such grades will be counted in calculating a student's grade point average. Some departments may require an average grade in graduate courses higher than 3.0, while others may count no courses completed with grades below 3.0 toward degree requirements

For additional information please visit the online bulletin.

Time limits for course counted towards graduate degrees
Normally, a course may not count towards degree requirements if it has been completed more than seven years prior to the passing of the qualifying examination for Ph.D. students.

Enrollment requirements

PLEASE NOTE THE FOLLOWING IMPORTANT FEE REMISSION POLICY:
Fee remissions given to students should be used to enroll in courses *related to their degree on the Bloomington campus.* Any exceptions should be cleared with an Associate Dean before commitments are made. Once the exception has been approved, the College will only provide a fee remission at the Arts and Sciences rate. Schools such as Business, Law, etc. have higher tuition rates than the College

Students who have passed the written and oral qualifying examinations must enroll each semester (excluding summer sessions) for any remaining required course work or dissertation credits. Once students have accumulated 90 credit hours in completed course work and deferred dissertation credits, they must enroll for a minimum of 1 hour of graduate credit each semester until the degree is completed. Students who have completed all requirements for the Ph.D. except the dissertation are eligible to enroll in G901 Dissertation Research (6 credit hours) for a flat fee of $150 per semester. Enrollment in G901 is limited to a total of six semesters.

Students who will graduate in June, July, or August of any year must enroll in a minimum of 1 hour of credit as described above in either the current or the immediately preceding summer session.

Ordinarily, students shall be considered full-time by the University Graduate School if they are registered for 8 hours of credit (6 hours for students holding SAA assignments) (4 credit hours during each summer session) and their programs of study meet with the approval of the departments. Courses taken as an auditor may not count in the definition of "full-time study"; however, courses taken to remove undergraduate deficiencies
for admission may count.

Transfer of graduate credit

Transfer of graduate credit is at the discretion of the department and subject to approval by the Graduate School. It is never automatic, and decisions are made on an individual basis.   Up to 30 hours of credit can be transferred to the Ph.D., provided the credits were not applied toward a previous Ph.D. Approvals must be obtained before a student can be nominated to candidacy. Credit from institutions operating on a quarter or trimester schedule is adjusted to units of semester credit. For example, a three-hour, one- quarter course would normally be transferred for two semester-hours of credit. It is often difficult to measure work done at institutions that do not assign units of credit, as is the case at most European universities. Also, the Graduate School requires an official transcript on which a grade is recorded. It is in the student's best interest to gain approval for credit transfers as early as possible. However, students who are undecided about their final degree objective should defer their requests until a final decision is made because the request must state to which degree the credit will be applied.

Students applying for transfer of credit should provide evidence of course content, including catalog descriptions and any other material (text, course notes, tests, assignments, etc.) that might be helpful. The courses must fall within the time limits of applicable credit, namely, seven years prior to qualification. It is the department's responsibility to certify that the content and level of the course work is appropriate. To make this determination, the director of graduate studies may consult with other faculty members or arrange for the student to be interviewed by them.

In addition to the material needed for the department's certification, you should be able to present:

An official record (e.g., a transcript) that the course was passed with a grade equivalent to 3.0 (B).

Students must obtain the written consent of both their departmental advisor and the dean before credit earned at other institutions will be added to their records.

Advisory committee

Students should assemble an advisory committee no later than one year after the student has been admitted to the Ph.D. program. The advisory committee will help with arrangements and evaluations of the qualifying examination. There must be at least two members from the core cognitive science faculty area and one from the minor(s). At least two of the members of the committee must be members of the graduate faculty.   On-line form at: https://college.indiana.edu/student-portal/graduate-students/academic-procedures/index.html .

Qualifying examination

Each student is expected to pass a Qualifying Examination, by the end of September of the student's third year in the program. If the student fails the exam, it may be retaken once, by the end of the student's third year. *Prior to the qualifying examination, each student will be expected to turn in the Qualifying Examination Petition Form with the signatures of the Director of Graduate Studies and Advisory Committee.*

Nomination to candidacy for the Ph.D. degree

After passing the qualifying examination, fulfilling all major and minor requirements, and receiving approval from the graduate school, the student is awarded a Certificate of Candidacy. Students have 7 years from the date the qualifying examinations were passed to complete their degree. The Candidacy form is now on-line through One.IU.

