

Indiana University Cognitive Science Program

2017 Graduate Student Orientation Guide

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 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 is 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 no later than Wednesday, August 9 per the standard international student I-20 and DS 2019 arrival date. For additional information, please visit the following link: <https://ois.iu.edu/after-admission/orientation/index.html> . We strongly encourage students to complete orientation as early as possible. .

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).

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 classes, **Monday, August 21**.

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. Please see below additional information regarding required exams.

Required English exams for international students

Please note that if your native language is not English, you will be required to take the Indiana Academic English Test (IAET). Based upon the test, you may be required to enroll in English language improvement courses. This test is typically given in early August as part of the international student orientation program. More information is available at <https://ois.iu.edu/after-admission/orientation/english-exam.html>.

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 [Indiana Academic English Test \(IAET\)](#) 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. During the month of September, we will schedule a time to meet with new students and will be sending out emails soon to set up these appointments. Usually the appointment will last 30 minutes.

Register for classes

Open Registration / Schedule Adjustment, Apr 29 – August 27. Late registration fee begins Friday, August 18. You may register for classes online using One.IU. Please visit the [following link](#) for online registration information: <http://registrar.indiana.edu/information/enrollment-information.shtml>. Also please be sure to check the [Registrar's Office Official Academic Calendar](#).

Get your Indiana University CrimsonCard

This CrimsonCard is the new official photo ID card for all Indiana University campuses. Information regarding this card can be found at <https://crimsoncard.iu.edu/>. New students will receive this card during the student orientation. Be sure to bring a valid, government-issued photo ID as well as your 10-digit University ID number. If you are not able to attend the orientation, student will be able to obtain their card at the IMU M090 (main level) Mon-Fri 8am-5pm.

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 official IU username to the Graduate Secretary, [Susan Palmer \(stowle@indiana.edu\)](mailto:stowle@indiana.edu).

Your welcome / acceptance letter contained information on how to set up an IU Account. This information can be found at <https://access.iu.edu/starterkit> (and select 'Create My First IU Account').

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](#). Please note: This will be updated in early August.

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; <https://ois.iu.edu/after-admission/orientation/index.html>

Phone: (812) 855-9086

GSPG (Graduate and Professional Student Government) BBQ

TBA

New Graduate Student Orientation at PBS (Psychology)

Wednesday, August 16

Psychology 128

8:30 a.m.-11:00 a.m.

(Be sure to stay for pictures, which will be around 10:15 a.m.).

First Day of Classes for fall 2016

Monday, August 21

2017 Cognitive Science Kickoff Picnic

1-5pm Saturday, September 16, 2017

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. In September we will be meeting with new students to go over program polices and course planning. An email will be sent in middle of August.

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 of Arts and Science anticipates departments will hire only Arts and Sciences degree students. Any exceptions should be cleared with the COLL 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 Following link for additional information: <https://ois.iu.edu/visas/student-visas/index.html>.

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. See link above for additional information.

Optional Practical Training (OPT) application

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). Please visit the following link for additional information: <https://ois.iu.edu/living-working/employment/f1/optional/apply-opt.html>

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 Graduate Bulletin: <http://bulletins.iu.edu/iu/gradschool/2016-2017/index.shtml> .

Time limits for course counted towards graduate degrees

Normally, a course may not count towards degree requirements if 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 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. In addition, 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 University 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 available 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. [One.IU.](#) For additional information and resources regarding the final exam please visit the following site: <http://graduate.indiana.edu/theses-dissertations/index.shtml>.

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 exempt from one or more of the core courses other than COGS Q540, which all students must take. Waivers and substitutions, from any core courses required approval from the Director of Graduate Studies and the University Graduate School. Requests must be made 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. Please note: this course will be changing the requirements soon, once the changes are approved by the curriculum review workgroup, CogSci will update this page.

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. Please note: If a student pursues a dual PhD major, a minor is not required.

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 2017 Graduate Course Offerings

Q510 – Cognitive Science Professional Development (2 credits)

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.

Q511- Introduction to Embodied Cognitive Science (3 credits)

This course provides a broad introduction to the growing importance of the concepts of situatedness, embodiment and dynamics in cognitive science. It covers both the key conceptual content and the historical development of these ideas. In addition, it surveys classic work in this area. Examples will be drawn from philosophy, psychology, neuroscience, robotics, and the social sciences. Class meetings will consist of a combination of lectures by the instructor, guest lectures, and student presentation and discussion of readings.

Q520 – Mathematics and Logic for Cognitive Science (3 credits)

Covers the mathematical backgrounds of contemporary work in cognitive science. Includes basic material on both the symbolic and connectionist approaches: machines, logics networks, games and probability.

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.) Please note: this course will be changing the requirements soon, once the changes are approved by the curriculum review workgroup, CogSci will update this page.

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, students will need to fill out the 'Independent Research Permission Form', which must be signed by the research supervisor and submitted to the Graduate Secretary. The form can be found at: <http://cogs.indiana.edu/graduate/forms.php>. 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.)*

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.

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

Indiana University has Campus bus lines. (See http://iubus.indiana.edu/campus_bus/)

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](#).

Walking

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