MA in DAS
Graduate Student Handbook

2016-2017

Welcome to the Digital Worlds Institute at the University of Florida

The Digital Worlds Institute is dedicated to helping students develop their academic and professional abilities to the fullest extent possible. The **Digital Worlds Graduate Student Handbook** is designed to give you specific information about our program and culture.

Contact information
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Gainesville, FL 32611-5810
Phone: 352-294-2000
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Policies & Procedures for Graduate Study

Deadlines

It is the student's responsibility to comply with all deadlines, procedures, and requirements of the Graduate School, the College of the Arts, and Digital Worlds (DW). Remember that College of the Arts deadlines are usually several weeks earlier than those of the Graduate School in order for students to present their projects. Students must be familiar with those sections of the Graduate Catalog (http://gradcatalog.ufl.edu) that outline general regulations and requirements of Digital Worlds and should keep track of the degree credit requirements.

In order to maintain your standing as a UF student, please be sure to familiarize yourself with Graduate School, college, and department rules and regulations. School deadlines are determined early each semester and distributed to all graduate students via UF GatorLink e-mail accounts.

Course Registration

For general information about what courses are available each term, please consult the Schedule of Courses (http://www.registrar.ufl.edu/soc). Your faculty mentor or supervisory committee chair will provide guidance as to which courses you should take. For assistance with registration, contact Phillip Klepacki, Director of Distance Education for COTA and academic advisor for DW (pklepacki@arts.ufl.edu).

Supervisory Committee

All MA in DAS students are required to put together a supervisory committee for their Thesis or Project in Lieu of Thesis (PILOT) by the end of their first year, or the semester in which they will have earned a total of 12 credit hours. Once you have established a supervisory committee, your committee chair is your point of contact for course advising.

Computer Information:

You are required by UF to have a suitable computer for personal use. The guidelines suggested for graduate students coming into the MA in DAS program at the Digital Worlds Institute are found at http://digitalworlds.ufl.edu/programs/ma-in-das/computer-requirements/.

Degree Program Requirements

The MA in DAS requires 36 credit hours. A minimum of 30 credit hours of courses from this roster are required. Approved electives may also be possible.

	Course	Abbrev	Course Name
MA IN DAS COURSES			
TERM 1	DIG 6028	RDC	**Roots of Digital Culture**
	DIG 6751C	PMI	**Protocols for Multimedia Interfaces**
	DIG 6850C	DPP	**Digital Arts & Sciences Convergence**
TERM 2	DIG 6050C	ET	**Entertainment Technology Workshop**
	DIG 6719	VTA	**Videogame Theory & Analysis**
	DIG 6840C	IRS	**Interdisciplinary Research Seminar**
TERM 3	DIG 6358C	3DMA	**Applied 3D Modeling and Animation**
	DIG 6971/73	RMT	**Thesis/Capstone Project**
			Approved Elective
TERM 4	DIG 6027C	IST6	**Interactive Storytelling**
	DIG 6125C	DDV	**Digital Design and Visualization**
	DIG 6971/73	RMT	**Thesis/Capstone Project**
SUPPLEMENTAL/ ELECTIVE COURSES	DIG 5555C	DPD1	Digital Media Projection Design I
	DIG 5931C	STX5	Special Topics
	DIG 6126C	IXD	Interaction Design
	DIG 6256C	ADP	Audio Design for Digital Production
	DIG 6556C	DPD2	Digital Media Projection Design II
	DIG 6589C	DPO	Digital Portfolio
	DIG 6744C	MMM	Media, Movement and Machines
	DIG 6788C	DPGD	Digital Production & Game Design
	DIG 6906	IND	Independent Study
	DIG 6931C	STX6	Special Topics 6000 Level
	DIG 6950C	DPP	Digital Performance Production

Tracking Sheet

Students should plan to take the courses listed above for Terms 1-4. Prior to completing the second term of study, students will select a supervisory committee of at least two members; the committee chair then assumes the role of advisor.

Students need to seek permission from the faculty mentor or committee chair to take courses (i.e. approved electives) outside the program. Any courses not approved in advance will not count towards the degree. Classes taken in other departments can be graduate-level (5000 and above) or upper-division undergraduate level (3000/4000). Undergraduate-level classes offered by Digital Worlds cannot be used to fulfill requirements for the MA degree.

A tracking sheet is used to record your classes. This sheet lists the required number of credits, Digital Worlds courses taken, your electives, and project/thesis hours. Each semester, the tracking sheet is updated with your grades and number of earned credit hours. You may request a copy of your tracking sheet at any time during the semester by e-mailing

advising@digitalworlds.ufl.edu. A blank copy is included at the end of this handbook; you are encouraged to use this to track your own progress.

Verify that the information on your tracking sheet is correct – you are responsible for notifying the department if there are any changes to be made. Please verify registration dates and times, and clear all holds early. DO NOT WAIT UNTIL THE LAST MINUTE to register.

