

HCIM Master's Student Handbook

2019 - 2020



COLLEGE OF
INFORMATION
STUDIES

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HCIM Program Policies + Requirements

Program Structure

The HCIM program requires students to complete 30 credit hours, comprising required courses (15 credits), electives (9 credits), and either a capstone or thesis (6 credits). The course plan typically includes the following:

- INST 630 - Introduction to Programming for the Information Professional (3 credits)
- INST 631 - Fundamentals of Human-Computer Interaction (3 credits)
- Research methods course: either INST 710 - User Experience Research Methods (highly recommended for students who are interested in doing the capstone and pursuing an industry career) OR INST 701 - Introduction to Research Methods (appropriate for students primarily interested in doing a thesis and pursuing a doctorate)
- INST 711 - Interaction Design Studio (3 credits)
- INST 717 - Internship Practicum in Human-Computer Interaction (3 credits)
- Electives totaling 9 credits (while 3-credit courses are typical, 1-credit and 2-credit courses are also offered)
- Thesis or Capstone (6 credits in total)
 - Thesis: INST 799 - Master's Thesis Research (6 credits over two semesters), OR
 - Capstone:
 - INST 775 - HCIM Capstone Prep (3 credits)
 - INST 776 - HCIM Capstone Project (3 credits)

The 30 credit hours of academic work must be completed with a minimum 3.0 GPA within five calendar years from the first semester of registration. At least 24 of the 30 required credits must be designated INST, INFM, or LBSC courses taken in the iSchool.

The HCIM was designed as a full-time program; plans are now underway to formalize part-time pathways as well. It is possible for students to complete the degree part time; however, some required classes may be offered during the day, and students will have to make arrangements in their schedules to attend. While some iSchool electives may be offered online, core HCIM courses are offered only in person on campus. The internship is generally completed off campus, but students may be required to meet before or after the internship to report on their plans and experiences as part of the accompanying INST 717 - Internship Practicum.

Required Courses

The HCIM curriculum includes five required courses: three core courses--INST 630, INST 631, and INST 711--as well as a research methods course (INST 710 or INST 701) and INST 717, the HCIM internship course.

HCIM students must receive a grade of B or higher in all required courses to be considered passing. If a student receives lower than a B, the course must be repeated.

Core Courses

All students are required to complete the following courses:

- INST 630 - Introduction to Programming for Information Professionals
- INST 631 - Fundamentals of Human-Computer Interaction
- INST 711 - Interaction Design Studio

These courses are intended to provide students with the skills and theoretical foundation necessary to complete their degree and serve as groundwork for the projects they will undertake in other courses.

Students may request to waive INST 630 and, in some rare cases, INST 631, if they can demonstrate coursework or professional experience sufficient to waive the requirement. More information about course waivers is available in the “Waiving Required Courses” section below.

Research Methods

All HCIM students are required to complete a research methods course, either INST 710 - User Experience Research Methods (highly recommended for students who are doing the capstone and pursuing an industry career) OR INST 701 - Introduction to Research Methods (appropriate for students pursuing a pre-doctoral course of study).

HCIM Internship

INST 717 (Internship Practicum in Human-Computer Interaction) is currently a required HCIM course offered during the summer between the first and second year of the program and designed to provide students with the knowledge, skills, and experiences they need to both advance their careers as UX professionals or researchers and contribute substantially to the success of the organizations of which they are a part.

While enrolled in INST 717, students also work at an internship that they identify and obtain for themselves. The *minimum* requirement for an internship associated with the practicum is 120 hours of work over 6 weeks. Some students report that 150 to 180 hours over 10 to 12 weeks is more typical. Internships may be:

- Paid or unpaid
- For a nonprofit, government, or commercial entity
- In a research or industry setting
- In the United States or in another country (so long as the supervisor speaks English and the main work product is also in English)

Two types of waivers may be granted for INST 717 Internship Practicum: experience-based waivers and goals-based waivers.

Waiver Option 1: Experienced-based waivers

Students who have already completed at least 2 years of professional UX work and can document this via a detailed summary and a supporting employer letter may request to waive INST 717. Relevant work experience may include positions that involve usability analysis and testing, interaction design, user interface design, and/or user experience design.

