Welcome to the Graduate Certificate in Responsible Innovation in Science, Engineering and Society (RISES) program! The program is administered by the School for the Future of Innovation in Society (SFIS). This handbook is designed primarily to guide graduate students through the certificate program. It includes specific information about requirements and policies associated with the degree program. Should questions arise that are not answered here, consult the program advisors.

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INTRODUCTION

PURPOSE OF THE HANDBOOK
The handbook provides an overview of the policies and procedures for students in the RISES degree program. It serves as an initial resource to give guidance and to answer questions, but students are also encouraged to consult with their advisor, the Certificate Program Chair(s), or the SFIS Graduate Program Advisor. The primary references for graduate students on rules and regulations are the Arizona State University Academic Catalog which can be found at http://catalog.asu.edu/ and Graduate Education Policies and Procedures Manual available online at https://graduate.asu.edu/policies-procedures. Each student should become familiar with both.

STUDENT RESPONSIBILITY
It is the responsibility of each student to understand and observe all procedures and requirements specified by Graduate Education and the School for the Future of Innovation in Society. It is a requirement for all students to read and understand the RISES Graduate Student Handbook, the ASU Academic Catalog and Graduate Education Policies and Procedures. Faculty and staff provide academic advice and assistance; however, the ultimate responsibility for meeting degree and other requirements remains with the student. All ASU students are also required to have an active ASU e-mail account and to check it frequently. Students may forward their ASU email to another preferred account but are still responsible for frequently checking their official ASU email account for correspondence. Instructions on how to forward email can be found on the ASU Help Center web site at http://help.asu.edu. Information is provided to students via MyASU (http://my.asu.edu) and students should frequently check their MyASU Account for information regarding their status, holds, and list of “to do” items.

PROFESSIONAL ETHICS AND ACADEMIC INTEGRITY
As a graduate student you have joined a larger community that is engaged in the quest for truth, thus committing yourself to an honest, ethical, and cooperative style of learning and inquiry. You will represent the university within this community in many ways and consequently are requested to consider that responsibility in your conduct and general appearance. Course work must reflect individual effort and integrity. Your research and applied project work must be original, accurate, and documented, and must reflect individual effort and integrity. When in doubt about appropriate conduct, students should consult a faculty mentor to seek clarification. Additional information about academic integrity policies of the University is available at http://provost.asu.edu/academicintegrity. SFIS has a zero-tolerance policy for any form of academic misconduct. Penalties for unethical behavior range from being placed on academic probation to dismissal from the program.

The highest standards of academic integrity and compliance with the university’s Student Code of Conduct (https://eoss.asu.edu/dos/srr/codeofconduct) are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university.

Breaches of academic integrity include, but are not limited to, the following:

- Engages in any form of academic deceit
- Refers to materials or sources or uses devices (e.g., computer disks, audio recorders, camera phones, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial research services) not authorized by the instructor for use during the Academic Evaluation or assignment
- Possesses, reviews, buys, sells, obtains, or uses, without appropriate authorization, any materials intended to be used for an Academic Evaluation or assignment in advance of its administration
- Acts as a substitute for another person in any Academic Evaluation or assignment
- Uses a substitute in any Academic Evaluation or assignment
- Depends on the aid of others, including other students or tutors, in connection with any Academic Evaluation or assignment to the extent that the work is not representative of the student's abilities
- Provides inappropriate aid to another person in connection with any Academic Evaluation or assignment, including the unauthorized use of camera phones, text messages, photocopies, notes or other means to copy or photograph materials used or intended for Academic Evaluation
- Engages in Plagiarism
- Uses materials from the Internet or any other source without full and appropriate attribution
- Permits his or her work to be submitted by another person in connection with any Academic Evaluation or assignment, without authorization
- Claims credit for or submits work done by another
• Signs an attendance sheet for another student, allows another student to sign on the student's behalf, or otherwise participates in gaining credit for attendance for oneself or another without actually attending
• Falsifying or misrepresenting hours or activities in relationship to an internship, externship, field experience, clinical activity or similar activity
• Attempts to influence or change any Academic Evaluation, assignment or academic record for reasons having no relevance to academic achievement
• Failing to follow ethical procedures for research involving human subjects, such as violating participants’ confidentiality, or failing to maintain confidential or sensitive research data in a secure location
• Knowingly using data that do not meet appropriate standards for reliability and validity;
• Engaging in a romantic relationship with an undergraduate student whom you supervise or evaluate in a classroom or research setting
• Repeatedly failing to meet commitments and responsibilities, such as chronically missing deadlines, or failing to provide work promised to colleagues
• Behaving in a way that reflects poorly on the degree program, SFIS, CLAS and University while conducting research or participating in community activities as a representative of the School