Registration Requirements

Each semester, there will be a registration/advising meeting to discuss advance registration for the next term(s). During this meeting, the schedule of courses and semester plan will be reviewed. Students will be reminded of holds and provided with the section numbers needed for self-registration. Other important program information will be shared, and students will have the opportunity to ask any questions. The meeting will be held near the midpoint of the semester; exact dates and times will be conveyed via e-mail.

The University of Florida operates on a semester system consisting of two 16-week periods and two 6-week summer terms. The following chart has both full- and part-time registration requirements for each semester that you are registered.

Required Full-Time Registration

	Fall and Spring	A	Summer B	C
Full-time graduate students not on appointment	9-12	4	4	8

If you are receiving federal student loans, **ALWAYS CHECK WITH THE STUDENT FINANCIAL AFFAIRS OFFICE TO VERIFY YOUR AID.** Aid status is available on ONE.UF. All questions regarding financial aid/student loans should be directed to Student Financial Affairs; the College of the Arts and Digital Worlds Institute are not equipped to handle questions regarding loans or other aid beyond graduate assistantships or college scholarships. **New rules for financial aid mean that you could find yourself owing tuition back if you drop a class.** Please check with the Student Financial Affairs office in Room S-107 Criser Hall if you make changes to the total number of hours for which you are registered during the semester.
http://www.sfa.ufl.edu/graduate-students/

Failure to register for an appropriate number of credits may affect continuation of student aid.

Full-time registration is 9 to 12 credits. Students not on an appointment may want to enroll full-time to finish their degrees in the minimum time frame, or may be required to enroll full-time by external funding agencies or their academic units. Always verify with your outside funding agencies the number of credits you are required to take to maintain your financial aid.

First-Year Review

The first-year MA in DAS review is part of an overall system of evaluation in the graduate program at UF. Although a student must maintain a 3.0 GPA overall, she/he must also pass the first-year review in order to continue in his/her program of study. The student should be aware that the criteria and determination made at the review is not reflective of his/her grades or GPA at the time of the review. The first-year review is a crucial component of the Masters degree, as all graduate students are expected to demonstrate the ability to critically reflect on their assimilated knowledge in the field, as well as outline their research interests before proceeding forward with the graduate degree.

At Digital Worlds, the first-year review committee is made up of DW Faculty and the Institute Director. The first-year review of student's progress takes place at the end of the first year of graduate study (or at the end of the semester in which the student gains 18 UF graduate credits) to determine the student's fitness for continuation in the program.

The first-year review committee will schedule a meeting with the student to hear his/her thesis proposal presentation and to discuss their performance during the first year. During the review meeting, the committee will converse with the student about his/her thesis presentation and graduate work. Following this discussion, the committee will meet without the student present to discuss the student's presentation and progress in the program. The committee will then recommend one of the following three possible outcomes (based on majority vote) to the DW Director:

OPTION 1: PASS
The student's performance meets the standards expected during the first year of graduate study and they may continue on to their second year and/or final 18 hours.

OPTION 2: RE-REVIEW
If the student's performance does not meet the standards expected in the graduate program to pass on to the second year, a re-review may be scheduled to allow the student an opportunity to remove any identified deficiencies. The re-review must take place prior to the beginning of the following semester (fall/spring). Should the deficiencies be removed at the time of the re-review, Option 1 would then apply.

OPTION 3: DISMISS
If the student's performance does not meet the standards expected in the graduate program to pass on to the second year, at the determination of the first-year review committee, the student may be dismissed from the program based on unsatisfactory completion of the first-year review (no re-review).

Caucus

The committee will caucus to discuss the review without the student present, complete a ballot, and turn the ballot in to the Graduate Coordinator. Following the vote, the committee will meet with the student to discuss their recommendations and give the student salient feedback about his/her work.

Notification

Students will receive unofficial notification of the results of the review within 5 business days following the review. All students will receive official continuance notification from the Graduate Coordinator prior to the end of the spring semester.

Those students who will be continuing on to their second year of study must name a Supervisory Committee and file the Supervisory Committee Form with the Graduate Coordinator by the end of the semester. The Supervisory Committee Form will be placed in the student's academic folder. (Note: The student may make changes in her/his Supervisory Committee before the start of the final semester.)

The Re-Review Process

If the student is asked to re-review by their First-Year Review Committee, the re-review will be scheduled prior to the start of the following (fall/spring) semester's classes.

Supervisory Committees and Final Projects

The student's supervisory committee should be in place as soon as possible after the student has been admitted to the MA in DAS program, but no later than the second semester of graduate study. If a student takes fewer than 12 credits in the first term, the deadline to recruit a supervisory committee is the end of the term in which they have accumulated 12 or more credits, or at the end of the second semester of full time study.

Supervisory committees are initiated by the student, not the faculty. Only those members of the faculty who have been appointed to the Graduate Faculty may serve as chair of a supervisory committee. In addition, the chair must be a graduate faculty member from the Institute. Your committee must contain at least two members. Additional members may be from Digital Worlds or from another UF college, provided they are graduate faculty and their expertise relates to the student's research. At least two committee members must be from Digital Worlds. As of the printing of this handbook, DW graduate faculty include:

- Angelos Barmpoutis
- Eleni Bozia
- Marko Suvajdzic
- Seung Hyuk Jang
- James Oliverio

When a student has selected and confirmed their committee members, they should obtain the signatures of all committee members and submit the committee request form (found in the back of this handbook) to Phillip Klepacki in the College of the Arts, who will submit the form to the Graduate School.