Waiver Option 2: Goals-based waivers

Students who have fewer than two years of professional UX experience but strongly believe that their goals would best be served by taking an elective in the program rather than doing an internship + INST 717 practicum may request to waive INST 717. Goals-based waiver requests require submission of a substantive written reflection on personal goals, the alternative class that would be selected instead of INST 717, and how this class would further progress toward reaching the goals.

If either waiver option is approved, the student then takes a different 3-credit course within the program, either in the summer or during the capstone/thesis year.

Important note: Some students apply for and are granted waivers for INST 717 but still wish to have an internship outside of the structure of the practicum class to gain experience without the academic credit. U.S. students may do this as they wish; international students who waive the practicum must follow the requirements for [Curricular Practical Training](#), including having an approved internship offer and enrolling in UNIV099, in order to have legal permission to work in this country.

Waiving Required Courses

Students who have relevant coursework or professional experience may request to waive INST 630 and, in some cases, INST 631 and INST 717.

To apply to waive any course, students should submit:

- A one-page explanation of their request, in which they describe the course work or work experience they believe allows them to meet the requirements to waive the course.
- A transcript that demonstrates they have taken significant coursework in the relevant area (computer programming for INST 630; human-computer interaction for INST 631),
or
- A resume that indicates that they have substantial professional experience in a position that regularly required them to use computer programming
- For INST 717 experience-based waiver requests only, a letter from their employer verifying their experience, position, and length of employment.

[Waiver request forms](#) should be submitted electronically and will be reviewed by the Program Manager and Program Director, and other faculty, as appropriate. Please note that goals-based waiver requests for INST 717 will be handled separately following an information session in the spring semester of first year.

Each waiver request is considered on a case-by-case basis. Please allow 1-2 weeks after all required documents have been received for review of your petition. Students will be notified of the decision via email.

If granted, a waiver requires students to substitute another 3-credit HCIM-relevant course to meet graduation requirements.

Core Course Sequencing

Please consider that there are some constraints in terms of sequencing of core courses:

- Full-time students must take INST 630 before or concurrently with INST 631. (Part-time students taking only one class per semester may begin with INST 631.)
- INST 631 and INST 711 are currently offered only once each academic year, in fall and spring semesters, respectively.
- INST 631 and INST 711 must be completed before beginning the internship.
- It is recommended that students complete their research methods requirement before they begin the internship course.
- INST 701 and 710 are currently offered only during the fall semester.
- INST 717 is only offered during the summer.
- All required courses (INST 630, 631, 711, a research methods course, and the internship course) must be completed before students begin their capstone or thesis work.
- Thesis and capstone must both be started in the fall semester and taken over two consecutive semesters. Neither thesis nor capstone can be consolidated into one semester.

Electives

Any graduate-level course (600 and above) relevant to the student's course of study is an acceptable elective. Students may also take a single relevant 400-level undergraduate class for graduate credit during their course of study. No additional undergraduate classes can be counted toward the program, nor can any courses with numbers under the 400 level be counted toward a graduate program. This is a university requirement and there are no exceptions to this policy.

Any course that was applied to requirements for any other degree cannot be counted toward the HCIM requirements.

Within the iSchool

All iSchool courses can be taken as electives, although the following are the most likely to be of interest to HCIM students:

- INFM 605 - Users and Use Context
- INST 622 - Information and Universal Accessibility
- INST 627 - Data Analytics for Information Professionals
- INST 633 - Analyzing Social Networks and Social Media

- INST 638 - HCI Professional Preparation (1 credit--may be taken multiple times)
- INST 639 - Practical Skills in HCI (1-credit topical courses identified by different letters)
- INST 650 - Facilitating Youth Learning in Formal and Informal Environments
- INST 651 - Promoting Rich Learning with Technology
- INST 652 - Design Thinking & Youth
- INST 670 - Introduction to Javascript Programming
- INST 671 - Introduction to Web Programming
- INST 682 - Personal Health Informatics & Visualization
- INST 702 - Advanced Usability Testing
- INST 704 - Inclusive Design in HCI
- INST728J - CSS/HTML Basics
- INST 728T - Visual Design
- INST 741 - Social Computing Technologies and Applications
- INST 760 - Data Visualization
- INST 762 - Visual Analytics

Please note that these courses may not be offered every semester, or at all. Course offerings vary depending on staffing and scheduling needs, and are contingent on enrollment.