DISCRIMINATION COMPLAINTS
It is a violation of ASU policy to discriminate against any employee or student on the basis of that individual’s race, color, religion, national origin, citizenship, sex, gender identity, sexual orientation, age, disability, Vietnam-era veteran status, special disabled veteran status, other protected veteran status, newly separated veteran status, or any other unlawful discriminatory grounds. Complaints should be filed within 120 days of the last act of alleged discrimination. The director, Office of Equity and Inclusion, may waive or extend this time frame for good cause such as holidays or times that classes are not in session.

An employee or student (or member of the public in cases of disability complaints) who believes he or she has been unlawfully discriminated against may discuss his or her concerns with the director or an assistant director of the Office of Equity and Inclusion, file a report, and/or file a complaint of unlawful discrimination with the Office of Equity and Inclusion (https://cfo.asu.edu/hr-equityandinclusion).

The Office of Equity and Inclusion review of complaints is a confidential process because it involves personnel matters. The parties to the complaint are guaranteed confidentiality except as noted in the policy and as necessary to conduct a thorough and fair investigation of the complaint. All witnesses in a complaint investigation are guaranteed confidentiality. All documentation and reports received and/or developed as part of the report/complaint process, including investigative reports are considered confidential unless otherwise noted in the policy.

To review the official policy, see “ACD 403: Procedures for Resolving Complaints of Unlawful Discrimination” in the Academic Affairs manual (http://www.asu.edu/aad/manuals/acd/).

CRISIS SERVICES
ASU Counseling Services prioritize immediate access to services to ensure that all students who request or need services can be seen the same day- no appointment is necessary. You can call or walk in and be seen anytime at one of our four campus locations between Monday-Friday, 8 a.m. – 5 p.m.

For more information about our services, call Monday - Friday, 8 a.m. – 5 p.m.:
- Downtown Phoenix: 602-496-1155
- Polytechnic: 480-727-1255
- Tempe: 480-965-6146
- West: 602-543-8125

If you need assistance outside of business hours, please call EMPACT’s 24-Hour ASU-dedicated Crisis Line: 480-921-1006.

If You Are Concerned About a Student
Faculty, staff, and parents can be very helpful in supporting a student in distress to access counseling services. ASU Counseling Services staff offers consultation assistance to concerned parents, faculty, staff, and other students who have concerns about a student. By speaking with one of our counselors, you can receive information about how to talk with a student experiencing difficulties and how to access various resources. You may call any ASU Counseling Services location and ask to speak to a counselor who will help you decide what options are available. If a crisis occurs on or near campus students, faculty, and staff may be affected. ASU Counseling Services staff will schedule meetings with groups of faculty, staff, and students who have been
affected by a crisis. You may call any ASU Counseling Services location and ask to speak with a counselor who will talk with you about your needs.

TITLE IX
Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, additional information and resources are available for you at http://sexualviolenceprevention.asu.edu/faqs/students.
WHAT IS SFIS?
The influence of science, technology and innovation in how we live our lives has never been greater. Tomorrow it is likely to be greater still. Headlines that would have seemed like science fiction a few short years ago now announce new technical realities: “editing” human genes to erase disease traits or add new ones; programming robotic drones to operate autonomously on the battlefield; and collecting and interpreting data from nearly uncountable human interactions. These new capabilities contain both promise and challenge. But it is not just new technologies that draw our attention. The legacies of fossil fuels and nuclear power are ongoing. Our urban infrastructures of water, energy, transportation, food and health are intertwined in complex ways. Gaps between technological haves and have-nots are profound and stubbornly persistent against the backdrop of technological change.

Universities prepare students for the future. At SFIS we’re going to make the future – or, rather, the set of plausible futures that humanity has – a focus of our activities. We are planning now for the kinds of futures that we will want to inhabit.

Universities are at the forefront of innovation, generating and applying knowledge to improve our lives. At SFIS we’re going to make innovation the object of systematic study and informed critique, so that we might get what we truly want and need out of our scientific and technological endeavors.

Universities serve society by producing knowledge and facilitating opportunity. They educate new generations of informed citizens and skilled, productive workers. At SFIS we see our efforts as part of a larger social fabric – local, regional, national, global – that informs our wants and needs about the futures we will want to inhabit.