Thesis or Project in Lieu of Thesis (PILOT) Abstract

The student must write a one- or two-page abstract about their Thesis or PILOT. The chair of the supervisory committee and all the members must approve the abstract.

Announcement of Thesis / PILOT Defense and Exams
Notice of the time and place of the final examination must be submitted to the DW Academic Affairs Coordinator, Marko Suvajdzic (marko@digitalworlds.ufl.edu), 10 business days (2 calendar weeks) before the examination. The final examination may not be scheduled earlier than the term preceding the semester in which the degree is to be conferred.
1) The meeting should be agreed upon with the student's chair and committee members a minimum of 30 calendar days prior to the date.
2) Students must submit all relevant thesis or project materials to their defense committee 10 business days (2 calendar weeks) before the examination.

Degree Requirements

Final Semester (2nd year):
M.A. Requirements for Graduation
It is essential that all candidates check with either Laura Robertson or Phillip Klepacki in the College of the Arts Graduate Office to be sure that all requirements for graduation have been met or will be met in the final semester. Petitions of degree requirements and transfer of credit will be entertained by the Graduate School no later than the term preceding the one in which the candidate is to receive the degree.

Deadlines
The Graduate School issues deadline dates for each term, published on the Graduate School website, http://www.graduateschool.ufl.edu/ (see Academics → Academic Calendar). Copies of deadline dates and related forms and materials are also available in the Editorial Office, HUB 224B. **These deadlines are firm – missing a deadline could delay your graduation and may require additional registration**. Additional deadline dates are issued by the College of the Arts and the Digital Worlds Institute.

Registration
M.A. students must enroll in DIG 6973 (Capstone Project in Lieu of Thesis) or DIG 6971 (Research for Thesis) during the term the final examination (oral defense) is given and the degree is conferred.

Degree Application
All M.A. degree candidates must apply for a degree through ONE.UF (http://www.student.ufl.edu) by the deadline published by the Graduate School. Care must be taken to cite the correct degree, year, and term.

Thesis / PILOT Proposal
Students are required to present a draft of their Thesis or PILOT proposal to their supervisory committee. The proposal shall include:
- a discussion of their development thus far at the University,
- an outline of the proposed research and procedures, and
- a statement of the significance of the project.

Thesis / PILOT Process and Procedures
Each student is responsible for conforming to regulations governing format, final term procedures, and dates for submitting their **Thesis / PILOT** to their supervisory committee. Thesis students MUST follow the procedures outlined online at the Application Support Center (http://helpdesk.ufl.edu/application-support-center/).

Responsibilities of the Supervisory Committee and Chair

It is the responsibility of the chair of the supervisory committee to review the initial rough drafts of the **Thesis / PILOT** with the student and make suggestions for improvement before the report is distributed to the supervisory committee.

The student then presents the final copy of the **Thesis / PILOT** to the other member(s) of the supervisory committee for final review before the oral defense. It should require no more than two meetings to make additional suggestions to the student and to approve the report. The thesis must be defended and in final form prior to submission.

Preparation for Final Examination/Defense

Upon submission of the final copy of the **Thesis / PILOT**, the student will schedule an oral defense date with their supervisory committee chair.

Oral Defense

The oral defense will be a formal presentation of the **Thesis / PILOT** work. The supervisory committee chair *must* be physically present with the degree candidate; all other members of the committee *must* be present either in person or via teleconferencing. The supervisory committee chair will invite other members of the graduate faculty to attend, and the oral defense is open to the public.

The student will give a formal presentation that addresses the progress of their work. It is expected that they will demonstrate how the research problem or creative inquiry has been defined, researched, and consummated.

After the presentation, members of the committee will ask the student questions pertaining to his/her work, and then confer in private to accept the project/thesis, to require further changes, or to reject it. Upon successful completion of the oral defense, a Final Examination Form will be signed by the supervisory committee and forwarded to the College of the Arts for submission to the Graduate School.

Final Submission of Project in Lieu of Thesis Report

After final approval of changes by the supervisory committee, and no later than the date specified, candidates must submit the following materials:
- PDF copy of the project report (through e-Learning). Thesis students will submit through the Electronic Theses and Dissertations (ETD) system after the defense completion date has been entered in the Graduate Information Management System (GIMS).
- Grant of Permissions form (for publishing on the UF Libraries' site)
- Fully signed Final Examination Form and ETD signature page (submitted by the committee chair)

Note that a library processing fee of $12.80 will be billed through the University Bursar. These documents are then forwarded to the UF Digital Collections department. More copies may be required if individual committee members request them.