Outside the iSchool

Students are required to take 24 credits within the iSchool, but may also request to take up to 6 credits of HCIM-relevant courses outside the iSchool. Students sometimes find relevant courses in the Art or Psychology Departments or the Schools of Journalism or Business. Computer Science courses may also be relevant, although there are generally few openings for students outside the major. Please pay special attention to any prerequisites or restrictions.

If you are considering a course relevant to your degree but outside of the iSchool, please fill out an [approval form for taking courses outside of the iSchool](#). If approval is granted, you are responsible for getting approval from the instructor and host department and following any other registration requirements.

Thesis and Capstone

All students must complete either a thesis or capstone project. Both options require 6 credits that must be completed as 3 credits in the fall semester of the final academic year and 3 credits in the spring semester of the same academic year. For thesis students, this coursework is 6 credits of INST 799. For capstone students, the courses are INST 775 in the fall and INST 776 in the spring.

Thesis

The thesis must be original research. The HCIM standards require a project equivalent to a [paper publishable by CHI](#). Students interested in doing a thesis should browse the [ACM Digital Library](#) to see example CHI papers in order to understand the required contribution. Past HCIM theses are available for browsing at the [University of Maryland repository](#).

The College of Information Studies and the University of Maryland Graduate School have developed separate, yet complementary, requirements for theses. Students should review the [Graduate School's Academic Policies: Master's Degrees](#) document and note those sections relating to the thesis.

Thesis Coursework

Students who plan to do a thesis must have found an advisor who has agreed to supervise their project *prior to the beginning of the fall semester* of their last academic year. These students should register for 3 credits of INST 799 with their advisor's section number in the fall, and an additional 3 credits of INST 799 with the same advisor in the spring.

Thesis Committee

Thesis students must identify a Thesis Committee Chair (the Chair/faculty advisor) as soon as possible. The Chair should be someone who meets the criteria specified in the Graduate School Policies, is willing to work with the student, and who ideally has expertise in the area the student wishes to study. The Thesis Committee Chair will be the student's faculty advisor. This Chair will not be assigned and the program cannot require a faculty member to advise a thesis. Thus, it is each student's responsibility to seek out a Chair who agrees to supervise the thesis project.

The best approach is to begin talking to faculty members very early in the process to see if your project idea fits with their research agenda and if they have time to advise you on the project. Students unable to find an advisor will not be able to do a thesis and should enroll in the capstone class.

Early in the process, the student and the advisor, who will serve as the Chair of the Thesis Committee, will assemble the complete thesis committee. In addition to the Chair, the Thesis Committee must include at least two other members who meet the criteria specified in the [Graduate School Master's Degree Policies](#). Three committee members (in total) are typically recommended. The [Thesis Committee nomination form](#) should be submitted as soon as the committee has been determined, but at least six weeks prior to examination and in accordance with the [university's academic deadlines](#). Committee members are responsible for approving a proposal and evaluating the thesis itself (see below for a discussion of each of these).

Thesis Proposal

The student works closely with their academic advisor/Thesis Committee Chair to design an appropriate research plan and course schedule.

Under the direction of the Chair, the student develops a thesis proposal that describes the work to be accomplished as part of the thesis.

Thesis Research

Before research on the thesis can begin, any relevant research assurances, including the use of human subjects in the research, must be submitted to and approved by the [Institutional Review Board](#) (IRB) following their established procedures.

The student completes their research and drafts the thesis with guidance and input from the Chair as needed. Theses should be formatted according to the [editorial and technical specifications of the Graduate School](#).

Thesis Defense

The Chair will then review the document and identify any necessary revisions that must be made. Once the Chair has ensured that the student is eligible to defend, the Chair will schedule an oral defense. This will be scheduled so that all Thesis Committee members can attend, with at least two weeks advance notice. The [Graduate School Master's Degree Policies](#) include details on emergency cancellations, remote attendance, and related issues.

The oral defense typically occurs within the College of Information Studies. Thesis defenses are open to the entire University community and are announced, including student and committee member names, time, location, title and abstract, to the University via the College's electronic lists at least five working days in advance of the scheduled date.

Prior to the defense, the Chair of the committee will secure the Report of the Thesis Examining Committee created by the Graduate School. The Chair must request this form at least 2 weeks prior to the scheduled oral examination. This document is used to record the outcome of the defense after its completion.

During the oral exam, the student presents the research questions, methods, and findings to attendees. They also typically field questions from attendees and committee members. After the oral examination is complete, the Thesis Committee deliberates in private, without the student present, and decides on the outcome. Once decided, they share the outcome with the student.