Our School is new, but our faculty have an extraordinary record that fully embraces the design aspirations of the New American University. Their interdisciplinary backgrounds enable them to advance use-inspired research in creative ways, for example, by bringing art and science together to help people learn about the societal aspects of emerging technologies. Their commitment to outcomes means seeking positive, knowledge-based transformations of society, like sustainable energy futures here in Arizona or agricultural practices resilient to climate change in Nepal.

Through our courses and curricula, our faculty will – in the words of visionary John Seely Brown – “teach content, mentor skills, and cultivate dispositions.” SFIS programs are designed to allow students to make innovative choices and follow their creative instincts. Success is less about checking the right box and more about taking intellectual risks and designing novel combinations. Our PhD program prepares students to perform research and create new knowledge about complex, socio-technical phenomena. Our master’s programs prepare students to take on professional roles in serving the public good by understanding and translating new knowledge in a variety of settings. In the future, our undergraduate programs will prepare a great variety of students to succeed in creating their own futures.

ORGANIZATION OF SFIS

- **Director**
  David Guston – [David.Guston@asu.edu](mailto:David.Guston@asu.edu)

- **Associate Director for Faculty**
  Clark Miller – [Clark.Miller@asu.edu](mailto:Clark.Miller@asu.edu)

- **Associate Director for Programs**
  Gary Grossman – [Gary.Grossman@asu.edu](mailto:Gary.Grossman@asu.edu)

- **RISES Program Chairs**
  Ira Bennett – [Ira.Bennett@asu.edu](mailto:Ira.Bennett@asu.edu)
  Clark Miller – [Clark.Miller@asu.edu](mailto:Clark.Miller@asu.edu)

- **Graduate Application Review Committee**
  The Graduate Application Review Committee consists of the Certificate Program Chair(s), who also serves as the chair of the application review committee, and four additional members from the SFIS Faculty who review applications to the degree program and make admission decisions. Members on the Graduate Application Review Committee are selected annually and serve for one year. They may serve more than one term.

- **Graduate Program Advisor**
  Andra Williams – [Andra.Williams@asu.edu](mailto:Andra.Williams@asu.edu) – (480) 727-9498
ADMISSIONS POLICIES FOR RESPONSIBLE INNOVATION IN SCIENCE, ENGINEERING AND SOCIETY

The School for the Future of Innovation in Society encourages applications from students of diverse backgrounds. Students are strongly encouraged to have prior relevant education, training, or experience in science or engineering.

**Degree:** Applicants must have earned a U.S. bachelor’s degree or higher from a regionally accredited institution or the equivalent of a U.S. bachelor’s degree from an international institution that is officially recognized by that country.

**GPA:** Applicants must have maintained a “B” (3.00 on a 4.00 scale) grade point average in the last 60 semester hours or 90 quarter hours of undergraduate course work.

**International Students:** International students who need an F1 or J1 visa will first need to apply to and be accepted into a master’s or doctoral program prior to being considered for the certificate program. International students residing in the USA on other types of visas must adhere to all Graduate Education policies and procedures regarding admission be considered for admission to this certificate program.

**English Proficiency:** Applicants whose native language is not English (regardless of where they may now reside) must provide proof of English proficiency. Acceptable proof is as follows (or the most current requirements at [https://students.asu.edu/graduate/proficiency](https://students.asu.edu/graduate/proficiency)):

- TOEFL score of at least 550 (PBT) or 80 (iBT)
- IELTS overall band score of at least 6.5 with no band below 6.0.
- Pearson Test of English (PTE) score of at least 60

More information on English Proficiency requirements is available on the Graduate Education web site at [https://students.asu.edu/graduate/proficiency](https://students.asu.edu/graduate/proficiency).

Students must fulfill the requirements of Graduate Education.