Electronic Theses and Dissertations (ETD) Application Support Center
https://asc.helpdesk.ufl.edu/etd.html

UF Graduate School Editorial Office
HUB 224B
352-392-1282 (Telephone)
352-846-1855 (Fax)

Information on Electronic Thesis and Dissertation Technical Support, Informational Seminars & Workshops, Thesis and Dissertation Consulting Services, and Thesis and Dissertation Formatting Templates can all be found at the website listed above.

Academic Support Staff

College of the Arts – Graduate Admissions and Academic Programs
Senior Associate in Graduate Studies and Administration – Laura Robertson, 207 University Auditorium,
phone 846-3425, lrobertson@arts.ufl.edu
- Assists with web content and any publications to ensure consistency of policies and procedures related to admissions and graduate student funding.
- Communicates with applicants from point of admission to acceptance and matriculation.
- Extends official admission and funding offers on behalf of the schools and Institute.
- Prepares and monitors online pre-orientation for admitted students
- Provides an overview of general UF policies at orientation.
- Extends annual employment contracts to continuing graduate assistants.
- Ensures final degree completion: organizes graduation meetings with graduate coordinator, creates documents with timelines and policies, evaluates academic records, contacts student and supervisory committee chairs with any problems, collects final project reports, and certifies degrees.
- Works directly with Graduate Coordinator on administrative matters.

DW Advisor and COTA Director of Distance Education – Phillip Klepacki, 207 University Auditorium,
phone 846-3426, phillip@digitalworlds.ufl.edu
- Registers students when necessary
- Maintains tracking sheets for graduate students
- Academic advising: oversees course choices, assures students are staying on track for graduation, course listings
- Assists students with petitions and holds
- Updates supervisory committee/GIMS information
- Maintains graduate student files
- Answers prospective student inquiries; may refer to faculty as appropriate
- Manages current student inquiries/support
- Prepares and makes available forms for registration
- Processes graduate admissions decisions
- Enters graduate grades when required
- Assists with student meetings and orientations
- Works with the Director and faculty to meet the needs of students
- Coordinates and assists graduate project/thesis supervisors
- Modifies Graduate Handbook as needed

DW Assistant Director for Student Services & Administration – Justin Marlin, 294-2000, justin@digitalworlds.ufl.edu
- Answers prospective student inquiries; may refer to faculty as appropriate
- Updates supervisory committee/GIMS information
- Coordinates duties with Academic Affairs Coordinator in preparation for admissions
- Assists with student meetings and orientations
- Modifies Graduate Handbook as needed
- Assists with special programming, recruitment, and improvement initiatives

Business Manager – Carlos Cordero, 102 Fine Arts A, 294-2000, carlos@digitalworlds.ufl.edu
- Handles financial and HR issues for Digital Worlds, including graduate assistants
- Coordinates budget for Digital Worlds
- Assists Director and faculty with grants and contracts

Institute Director - James Oliverio, 294-2000, james@digitalworlds.ufl.edu
- Founding Director of the Digital Worlds Institute
- Responsible for budget, personnel, Institute and program development

Digital Worlds Facilities

Digital Worlds Administration Office (Admin)

The Administration office for Digital Worlds is in Fine Arts Building A, room 102. We call this ADMIN or the Admin Office.

ADMIN Office Hours:
8:00 AM – 5:00 PM Weekdays

Research, Education, and Visualization Environment (REVE)

A flexible suite of spaces for research and education, featuring collaborative environments with numerous technological capabilities. The REVE is our teaching, research, and development facility in Old Norman Gym and is comprised of the following individual spaces:

- **Polymodal Immersive Classroom Theater (PICT):** Provides large-scale immersive visualization capabilities for a class or audience of up to 50 people; can also be used for high-end receptions, online business meetings, and film and television screenings
- **Virtual Production Studio (VPS):** An open collaborative working space with large green screen, large white cyc, motion capture, audio and video recording technologies
- **Digital Media Suite (DMS):** A variety of production and post-production systems, ranging from digital video editing and compositing to audio, animation, and post-production processing capabilities
- **The On-Line/On-Campus Research Classroom (ORC):** Designed to facilitate interactive real-time learning with both resident and remote Digital Arts & Sciences students.

Serious & Applied Gaming Environment (SAGE)

The newly revitalized SAGE 413 is built for 21st-century teaching and learning; it boasts a three-screen rear projection display and collaborative space for game design and interactive learning. With classes like 3D Animation and Modeling being taught there, it has become the epicenter for interdisciplinary student work in creating serious and applied gaming environments, using tools like the KINECT and other new devices and software being pioneered at UF Digital Worlds.

Facilities Policies & Procedures

- University and Digital Worlds equipment, classrooms, laboratories, and any other University property are for use by employees and current students only. Friends and former students are not permitted to borrow or otherwise use University property.
- If you are working on a Digital Worlds event in the REVE after hours, please know that you will be responsible for cleaning up, turning the lights off, putting equipment back in its place, etc.
- Please make every effort to maintain Digital Worlds facilities in good condition.
- Student projects should not interfere with or impede access to classrooms, hallways, or public spaces. If any project should do so, grades will not be issued for the project or

course until the project has been completely removed, and the site has been restored to its original condition.