The committee has a number of options regarding the outcome of the thesis and oral defense. These options are laid out in the Graduate School Policies and read as follows:

- To accept the thesis without any recommended changes and sign the Report of Examining Committee.
- To accept the thesis with recommendations for changes and, except for the Chair, sign the Report of Examining Committee. The Chair will check the thesis and, upon his or her approval, sign the Report of Examining Committee.
- To recommend revisions to the thesis and not sign the Report of Examining Committee until the student has made the changes and submitted the revised thesis for the Thesis Examining Committee's approval. The Thesis Examining Committee members sign the Report of Examining Committee when they approve the revised thesis.
- To recommend revisions and convene a second meeting of the Thesis Examining Committee to review the thesis and complete the student's examination.
- To rule the thesis (including its examination) unsatisfactory. In that circumstance, the student fails.

To pass, a student must receive passing votes from all Committee members. One vote of failure means that the student does not pass. The Committee may call a second examination as a result of a failed defense. If the student fails the second defense, or if no second defense is called, the student loses standing as a graduate student at the University of Maryland (see Graduate School Policies for details).

[Procedures for the Oral Examination](#), including outcome options, can be viewed in The Graduate Catalog.

The Chair uses the Report of the Thesis Examining Committee document to record the outcome of the defense after its completion.

Publishing and Final Submission

Following the completion of the Report of the Thesis Examining Committee, the student must submit that form and the [Thesis and Dissertation Electronic Publishing Form](#) signed by the student and the Chair to the Office of the Registrar. More information about [Submission and Publication of the Thesis](#) can be found in The Graduate Catalog and information about [Thesis & Dissertation Filing](#) can be found on the Graduate School's website.

To be successfully submitted, a thesis must conform to the [electronic thesis guidelines and style guide](#). To facilitate the submission of the thesis, the student should consult these resources early in the process of writing the thesis and follow the requirements accordingly.

The thesis and accompanying forms must be submitted by the [deadlines posted by the Graduate School](#).

Capstone

Starting in Fall 2017, the HCIM Capstone transitioned to a team-based structure, allowing groups of students to tackle ambitious UX projects that explore a product design of value to an industry or community partner. Projects pose a challenging problem or opportunity that requires user research and iterative design to produce product designs and interactive prototypes. Students apply and refine their UX skills in user research, design concepts, interaction and visual designs, and interactive prototypes, all validated through iterative refinement with end users and stakeholders.

Throughout the project, students meet with and present to the partner, sharing their work frequently. Partners may be invited to come and see and experience the data and may help guide decision-making. The goal of the Capstone is to train students in what to expect in industry and to ensure they have the hard and soft skills to be successful. At the end of the project, students will also have a project that they can publicly discuss, present, and share in their portfolio.

Capstone Coursework

Students completing a capstone must take INST 775 in the fall semester of their final year and INST 776 in the spring semester of the same academic year. The instructor is responsible for assigning students to project teams and guiding overall learning. Student teams will also have a point of contact within the organization sponsoring the project and will present their user research, designs, and prototypes to these clients at specified intervals.

Thesis and Capstone Course Sequencing

Please note that certain program requirements must be completed before students begin their thesis or capstone:

- The core curriculum (INST 630, 631, 711, a research methods course, and the internship course) must be completed before students begin their capstone or thesis work.
- The thesis and capstone must be started in the fall of the student's final academic year, and the required coursework must be completed over two consecutive semesters. The sequence cannot be compressed into one semester or taken over two non-consecutive semesters. It cannot be started in any semester but the fall. Students doing a thesis who need more than two semesters to complete their project may enroll in INST 799 for a third semester.

Thesis and Capstone Scheduling

The university specifies a final date by which theses must be submitted to the Graduate School electronically. Students are responsible for scheduling their oral defense with their advisor and committee to allow a minimum of a two-week buffer between those dates so that they may make corrections and changes requested by the committee and graduate on time. Further, students must submit a final draft of their thesis to their Thesis Committee no less than two weeks before their oral defense date.

Capstone students are responsible for making end-of-semester presentations to their clients on a schedule determined by the instructor in conjunction with the client. It is a course requirement that the students be present in person for these presentations.