**APPLICATION DEADLINE**

Applications are accepted for Fall, Spring and Summer admission:

<table>
<thead>
<tr>
<th>TERM OF ADMISSION</th>
<th>DEADLINE</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td>June 1st</td>
</tr>
<tr>
<td>Spring</td>
<td>October 1st</td>
</tr>
<tr>
<td>Summer</td>
<td>March 1st</td>
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</table>

**APPLICATION PROCESS**

The Responsible Innovation in Science, Engineering and Society application process:

1. Initiate an online ASU Graduate Admissions Application through the Graduate Education web site [http://graduate.asu.edu/admissions](http://graduate.asu.edu/admissions).
2. Complete the “General Information Section.” You will be asked to enter information on universities that you have attended and GPAs.
3. Complete the Degree Section.
   a. Click “Find Your Degree/Certificate Program”
   b. Select “Tempe” as your degree program campus.
   c. Search for and select “Responsible Innovation in Science, Engineering and Society” as your degree program.
   d. Identify any faculty, students or staff you have been in contact with about the degree program.
   e. Request two Letters of Recommendation from people who can evaluate your potential for success in this program. These letters must be submitted using the online application system. As you move through the steps in the online application, you will be asked to enter the email addresses for the three people who will be writing your recommendations. The ASU Graduate College online application system will automatically contact them with information on how to log in to the online system and upload the Letter of Recommendation.
   f. Prepare and upload a Personal Statement.
   g. Prepare and upload a current Resume.
4. Submit the online ASU Graduate Admissions Application.
5. Pay the Application Fee.
6. Have official transcripts* sent to ASU. One set of official transcripts from every college and university from which a Bachelors or higher degree was earned should be sent to:

**If sending by U.S. Mail, use this address:**
Arizona State University
Graduate Admission Services
PO Box 871003
Tempe, AZ 85287-1003

**If sending by FedEx, DHL or UPS, use this address:**
Graduate Admission Services
Arizona State University
1151 S. Forest Avenue, #SSV112
Tempe, AZ 85287-0112

ASU transcripts do not need to be sent. If additional transcripts are required, Graduate Education will notify you.

*Original academic credentials issued by the registrar of the institution attended, bearing the original raised or colored seal of the institution and the signature of your institution's registrar, academic official, or recognized international organization.

*International Applicants – more information on requirements for international academic credentials ([https://students.asu.edu/graduate/international](https://students.asu.edu/graduate/international)).
WHAT IS THE GRADUATE CERTIFICATE IN RESPONSIBLE INNOVATION IN SCIENCE, ENGINEERING AND SOCIETY?

The Certificate in Responsible Innovation in Science, Engineering and Society is designed for scientists, engineers, research managers, technology officers, public administrators, and policy officials who seek to advance science and technology to improve societal outcomes and to develop creative solutions to the fundamental global challenges of the 21st century. The certificate provides knowledge, skills, and methods for analyzing innovation and technological systems, knowledge and uncertainty in decision-making, the regulation and governance of science and technology, the uptake of science and technology in complex societal settings, and interactions between science, technology, and the public. The certificate may be pursued by professionals in industry or government or by graduate students in ASU programs in parallel with their master's or doctoral degree. The certificate will involve 15-credits of coursework, which includes a significant capstone experience through the required course HSD 580 “Practicum.”

CERTIFICATE REQUIREMENTS

The program requires 15 credits of coursework including one required core course and a required capstone course:

The 15 credits include:

- 3 credits of required core course:
  - HSD 540 – Responsible Innovation and Research (3 credits)
- 9 credits of elective courses from a list of suggestions provided by and/or approved by the Program Chairs (If there are specific classes you wish to take for electives that are not on the list, you can request approval through the Program Chairs).
  
  Some Examples are:
  - CHM 501 – Current Topics in Chemistry – Science Policy for Scientists and Engineers (1 credit)
  - BIO 611 – Current Topics in Responsible Conduct of Research in Life Sciences – Conflicts of Interest (3 credits)
  - GTD 501 – Global Technology and Development (3 credits)
  - ASB 591 – Social Dimensions of Science
  - BIO 517 – Uncertainty in Decision Making (3 credits)
  - BIO 515 – Science, Technology and Public Affairs (3 credits)
  - HSD 501 – Science and Technology Policy (3 credits)
  - HSD 502 – Advanced Science and Technology Policy (3 credits)
  - HSD 503 – Governing Emerging Technologies (3 credits)
  - HSD 504 – Analysis of Large Scale Socio-Technological Systems (3 credits)
  - HSD 505 – Washington, D.C. Science and Technology Policy Workshop (3 credits)
  - CMN 557 Communication and Technology
  - BIO 591 – Biotechnology: Science, Law and Policy
  - SOS 591 – Environmental Ethics and Policy Goals
  - BIO 516 – Foundations of Bioethics
  - LAW 703 – Law, Science and Technology
- 3 credits of Structured Practical Experience through a Capstone Course
  - HSD 580 – Practicum: Responsible Innovation (3 credits)

NOTE: No more than 5 credit hours of 400-level coursework can be included as electives on the Plan of Study. If the student is enrolled in graduate degree program at ASU, the student may share up to 6 credit hours between their graduate degree program and the certificate program. Students with Non-Degree Graduate Student status who are admitted into the certificate program may use up to 6 credit hours of their non-degree work towards the program.