- When using classrooms and Digital Worlds facilities, make certain that the facility is restored to a suitable condition for the next class. Clean up after each class! Dispose of trash and put away projects and props so the class following can easily and efficiently make use of the classroom. Don't leave your own personal files (or personal information) on the Digital Worlds computers. This unnecessarily clogs the DW drives and results in slowdowns for faculty and students.
- Failure to comply with these rules will result in disciplinary action, withholding grades, the possible lowering of a grade, or failure of the course.

Equipment

- A limited amount of digital media production equipment, including cameras, tripods, and other electronic items, may be checked out by qualified undergrad students when needed for MADAS class assignments.
- You must verify approval for check out with the instructor in whose class you are enrolled.
- Remember that the equipment belongs to the University of Florida. You will be held liable for lost or damaged equipment.

Important UF Websites

Please take time to discover UF critical information and support programs through:

http://www.ufl.edu – University of Florida website
http://www.arts.ufl.edu – College of the Arts website
http://graduateschool.ufl.edu/ – Graduate School website
http://www.digitalworlds.ufl.edu/ – Digital Worlds Institute website

The UF Graduate Catalog, located at http://gradcatalog.ufl.edu, contains information about your program and governs your study. Please review the specific program information in the UF Graduate Catalog and become familiar with the rules and regulations therein. It is your responsibility to become familiar with Graduate School policies and deadlines.   Ignorance of a rule does not constitute a basis for waiving that rule. The Dean of the Graduate School must approve any exceptions to the policies stated in the Graduate Catalog.

You must also be familiar with and abide by deadlines and policies in the *UF Graduate Student Handbook* (http://graduateschool.ufl.edu/media/graduate-school/pdf-files/handbook.pdf), published by the Graduate School.

Gator1 ID Card – http://www.gator1.ufl.edu/
You will need a student ID, known as a Gator 1 card. Gator 1 includes your picture, your status (student, faculty, or staff) and your UFID number. The Gator 1 Card makes campus life easier. Students use the Gator1 Card daily for access to the RTS bus service, buildings, UF Library services, prepaid vending, Gator Dining, and UF Bookstore accounts.

The ID Card Services main office is the official home of Gator 1 Central. ID Card Services is located on the ground floor of the UF Bookstore & Welcome Center, Room G071. ID Card Services offers passport photos, notary services, and copying services, in addition to producing Gator 1 Cards. To obtain your Gator 1 Card, bring an official photo ID (passport or driver's license) and $15.00 (cash, check, Visa/MasterCard, or debit card).

Gator Dining Services - http://www.bsd.ufl.edu/G1C/dining/dining.asp
Gator Dining Services provides food service for UF students at 45 locations on campus.

MyUFL Portal – https://my.ufl.edu
The myUFL Portal is the access site for news, course listings, job listings, your personal information, and all other aspects of your life at UF. Sign on using your GatorLink ID and password. Please log on and familiarize yourself with this very valuable site. You can customize the site to meet your individual needs. For instance, you can add an academic calendar, UF News, outside news organizations such as the Gainesville Sun, and even an Arts & Culture calendar.

ONE.UF/Student Self Service – http://one.uf.edu

With your GatorLink username and password, you can log on to ONE.UF, the University's secure website with links to:

- Course registration
- Schedule adjustment (drop/add)
- Fee payments
- Financial aid
- Grades
- Holds
- Address changes
- Degree audits
- Degree applications
- Your class schedule
- Transcripts
- Your directory information
- Federal loan interviews
- Course descriptions
- Textbook information

Changes to your record made through the ONE.UF system sometimes take up to 24 hours to post, so be sure to register, apply for your degree, and complete other important tasks in a timely manner.

e-Learning Support Services - **http://elearning.ufl.edu**

e-Learning is the centrally supported course management system at UF. e-Learning is powered by the course management system Canvas. e-Learning provides a secure online system for student submissions and assessments, posting grades and content, and communication among class participants. e-Learning also supports researchers, staff, and students, who can create project sites for collaboration, document management, and communication. A GatorLink account is required to access e-Learning.

In addition to Canvas, the e-Learning page provides links to:

- The UF Computing Help Desk
- IT Training
- Lynda.com
- VoiceThread
- Qualtrics
- Announcements about e-Learning updates and known issues

GatorLink

When you first applied to UF, you were given a UFID number, which will always remain your student identification number. When you were admitted to the university, you were asked to create a GatorLink account. GatorLink is your computer identity (username and password) at the university. It allows you to access all computers on campus. It creates your *username*@ufl.edu e-mail address. **This is where official university communications are sent – you MUST check this account on a regular basis, as you are responsible for all correspondence received at this address.**

To open your GatorLink account, access www.gatorlink.ufl.edu/. You must use your GatorLink account to establish your campus e-mail through the Webmail system used by the University of Florida (http://webmail.ufl.edu).

GatorLink is a computer account that allows access to a variety of campus computing services. Every student, faculty, and staff member is expected to have a GatorLink account.