Graduation

Applying for Graduation

All candidates for graduation must submit a [Graduation Application](#). The absolute deadline for submission is the 10th class day of the final semester, and students are encouraged to apply during the first week of class in their final semester. The deadline date is posted on the [Graduate School website](#) and is widely publicized by Student Services and the master's programs. The form must be submitted through [Testudo](#), where students can also view their application status.

Failure to complete the above step will result in a student not being cleared to graduate. Students who miss the application deadline must file a petition with the Graduate School and their academic advisor. If the petition is not approved, the student must apply for graduation during the next semester, register for a minimum of one-credit course in the following semester, and pay all appropriate tuition and fees for that course in the subsequent term.

International Students Applying for Graduation

In addition to the steps outlined above, the Graduate School must have an official final copy of international students' transcripts. The final copy will have the school seal and the certification of courses. If the transcript is not received, students will not be considered graduates of the University of Maryland.

University-Wide Commencement

The University of Maryland hosts a University-wide commencement ceremony in December and May. All students who are graduating are invited to participate in the University-wide ceremony during their graduating semester. A limited number of tickets are given for the University-wide ceremonies. Students are only eligible to participate in the commencement ceremony at the end of the semester in which they complete their degree requirements. Students who complete their degree requirements in a Summer term are not eligible to participate in the Spring commencement ceremony prior, and are instead invited to participate in the Fall commencement ceremony immediately after the Summer in which they complete their degree requirements.

iSchool Graduation Ceremony

The iSchool hosts its own formal graduation ceremony each December and May. Staff, faculty, fellow students, and friends and family have the opportunity to attend. Graduates will be notified if tickets are required, but regardless, we ask that graduates RSVP for themselves and for their guests. Students are only eligible to participate in the commencement ceremony at the end of the semester in which they complete their degree requirements. Students who complete their degree requirements in a Summer term are not eligible to participate in the Spring commencement ceremony prior, and are instead invited to participate in the Fall commencement ceremony immediately after the Summer in which they complete their degree requirements.

Diplomas

Diplomas are mailed to students approximately 2 months after graduation. [Diploma Services](#) should be contacted for all diploma related questions.

Grading

Calculating Grades

The grade of A+ or A is calculated at 4 quality points, A- at 3.7 quality points, B+ at 3.3 quality points, B at 3.0 quality points, B- at 2.7 quality points, C+ at 2.3 quality points, C at 2.0 quality points, and C- at 1.7 quality points. Students do not earn credit toward the degree for courses in which they receive a grade of C+ or lower. For graduate students, all courses numbered 400 and above are used in the calculation of the grade point average, except 500- level courses, those numbered 799, 898, or 899, and those graded with an S.

HCIM students must receive a grade of B or higher in all required courses to be considered passing. If a student receives a B- or below in a required course, the course must be repeated, and may only be repeated one time. If a student fails to earn a B or better in the repeated course, they will be referred to the Students in Academic Difficulty Committee and may be dismissed from the program.

In order to maintain good academic standing, every graduate student must maintain a cumulative grade point average (GPA) of 3.0 for all courses taken at the University. A student may repeat a course to earn a better grade. Whether higher or lower, the most recent grade is used to compute the grade point average. Grades for graduate students remain a part of the student's permanent record. Changes in previously recorded grades may be made if timely (within one semester) and if the original instructor certifies that an actual mistake was made in determining or recording the grade. The change must be approved by the Dean and the Dean of the Graduate School. Graduate credits transferred from another institution are not included in the calculation of the grade point average.

“Incomplete” Grades

An “incomplete” is an unusual grade that an instructor may award to a student whose work in a course has been qualitatively satisfactory, but who is unable to complete some portion of the work required because of illness or other circumstance beyond the student's control. In awarding the grade of “I” for graduate courses other than 799, instructors must fill out an “Incomplete Contract for Graduate Students.” The contract specifies the work remaining to be completed. It must be signed by the instructor and the student. Incomplete grades are permitted at the full discretion of the instructor(s), and must be accompanied by a signed [Incomplete Contract](#) which stipulates the outstanding work that must be completed, the deadline by which the work must be submitted, and the grade that the student will earn if the work is not completed by the deadline. The signed contract must be submitted to your advisor.

Students remain in good standing despite grades of incomplete if the courses are not required for their degrees. For courses required for graduation, students are considered to be making satisfactory progress only if they fulfill the conditions of any outstanding incomplete contracts in a timely manner.