 Research committee

To initiate research for the dissertation, the student chooses a professor who will agree to direct the dissertation. Once this choice is approved by the Dean, the assigned director (who will also serve as the chairperson) along with two or more additional faculty members from the core cognitive science faculty and a representative of the minor department(s) will make up the research committee. This committee should be selected from the members of the graduate faculty and should consist of faculty who are qualified to judge the student's dissertation research. This committee and the student's thesis prospectus **must be approved six months before the defense of the dissertation**. The Research Committee form is now on-line through One.IU.

Defense & dissertation

Students must submit to the University Graduate School a one-page announcement of the final examination thirty days prior to the scheduled defense of the dissertation. This announcement must be submitted now on-line through OneStart: bear the signature of the research committee chairperson. The Cognitive Science Program office will also receive a copy of this announcement prior to the defense and a copy of the dissertation. (Dissertation submission can now be done electronically. Visit the Dissertation Submission Site for more information. There is a guide to the preparation of theses and dissertations available online.

Degree requirements for the Cognitive Science Program Ph.D.
Coursework

A minimum of 90 credit hours, including the following:

The six cognitive science core courses: **Q520** (Mathematics and Logic in Cognitive Science), **Q530** (Programming Methods in Cognitive Science), **Q540** (Philosophical Foundations of the Cognitive and Information Sciences), **Q550** (Models in Cognitive Science), **Q551** (The Brain and Cognition), and **Q560** (Behavioral Methods in Cognitive Science). ***On the basis of their undergraduate background, students may be exempted from no more than one of the core courses. The request for exemption must be made prior to Candidacy.* Once the waiver is approved by the Cognitive Science Program DGS, the request will also need to be approved by Dean Daleke at the University Graduate School,** *again this will need to be completed prior to Candidacy.*

At least 16 additional credit hours from offerings listed or cross-listed in cognitive science. A maximum of 6 of these 16 credit hours may come from pure research courses **Q799** and **Q899**, or the equivalent in another department.

At least four semesters of the Colloquium Series course **Q733**. In one of these semesters, the only for which credit is received, each student will be expected to give a lecture on his or her independent research as a part of the Colloquium Series

Research project
All Cognitive Science Ph.D. students must complete a research project during their second year in the program. By the end of their first year, they must have agreed on a supervisor and a topic for the project and submit a progress report form to Cognitive Science Program. All new Ph.D. students should decide on a supervisor and topic for their projects by the end of their first year and submit the Research Project Progress Report Form to the Cognitive Science Program office. The project should be completed by the end of the second year; at this time students should submit the Completion of the Research Project Form along with an electronic file copy of the research project to Cognitive Science Program office.

Content specialization
Each student will select a content specialization, an area of study that can be approached from the perspectives of the different disciplines within cognitive science. The list of available content specializations currently includes Language and Speech, Modeling, Dynamical Systems, Logic, and Human-Computer Interaction, but with the approval of the student's advisory / research committee, any relevant area of cognitive science may fulfill the content specialization requirement. Students must complete at least five courses in their specialization, and these courses must be taken in at least two different departments. The content specialization should normally be selected by the end of the student's second year in the program, and the courses selected must be approved by the student's advisory committee. Student will turn in the "[Content Specialization Proposal form](#)" at the end of their second year in the program. Completion of the Content specialization should be completed prior to Candidacy. Once completed students will need to complete and turn in the "[Verification Form for the Content Specialization](#)".

Minor
Students must complete a minor in another department or program. Courses counting toward the minor may also count toward the student's content specialization. The minor should normally be completed by the beginning of the student's fourth year.

Qualifying Examination

Each student is expected to pass a Qualifying Examination, by the end of September of the student's third year in the program. If the student fails the exam, it may be retaken once, by the end of the student's third year. Prior to the qualifying examination, each student will be expected to turn in the Qualifying Examination Petition Form with the signatures of the Director of Graduate Studies and Advisory Committee.

Students pursuing joint degrees in Cognitive Science and another discipline may postpone the taking of the Qualifying Examination by one year. Any other students who believe they are unable to complete the Qualification Examination by the normal deadline must petition to have the deadline extended.