- UF faculty, staff, and students receive the following services at no charge:
  - An internet mailbox (free e-mail used through an internet connection on Webmail or with IMAP or POP mail software). This service gives you up to 50Mb of mail storage. You may check your e-mail from off-campus by going to http://webmail.ufl.edu and typing in your GatorLink username and password. GatorLink e-mail also integrates well with Microsoft Outlook and Mac Mail.
  - **Please NOTE:** If you are a graduate student in the Digital Worlds Institute MA in DAS program, you will receive a DW e-mail address, e.g., tom@digitalworlds.ufl.edu. You are expected to check this e-mail address every day. You may forward all other e-mail to this address, but it is important that you check this e-mail on an ongoing basis.
  - Wireless internet services are available throughout campus. Visit http://getonline.ufl.edu to ensure that your computer meets all requirements to access the UF wireless network.
  - Computer lab access (Macs and PCs) is available across campus in the CIRCA computer labs. This includes an Internet connection, access to your e-mail, popular word processing, printing, spreadsheets, and graphic programs. This service is offered on a space-available basis. (https://labs.at.ufl.edu/ComputerLabs.php)
  - Internet web space (free hosting of web pages accessed through FTP software).

On-Campus Facilities/Services for Student Assistance

Student Health Care Center – http://www.shcc.ufl.edu
The University of Florida infirmary and pharmacy can be accessed through the above link. Each student is assigned an infirmary team that they see for health issues. Please refer to the website for information about the health care center and how to find your health team.

Eligible graduate students also receive health insurance provided by GatorGradCare. Graduate students with assistantships and fellowships receive free health insurance. Other students may purchase the health care plan. Please refer to
http://www.hr.ufl.edu/benefits/gatorgradcare/default.asp for information about the application and services.
Please note that coverage for graduate assistants is not automatic – you must enroll during the enrollment period at the beginning of the academic year (late August-early September).

Security Services provided by the University Police Department - http://www.police.ufl.edu/
The University of Florida Police Department, located at the intersection of Museum Road and Newell Drive, provides service 24 hours a day; call 352-392-1111.

Student Nighttime Auxiliary Patrol (SNAP) - http://www.police.ufl.edu/community-services/student-nighttime-auxiliary-patrol-snap/
SNAP provides on-request nightly campus escorts to the University community; call 352-392-SNAP (7627).
UPD patrol officers will be available to provide escorts after SNAP closes; call 352-392-1111.

Disability Resource Center - https://www.dso.ufl.edu/drc
The Dean of Students Disability Resource Center provides assistance for students with disabilities. Services vary depending on individual needs and include, but are not limited to, individual campus orientation, academic accommodations, help in securing auxiliary learning aids, and assistance in general University activities. Students with disabilities are encouraged to contact this office, located in 001 Reid Hall, at 352-392-8565 x200 or 352-392-3008 (TDD).

For students with hearing or speech impairments, use the Florida Relay Service at 800-955-8771(TDD). A Handi-Van is available for permanent or temporary disabilities. Call the Dean of Students Office at 352-392-1261 and ask for the Disability Resource Center. This service is also free.

Student Recreation - www.recsports.ufl.edu
The Department of Recreational Sports at the University of Florida provides an opportunity for every student to participate in an athletic or recreational activity on a voluntary basis. Information about campus fitness facilities can be found here.

Regional Transit System

With your Gator 1 Card, you ride any RTS bus for free. Visit http://ufl.transloc.com/ to take advantage of the Gator Locator Real Time Bus System. A smartphone app is also available for this service; search for "TransLoc Transit Visualization" in the app store.

Find bus routes, schedules, and other important information at the Regional Transportation System website, http://www.go-rts.com.

Potential Funding for Digital Worlds students

Information about grant research support is available at
http://www.research.ufl.edu/researchsupport/

Available grants for graduate student education are listed at
http://www.graduateschool.ufl.edu/prospective-students/funding/other/grants/

For information on general University scholarships, see
http://www.uff.ufl.edu/Scholarships/GeneralUniversity.asp

Funding for grant research or grant related travel for students is available at
http://graduateschool.ufl.edu/prospective-students/funding/travel/

Graduate school information about available assistantships and grants can be found at:
http://graduateschool.ufl.edu/prospective-students/funding/graduate-assistantships/

UF Policy on Alcohol and Drugs

The University of Florida is committed to providing on and off-campus environments free of the abuse and illegal use of alcohol and other drugs. The following summary of the University's policies concerning the use of alcohol and other drugs is provided to you in response to the Drug-Free Schools and Communities Act and Amendments of 1989.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or the unlawful possession and use of alcohol is prohibited in and on property owned or controlled by the University of Florida or any other UF facility. No employee or student is to report to work, class, or any University activities (on or off-campus) while under the influence of illegal drugs or alcohol.

The use of alcoholic beverages by members of the University of Florida community is at all times subject to the alcoholic beverage laws of the state of Florida, City of Gainesville, County of Alachua, or other applicable local regulations and the University Alcohol Policy, Rule 6C1-2.019, Florida Administrative Code.