Academic Probation

A student whose cumulative grade point average falls below 3.0 will be placed on academic probation by the Graduate School. Permission of the Program Director and the Director of Student Services is required for a student on probation to register for courses. Probation will be lifted when the student achieves a cumulative GPA of 3.0. A student on probation who has completed fewer than 15 credits must raise his or her GPA to 3.0 or above by the end of the semester in which the student completes 15 credit hours or he/she will be dismissed from the Graduate School and HCIM program. A student who has completed 16 or more hours of coursework and whose cumulative GPA falls below 3.0 will be placed on probation and will have one semester in which to raise his or her cumulative GPA to a 3.0 or he/she will be dismissed from the Graduate School and HCIM program.

A graduate student's academic record (transcript) is intended to serve as a complete history of the student's academic progress at the University of Maryland. Under no circumstances will academic records be altered because of student dissatisfaction with a grade or other academic accomplishment.

Academic Integrity

All students should familiarize themselves with the Graduate School's [policies on academic integrity](#). The University is an intellectual community. Its fundamental purpose is the creation and dissemination of knowledge. Like all other communities, the University can function properly only if its members adhere to clearly established goals and values. Essential to the fundamental purpose of the University is the commitment to the principles of truth and academic honesty. The [Code of Academic Integrity](#) is designed to ensure that the principle of academic honesty is upheld.

Students who are found to have falsified, fabricated, or plagiarized in any context, such as coursework, laboratory research, archival research, or thesis / dissertation writing, will be referred to the Office of Student Conduct. The [Office of Student Conduct](#) has some discretion in determining penalties for violations of the University's standards of academic integrity, but the normal sanction for a graduate student found responsible for a violation of academic integrity will be dismissal (suspension or expulsion) from the University.

Part-Time and Full-Time Status

The Graduate School uses a [unit system](#) in making calculations to determine full-time or part-time student status. Please note that graduate units are different from credit hours. The number of graduate units per credit hour is calculated in the following manner:

- Courses in the series: 400-499 carry 4 units per credit hour.
- Courses in the series: 500-599 carry 5 units per credit hour.
- Courses in the series: 600-897 carry 6 units per credit hour.
- Master's Research: 799 carries 12 units per credit hour.

To be certified as full time, a graduate student must be registered for a combination of courses equivalent to 48 units per semester. Graduate assistants holding regular appointments (20 hours/week) have full-time status if they are registered for at least 24 units in addition to the assistantship. Holders of half-time assistantships (10 hours/week) are considered full-time if registered for 36 units. Audited courses cannot be used in calculating full-time or part-time status.

Full-Time Status for International Students

International students on F-1 or J-1 student visas must maintain full-time status throughout each semester according to Federal regulations governing F-1 and J-1 students. More information about [maintaining full-time status](#) is available through [International Student and Scholar Services](#). International students should always consult with ISSS regarding any questions about their status. ISSS Advisors may be reached at 301-314-7740, or by chat or walk-in during specified hours. Please be advised that international HCIM students may need to take more than the HCIM program's required 30 credits to maintain full-time status during their time in the United States.

Sample Course Plans

The following course plans are intended to provide a possible picture of an HCIM student's course load under various conditions, not a prescriptive registration guide.

Sample One - U.S. Student

Fall - Year 1 INST 630 - Intro to Programming INST 631 - Fundamentals of HCI Research Methods course (INST 701 or 710)	Spring - Year 1 INST 711 - Interaction Design Studio Elective
Summer INST 717 - Internship	
Fall - Year 2 INST 775 - Capstone Prep OR INST 799 - Thesis Research Elective	Spring - Year 2 INST 776 - Capstone Project OR INST 799 - Thesis Research Elective

Sample Two - U.S. Student (with programming waiver)

Fall - Year 1 INST 631 - Fundamentals of HCI Research Methods course (INST 701 or 710) Elective*	Spring - Year 1 INST 711 - Interaction Design Studio Elective
Summer INST 717 - Internship	
Fall - Year 2 INST 775 - Capstone Prep OR INST 799 - Thesis Research Elective	Spring - Year 2 INST 776 - Capstone Project OR INST 799 - Thesis Research Elective

* Student is eligible to waive INST 630 and has replaced the course with an equivalent elective.