The examination is expected to have a written and an oral component and to demonstrate (1) in-depth knowledge of the student's Content Specialization, (2) knowledge of some other area of Cognitive Science, (3) academic writing competence, and (4) the ability to defend a position in an oral setting. In consultation with his or her Advisory Committee, the student will agree on the format of the examination. Within these constraints, two broad categories of Qualifying Examinations are possible.

1. Conventional Written Examination
The student and his or her committee agree on a set of topic areas and readings. The topics must include at least one area outside of the student's Content Specialization and must be approved by the Director of Graduate Studies. The student then has three months to prepare for the exam, normally during the summer following the second year in the program. Each committee member writes one or two questions. The student has two days, four hours per day, to answer the questions, using any resources he or she wishes to bring to the examination room. Within a week, the committee evaluates the student's answers. The student does not normally receive feedback from the committee but may discuss the answers informally with members of the committee in preparation for the oral portion of the exam. The student meets with the committee within two weeks after submitting the answers to orally defend his or her answers and respond to follow-up questions. If the committee agrees that the student's written and oral answers are satisfactory, the student has successfully passed the qualification exam. Otherwise, the committee may fail the student outright or may require the student (1) to elaborate further in written answers to one or more questions or (2) to answer in writing one or more additional questions. If the student satisfies the committee with these additional assignments, he or she has successfully passed the qualification exam; otherwise, the exam is considered failed and must be completely retaken.

2. Papers
In consultation with his or her Advisory Committee, the student selects topics for three qualifying papers. Two of these topics are expected to be within the student's Content Specialization, and these should address at least two of the different methodological approaches to that content area.
The third paper can deal with a topic in any other area of cognitive science but must be outside the student's Content Specialization. The topics must be approved by the Director of Graduate Studies. Each paper should answer a question. An example of a recent Qualifying Examination paper question is: How might simulation-based models help to clarify or dispel the view of communication as information transmission? With the approval of their advisory committees, students are encouraged to write papers that can contribute directly to their professional progress. Examples are documents that can be submitted as publications or, for US citizens or permanent residents, as narratives accompanying grant proposals (NIH National Research Service Awards, NSF Graduate Research Fellowship Program).

The student is given the period of three months during the summer following the second year in the program to write the papers. During this time, he or she may consult any works on the paper topics but may not discuss the topics with others. Questions to the committee should only concern procedural matters. After the papers are submitted to the committee, they are evaluated by the committee members, normally within a period of a week, and returned to the student with comments. Next the student meets with the committee to defend his or her answers orally; the oral portion of the exam should take place within three weeks of the submission of the papers. Based on the written answers and the oral defense, the student may be passed immediately, failed outright, or required to rewrite one or more of the papers and possibly also to meet with the committee again for a second oral defense. If the student satisfies the committee with these additional assignments, he or she has successfully passed the qualification exam; otherwise the exam is considered failed and must be completely retaken.

Ph.D. evaluation day
The status of all Ph.D. students (starting the beginning of the student's 2nd year) will be reviewed and evaluated by the faculty early in the fall semester. Each student will be responsible for providing the information listed below to the graduate secretary with a copy to his / her assigned faculty members. The information will be due a week prior to the review.   In the Ph.D. Evaluation Day faculty meeting, the progress of each Ph.D. student will be discussed individually; a letter will be sent to each student containing the faculty's resulting assessment and recommendations.

Student Information to Be Supplied:

A brief statement not exceeding 300 words is preferred. Recently enrolled Ph.D. candidates should just summarize their curriculum and qualifying examination plans, and indicate those research areas that interest them. Relevant information may include:

Research progress, including results, writing, thesis proposal, independent study courses, conference papers and presentations, journal papers, etc. List cited articles or other bibliographic information separately at the bottom.

Progress on program requirements: courses taken, performance in courses, screening /qualifiers taken, oral area qualifier taken, thesis proposal oral completed, minor, etc.

Teaching: course responsibilities, performance, student evaluations, course development, independent teaching of courses, etc.

Public service: help in organizing events, activity in student organizations, help in departmental administration, admissions, etc.

Fall 2016 Graduate Course Offerings

Q510 – Cognitive Science Professional Development (2 credits)
This is a professional development class. To request a syllabus from the most current course, please contact Susan Palmer (stowle@indiana.edu).
Discussions in this course cover a wide range of issues facing academic cognitive scientist, including: the ethical conduct of research, grant proposal writing and review, critical reading of the scientific literature, scientific writing, presentation skills, applying for jobs, teaching, challenges facing underrepresented groups in science, and issues in cross-disciplinary collaboration.