The possession and use of controlled drugs by members of the University of Florida community must at all times be in accordance with the provisions of Florida law, the rules of the Board of Governors, and the rules of the University of Florida. Under Florida law, no person may possess substances regulated under the provisions of Chapter 893, Florida Statutes (controlled substances and "designer drugs"), unless dispensed and used pursuant to prescription or otherwise authorized by law. Sale and delivery of such substances are prohibited unless authorized by law.

Under Statute 562.11, it is unlawful to sell, give, or serve alcoholic beverages to persons under age 21 or to permit a person under 21 years of age to consume said beverages. It is also unlawful for a person to misrepresent or misstate his or her age or that of any other person for the purpose of inducing any licensee or his agents or employees to sell, give, serve, or deliver any alcoholic beverages to a person less than 21 years of age.

Violation of the policies and laws described above is grounds for disciplinary action up to and including termination or expulsion in accordance with applicable University of Florida and Board of Governors rules. Disciplinary action against a student or employee by the University does not preclude the possibility of criminal charges against that individual. The filing of criminal charges similarly does not preclude action by the University of Florida.

http://www.ufsa.ufl.edu/faculty_staff/committees/alcohol_drug_education/uf_alchohol_policy

General UF Academic Policies and Procedures

UF Grade Posting Policy

Student academic information is, by law, confidential; an academic record that is individualized with a student's name, UFID, or social security number must be protected. A student's right to privacy is protected by Florida Statutes and the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, commonly referred to as the Buckley Amendment. Even if names are obscured, numeric student numbers are considered personally identifiable information.

In accordance with the guideline above, student papers or projects with the grade showing cannot be left in a public place such as the Digital Worlds' Office, in the hallway outside faculty offices, or in envelopes taped to doors where students can see the grades of others.

It is also a violation of FERPA to discuss a student's grade with their parents without the consent of the student. In order to comply with FERPA, student information should not be transmitted to any third party outside the university without the student's written consent. This confidentiality has been established as UF policy including through Rule 6C1-4.007, FAC, which is on the web at http://regulations.ufl.edu/wp-content/uploads/2012/09/4007.pdf. Requests for student information can take many forms, including requests from potential employers. Should written permission be obtained from students to release confidential information, the original authorization should be retained in the student's file as support for any future release of information.

Grades submitted on time are available to students the Wednesday morning following commencement. Students may access their grades through the "My Self Service" link in the myUFL portal. Grades not submitted in a timely manner, or grades requiring a change (such as from an "Incomplete" to a letter grade), must be submitted in writing on the appropriate Grade Change Form, signed by the instructor, and approved by the department director and college dean.

Absences for Religious Holidays or Observances

Students, **upon prior notification to their instructors**, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. If a faculty member is informed of or is aware that a significant number of students are likely to be absent from their class because of a religious observance, a major exam or other academic event should not be scheduled at that time. Further, a student who is to be excused from class for a religious holy day is not required to provide a second party certification of the reasons for the absence. Finally, a student who believes that they have been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

UF Honor Code and Guidelines – https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/
University of Florida students voted in the fall of 1995 to enact a student Honor Code. They approved the following:

Preamble:
In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. A student-run Honor Court and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon community acceptance and enforcement of the Honor Code.

UF Honor Code
We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

Pledge:
On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:
"On my honor, I have neither given nor received unauthorized aid in doing this assignment."

Grades
Students on assistantships must keep a GPA of 3.00 or above to maintain their appointments, and all students must complete the program with a GPA of at least 3.00 to graduate. **UF follows a truncated-GPA system: 2.997 equals 2.99, not 3.00**. Grades are only one part of the overall system of evaluation that leads to graduation. Grades do not in and of themselves guarantee continuance in a program if the student does not meet standards in any of the other evaluative processes.

More information on the grading system can be found in the Graduate Catalog.
http://graduateschool.ufl.edu/academics/graduate-catalog

Digital Worlds follows all the policies on courses, transfer of credit, grades, satisfactory/unsatisfactory grades, and deferred grades as outlined in the Graduate Catalog.

Unsatisfactory Scholarship
Any graduate student may be denied further registration in the University or in a graduate program should his/her progress toward completion of the program become unsatisfactory to Digital Worlds, the College of the Arts, or the Graduate School. Failure to maintain a 3.00 average on all work attempted is, by definition, unsatisfactory progress.

UF Policy Regarding Behavior in Instructional Spaces
https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/

Disruptive Behavior
Faculty, students, administrative and professional staff members, and other employees (hereinafter referred to as "member(s)" of the University), who intentionally act to impair, interfere with, or obstruct the mission, purposes, order, operations, processes, and functions of the University shall be subject to appropriate disciplinary action by University authorities for misconduct, as set forth in the applicable rules of the Board of Governors and the University and state law governing such actions. A detailed list of disruptive conduct may be found in the Student Code of Conduct. Be advised that a student can and will be dismissed from class if they engage in disruptive behavior.