Sample Three - International Student (with assistantship)

Fall - Year 1 INST 631 - Fundamentals of HCI Research Methods course (INST 701 or 710) Elective* 10- or 20-hour GAship	Spring - Year 1 INST 711 - Interaction Design Studio Elective 10- or 20-hour GAship**
Summer INST 717 - Internship	
Fall - Year 2 INST 775 - Capstone Prep OR INST 799 - Thesis Research Elective 10- or 20-hour GAship**	Spring - Year 2 INST 776 - Capstone Project OR INST 799 - Thesis Research Elective 10- or 20-hour GAship**

* Student is eligible to waive INST 630 and has replaced the course with an equivalent elective.

**Student is fulfilling full-time requirement for F-1 visa with a GAship + part-time coursework.

Sample Four - International Student (with PT status in final semester)

Fall - Year 1 INST 630 - Intro to Programming INST 631 - Fundamentals of HCI Research Methods course (INST 701 or 710)	Spring - Year 1 INST 711 - Interaction Design Studio Elective Elective*
Summer INST 717 - Internship	
Fall - Year 2 INST 775 - Capstone Prep OR INST 799 - Thesis Research Elective Elective *	Spring - Year 2 INST 776 - Capstone Project OR INST 799 - Thesis Research Elective**

* Student is fulfilling full-time requirement for F-1 visa with additional electives.

**Student consults with ISSS about option to maintain part-time status in final semester and decides this option makes sense for them.

Program Administration

The HCIM program is administered under standards and regulations established by the Graduate School under the jurisdiction of the Graduate Council of the University of Maryland.

Within the College, the HCIM program is directed by the HCIM Program Director in consultation with the HCIM Committee, which is comprised of faculty representatives, one representative of the HCIM students, and the Dean of the College as an ex officio member. The meetings of the HCIM Committee are open to anyone interested in participating. However, due to legal requirements related to privacy, meetings or portions of meetings where the HCIM Committee addresses issues pertaining to individual students or applicants to the College are not open to students.

The HCIM Program Director leads the HCIM Committee to perform the following tasks:

- Oversee administration of the program;
- Define, evaluate, and modify principles on which the program is based;
- Make admission and funding decisions about applicants to the program;
- Determine if admitted students are sufficiently prepared to be able to waive selected requirements and communicate the status of these requirements to accepted students;
- Review and sign off on thesis committees for individual HCIM students.

Program Communication

The HCIM program and the iSchool use email as the official communication channel to communicate about key deadlines, scholarships, assistantship opportunities, internships, etc. Please check your email at least once per day to stay current. You are responsible for knowing about all information sent this way.

The HCIM program maintains a mailing list to which all enrolled HCIM students are subscribed. If you want to update your address for this listserv, email cboston@umd.edu.

The official iSchool and University of Maryland mailing lists automatically use whatever address you have provided to the registrar. To make a change here, follow these instructions:

1. Go to the Registrar's page on **Testudo**: <http://www.testudo.umd.edu/>
2. Click on **Change Address/E-mail**
3. Sign in with your Directory ID and password
4. Update your email address
5. Update your permanent and local addresses
6. Click Update Address Information and log out of Testudo

Quick Reference Guide

Questions about . . . ?	Contact	Email	Phone
Tuition and fees	Student Financial Services and Cashiering	billtalk@umd.edu	(301) 314-9000
Financial aid	Office of Student Financial Aid	umfinaid@umd.edu	(301) 314-8377
Billing and payment	Student Financial Services and Cashiering	billtalk@umd.edu	(301) 314-9000
Visas, I-20s, CPT/OPT	International Student & Scholar Services		(301) 314-7740
Registration	Office of the Registrar	registrar-help@umd.edu	(301) 314-8240
Insurance and medical care	University Health Center	health@umd.edu	(301) 314-8180
Counseling	University Counseling Center	gradwritingfellows@umd.edu	(301) 314-7651
Accessibility issues	Accessibility & Disability Service	adsfrontdesk@umd.edu	(301) 314-7682
Legal issues	Graduate Student Legal Aid Office	GradLegalAid@umd.edu	(301) 405-5807
Parking, bus schedules	Department of Transportation Services	transportation@umd.edu	(301) 314-DOTS (301) 314-3687
Improving your writing	Graduate School Writing Center		(301) 405-9871
Registration questions, forms, waivers, graduation	iSchool Student Services Office	dsmith49@umd.edu	(301) 405-6453
Program issues	HCIM Program Manager	cboston@umd.edu	(301) 405-4528