

Indiana University Cognitive Science Program 2019 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

PhD degree-seeking graduate students should arrive in Bloomington no later than Wednesday, August 14.

All international students new to IU are required to attend the International Student Orientation (please be sure to refer to your checklist on Atlas (atlas.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 14 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. These events are usually held a week prior to the start of classes. First day of class is Monday, August 26th.

When do I start my duties as an Associate Instructor or Graduate Assistant?

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 20**. **If this is your first time working as an Associate Instructor or Graduate Assistant, please contact Susan Palmer, stowle@indiana.edu, for paper work to be fill out.**

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.)

Schedule a time to meet with the Director of Graduate Studies and Graduate Coordinator.

In September, we will start scheduling meetings for all CogSci students to meet with the graduate director and graduate coordinator. We will schedule a time (30 minute sessions), via email, time and dates TBA. You are always welcome to meet with us at other times as well...please contact the stowle@indiana.edu to schedule an appointment with the Director of Graduate Studies.

Register for classes

Open Registration / Schedule Adjustment, Saturday Apr 27– Sunday September 1. ***Please note: Late registration with a late fee assessed, begins Friday, August 23.*** You may register for classes online using One.IU. Additional information: <https://studentcentral.indiana.edu/register/steps-register/index.html>. Also please be sure to check the [Registrar's Office Official Academic Calendar](#). This will include all the important dates regarding drop/add, registration, and more.

Get your Indiana University Crimson Card

This Crimson Card 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 e-text, textbooks for upcoming classes:

On-line text information for CogSci courses can be found on the [IU Bookstore website](#). Most classes do not require textbooks or e-text, but please check the course listing for any additional information.

Email and IU Account

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>

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: the schedule will be updated again in August so please be sure to the updated orientation form on our web site.*

International Graduate Student Orientation.

Wednesday, August 14th (Degree-seeking students should arrive no later than this date)
Please refer to your Checklist on iStart: (<https://fye.indiana.edu/orientation/fyme/index.cfm>)
for arrival date to Bloomington and Orientation details.

Indiana University
Poplars 221
400 E. Seventh Street, Bloomington, Indiana 47405;
Phone: (812) 855-9086

GSPG (Graduate and Professional Student Government) BBQ

TBA

New Graduate Student Orientation at PBS (Psychology)

TBA

First Day of Classes for fall 2018

Monday, August 26

2018 Cognitive Science Kickoff Picnic

TBA

1:00 p.m. – 5:00 p.m.

Stone Age Institute

(Map will 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 the beginning of September.

Registration guidelines

Depending if students are a dual major or single majors with Cognitive Science Program, we usually suggest that students enroll in three COGS courses or other courses (typically 3 credits each) that will count towards the intended degree. Information for CogSci courses can be found at: <http://cogs.indiana.edu/graduate/courses/cognitive-science-courses.php>. Also please refer to our

graduate bulletin for all the current policies. The link to the 2019-2020 bulletin:
<https://bulletins.iu.edu/iu/gradschool/2018-2019/index.shtml#2>.

Please note the following:

"Satisfactory progress" for COGS students assigned an assistantship (Associate Instructor/Research Assistant/Graduate Assistant) 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) The College of Arts & Sciences has the following 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, current policies and rules: <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 and updated information: <https://ois.iu.edu/living-working/employment/fl/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:

<https://bulletins.iu.edu/iu/gradschool/2018-2019/index.shtml#2>.

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 will need to fill out the form from The College of Arts & Sciences and signed by the director of graduate studies or graduate advisor before sending it on to the College for approval. Transfer requests should be completed prior to being nominated to PhD candidacy. Link this form can be found: <https://college.indiana.edu/student-portal/graduate-students/forms/index.html>.

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. If a student is pursuing a dual major, they will need at least two members from each member. The on-line form is located 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. Complete information regarding the qualifying exams and Ph.D. requirements for CogSci can be found at: <http://cogs.indiana.edu/graduate/degrees/phd.php>.

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 online form for Candidacy can be found on 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 on-line form for Research Committee can be found on 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. For additional information and resources regarding the final exam please visit the following site: <https://graduate.indiana.edu/thesis-dissertation/index.html>.

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

Additional information can be found at: <http://cogs.indiana.edu/graduate/degrees/phd.php>

A minimum of 90 credit hours, including the following:

The seven 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),

Q560 (Behavioral Methods in Cognitive Science).

Q733 (Colloquium Series) four semesters at one credit. (This is offer every semester). Students entering the program, starting fall 2018, will need to sign up for Q733 for one credit for four semesters prior to Candidacy. The class will meet every week. At some meetings, invited speakers will present colloquia. At the remaining meetings, students will present their own work, or read and discuss contemporary cognitive science research. Students will need to attend 75% of the meetings to pass the course.

(Waivers and/or Substitutions): 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.

Research Project Requirement

Students are required to complete a Research Project. The project should constitute significant original research done while the student is enrolled in the Ph.D. program. Ph.D. students must decide on a supervisor and topic for their projects by the end of their first year and submit the Research Project Progress Report to the Cognitive Science Program. The project must be completed by the end of the second year; students will need submit the ‘Completion of the Research Project form’.

Research Presentation Requirement

Students must present a research talk to a Cognitive Science audience (including at least three Cognitive Science faculty members who attend and appraised it), covering some aspect of the student’s own research in Cognitive Science. The presentation should be advertised to the cognitive science community, and could be part of campus lecture series like Cognitive Lunch, Logic Seminar, Developmental Seminar, Linguistics Colloquia, Grey Matters, etc. The research covered may be from any stage of the student’s career, including (but not restricted to) the thesis research. The presentation must be made before advancement to candidacy.

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.

For additional information regarding the qualifying exams for the Ph.D. program please visit: <http://cogs.indiana.edu/graduate/degrees/phd.php> .

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 late 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 2019 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.

Q590 – Topics in Cognitive & Info. Science

Q651 – Perception /Action (3 credits)

We cover the Ecological approach to perception/action, including Gibson's ideas about direct perception and Bernstein's ideas about coordination and control of action. Topics include ecological realism, optic flow, structure-from-motion, physiology of vision and movement, motion measurement, dynamics of action, mass-spring models of muscle and robotics. The format is lecture/demonstration/student presentations.

Q700 – Seminar in Cognitive Science (3 credits)

TOPIC: Modeling Evolutionary, Adaptive, and Cognitive Systems

Q733 - Colloquium Series (1 credit)

Students will need to enroll in four semesters at one credit.

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.

G901 – Advanced Research, once 90 credit hours are reached and all course work completed

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- (Enrollment limited to a total of 6 semesters.) for graduate students who have completed 90 hours of graduate course work and requirements for the PhD program. If students have used up the 6 semesters of G901 and still need to enroll in additional course work students will need to enroll in Q899 or equivalent for one credit.

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.)*

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.

If you have any question regarding the program please contact me at stowle@indiana.edu.

Thank you,
Susan