Emergency	**911**
UF Police Department	352-392-1111
Dean of Students Office*	352-392-1261
Counseling & Wellness Center	352-392-1575
Student Health Care Center	352-392-1161
Office of Victim Services*	352-392-5648
Housing & Residence Education*	352-392-2161

After hours, call 352-392-1111 and request the on-call person for the office you are calling.

Counseling Services
Resources are available on campus for students lacking clear academic and career goals, or having personal problems that interfere with their academic performance:

For Mental Health Consultation or Referral
Counseling & Wellness Center: 352-392-1575
After office hours: 352-392-1575

For Student Affairs Consultation
Dean of Students Office: 352-392-1261
After office hours, request on-call staff: 352-392-1111

For Academic Concerns
Assistant Director for Student Services, Justin Marlin (Justin@digitalworlds.ufl.edu)
Associate Dean for Academic & Student Affairs, Edward Schaefer (eschaefer@arts.ufl.edu)

Career Development Assistance and Counseling
Career Resource Center, J. Wayne Reitz Union: 352-392-1601 --http://www.crc.ufl.edu/
Tools available for Grad Students:
- Résumé and cover letter critique
- Employer information sessions

- Mock interviews
- Online tools to research companies
- Professional development workshops
- Internship opportunities

Please fill out this form completely – it is part of your official file. Incomplete forms will be returned.

Action requested: _____New Committee   _____Committee Change

Student's name: _____

UFID: _____   **Date**: _____

_____

REQUIRED COMMITTEE MEMBERS:

<u>**Chair**</u>: _____

<u>**Signature***</u>: _____

<u>**Member**</u>: _____

<u>**Signature***</u>: _____

OPTIONAL/ADDITIONAL COMMITTEE MEMBERS:
(use this area to list committee members replacing anyone being removed above)

<u>**New Member**</u>: _____

<u>**Signature***</u>: _____

<u>**UFID Number**</u> (if from outside the College of the Arts)_____

Is this member replacing someone? ___No   ____Yes – who? _____

In lieu of a signature, an e-mail affirming approval from the faculty member may be attached to this form.

_____

Office use only:
Committee logged in GIMS: _____

College of the Arts Incomplete Grade Contract

To be completed by student:

Student _____ UFID# _____ Instructor _____

Course # _____ Course Title _____ Section # _____ Term _____

_____

To be completed by instructor:
All of the following must be true for the student to be eligible to receive a grade of "I"

❑ The student has completed a major portion of the course with a passing grade ("C" or better)
❑ The student is unable to complete course requirements because of documented circumstances beyond his or her control
❑ The student and instructor have discussed the situation prior to the final exam (except under emergency conditions)
❑ The instructor will submit a final grade for the student on the date due (indicated below) whether or not all work is completed

List all work to be completed:

1. If the above is to be done under the supervision of the current instructor, indicate after each item the date work is due.
2. If work is to be evaluated by a different instructor, indicate:

    A) New instructor work will be completed under: _____

    B) Date by which it will be completed: _____

3. Final grade to be assigned if work not completed by above date: _____
    (Remember to submit a change of grade form on that date)

Student signature: _____ Date: _____

Instructor signature: _____ Date: _____

Chair/Director signature: _____ Date: _____
_____
Additional notes, comments, or conditions:

MA IN DAS: COURSE TRACKING SHEET

NAME	UFID	MAJOR	ASST FTE	EXPECTED GRADUATION TERM
		FA-DAR		

	Course	Abbrev	Course Name	Credits	Section	Term	Grade
TERM 1	**DIG 6028**	**RDC**	**Roots of Digital Culture**				
	DIG 6751C	**PMI**	**Protocols for Multimedia Interfaces**				
	DIG 6850	**DSC**	**Digital Arts & Sciences Convergence**				
TERM 2	**DIG 6050C**	**ET**	**Entertainment Technology Workshop**				
	DIG 6719	**VTA**	**Videogame Theory & Analysis**				
	DIG 6840C	**IRS**	**Interdisciplinary Research Seminar**				
TERM 3	**DIG 6358C**	**3DMA**	**Applied 3D Modeling and Animation**				
	DIG 6971/73	**RMT**	**Thesis/Capstone Project**				
			Approved Elective				
TERM 4	**DIG 6027C**	**IST6**	**Interactive Storytelling**				
	DIG 6125C	**DDV**	**Digital Design and Visualization**				
	DIG 6971/73	**RMT**	**Thesis/Capstone Project**				
SUPPLEMENTAL/ELECTIVE COURSES	DIG 5555C	DPD1	Digital Media Projection Design I				
	DIG 5931C	STX5	Special Topics				
	DIG 6126C	IXD	Interaction Design				
	DIG 6256C	ADP	Audio Design for Digital Production				
	DIG 6556C	DPD2	Digital Media Projection Design II				
	DIG 6589C	DPO	Digital Portfolio				
	DIG 6744C	MMM	Media, Movement and Machines				
	DIG 6788C	DPGD	Digital Production & Game Design				
	DIG 6906	IND	Independent Study				
	DIG 6931C	STX6	Special Topics 6000 Level				
	DIG 6950C	DPP	Digital Performance Production				

Supervisory Committee

	chair
	member