Q530- Programming Methods in Cognitive Science (3 credits)
Introduction to computer programming methods for artificial intelligence and computer simulation of cognitive models.

Q550- Models in Cognitive Science (3 credits)
An Introduction to philosophical foundations of cognitive and information sciences.

Q551- The Brain and Cognition (3 credits)
An introduction to neural mechanisms underlying complex cognition, and a survey of topics in neuroscience related to cognition. Provides a solid background in human bio-psychology.

Q700 – Seminar in Cognitive Science (3 credits)
TOPIC: Modeling Evolutionary, Adaptive, and Cognitive Systems

Q733 - Colloquium Series (0 or 1 credit)
Colloquium and research presentations by members of the cognitive science community, both from Indiana University and from other institutions. This course may be taken three semesters at zero credits and one semester at one credit, when the required colloquium is given by the student.
(Offered fall & spring semesters.)

Q799 - Readings and Research in Cognitive Science (1-6 credits)
Tutorial research and study in specialized topics in cognitive science.
Students will need to request permission in order to enroll in this course. A Graduate Independent Research Permission form will need to be filled out.   This course is for pre-candidacy students

Q899 - PhD Dissertation Research (1-12 credits) Cross-listed Graduate Courses
Students will need to request permission in order to enroll in this course. A Graduate Independent Research Permission form will need to be filled out.   This course is for post-candidacy students

Procedures for signing up for CogSci independent research courses:

Which research course should students enroll in?

Q799 - Readings and Research in Cognitive Science (1-6 credits) for pre-candidacy status graduate students.

Q899 - Ph.D. Dissertation Research (1-12 credits) for post candidacy status students

G901 is allowed after candidacy and completion of the required 90 credits.
(Enrollment limited to a total of 6 semesters.) for ABD status graduate students who have complete 90 hours of graduate course work and requirements for the PhD program

How to sign up:
To sign up for Independent Research Courses, the Independent Research Permission Form must be signed by the research supervisor and submitted to the Graduate Secretary. This applies to any Q799, Q899, and G901 sections. **Please be sure to allow enough time to get the instructor's signature before the deadline** to avoid late registration fees.

With supervision outside COGS:
If the student's supervisor is outside of the COGS faculty, he / she will need to find a COGS faculty member to co-supervise the project and co-sign the form. The COGS faculty member must assess the student's work at the end of the semester and submit the grade for the course. It is important to be sure that all needed information is provided to him or her at the end of the semester, in time for the grade submission deadline.

Time limits on G901:
Students are only allowed 6 semesters of G901. If students have used up their allotment of G901s they must register for Q899. Students should make sure they are eligible for the G901 registration before submitting their form to the Graduate Secretary.

Other Useful Information

Finding a place to stay
There are several housing options available in a wide variety of price ranges.
Information for on-campus or off-campus housing, please visit the following site:
http://www.indiana.edu/~gpso/resources/housing/ .

Indiana Daily Student (IDS) & Herald-Times newspapers
Both the Indiana Daily Student (IDS) & Herald-Times newspapers have classified advertisements for housing. Both papers can be found around campus.

Apartment and Condominium Guide
The Apartment and Condominium Guide gives locations and phone numbers for some of the properties available in and around town. Some places have complexes for graduate students, so be sure to mention your status when you call. This guide can be obtained from numerous displays among the businesses and shops on campus.

Legal services
[Student Legal Services](#) advises students free of charge on the legality of a lease and provides information about tenant / landlord rights and responsibilities.

Getting around town

Campus Parking
Parking on campus requires a parking permit from Parking Operations.

Buses
Both the city of Bloomington and Campus Buses have bus lines. (See
http://iubus.indiana.edu/campus_bus/ and www.bloomingtontransit.com, respectively.)

Biking
Biking is an excellent way to get around town and bike paths are available on campus and around Bloomington. All bikes that are brought onto campus must be registered with the office of Parking Operations. An unregistered bike, or one parked improperly, might be impounded.

Walking
Walking is a good option in Bloomington. Please exercise extra care.