COMPLETION TIME LIMIT

All coursework used to complete an ASU graduate certificate must be completed within a six-year time limit.

ENROLLMENT

- Once admitted to a certificate program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are engaged in research or in any other way utilizing university resources, facilities or faculty time.
• Registration for every fall semester and spring semester is required. Summer registration is required for students completing culminating experiences or graduating from the certificate program.

• To maintain continuous enrollment the credit hour(s) must:
  - Appear on the student’s Plan of Study, OR
  - Be research (592) or continuing registration (595), OR
  - Be a graduate-level course.

• Courses with grades of “W” and “X” are not considered valid for continuous enrollment purposes.

• Students completing work for a course in which they received an “I” must maintain continuous enrollment during the time in which they are completing the work for that course.

• Students planning to discontinue enrollment for a semester or more must submit a Request to Maintain Continuous Enrollment: Master’s and Certificate (https://graduate.asu.edu/sites/default/files/maintain-continuous-enrollment-masters-certificate.pdf). Student may request for a maximum of two semesters during their entire program. The form, endorsed by the members of the student's supervisory committee and the Head of the Academic Unit, must be approved by Vice Provost for Graduate Education. This request must be filed and approved before the anticipated semester of non-enrollment.

• If the student fails to enroll for a fall or spring semester without an approved Request to Maintain Continuous Enrollment Form, the student is considered withdrawn from the university under the assumption that they have decided to discontinue their program.

• Students removed for this reason may reapply for admission to resume their certificate program.

• However, there will not be any special considerations for the new application -- the application for re-admission will be evaluated against the pool of current applications for that year and re-admission is NOT guaranteed.

### ENROLLMENT STATUS AND REQUIREMENTS

<table>
<thead>
<tr>
<th></th>
<th>Full Time*</th>
<th>Half Time</th>
<th>Less Than Half Time</th>
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</thead>
<tbody>
<tr>
<td><strong>Regular semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>9 or more hours</td>
<td>5-8 hours</td>
<td>4 or fewer hours</td>
</tr>
<tr>
<td>Graduate assistant**</td>
<td>6 or more hours</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td><strong>Six-week summer session</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>3 or more hours</td>
<td>2 hours</td>
<td>1 hour</td>
</tr>
<tr>
<td>Graduate assistant**</td>
<td>2 or more hours</td>
<td>1 hour</td>
<td>------</td>
</tr>
<tr>
<td><strong>Eight-week summer session</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>5 or more hours</td>
<td>3-4 hours</td>
<td>2 or fewer hours</td>
</tr>
</tbody>
</table>

*An audited course does not count for full-time enrollment.

**For enrollment verification purposes, “graduate assistant” is a generic term that includes teaching assistants, research assistants, teaching associates and research associates.

For financial aid eligibility, a student must register for at least 5 credit hours during each of the fall, spring and summer terms.

International students are required to maintain full-time enrollment status to maintain their U.S. visa.

### SUPERVISORY COMMITTEE

• The Supervisory Committee consists solely of one member - one of the Chairs for the certificate program. This person is designated as Chair of the committee.

### PLAN OF STUDY (POS)

• Each student must submit a Certificate Plan of Study (POS) for approval. A link to the student POS is provided through MyASU (http://my.asu.edu).

• After consultation with their Supervisory Committee Chair, the student should create and submit the online POS.

• The POS specifies the requirements that students must complete for their certificate and is submitted and revised electronically via the online interactive POS system.

• In order to facilitate certificate completion and shorten time to conferral, graduate students with regular status must submit their POS by the time they have enrolled for 50 percent of the minimum credit hours required towards their certificate program. For this certificate program, you must submit your POS by the time you have enrolled for 7 credit hours.

• The POS should have a minimum of 15 credit hours, with exactly 3 credit hours for the one core course HSD 540, 9 credit hours of electives chosen by the student and approved by the Supervisory Chair, and 3 credit hours of HSD 580.
TYPES OF COURSES USED ON THE POS

- **400 Level Coursework Credits**
  - A maximum of six credit hours of 400 level coursework may be used on an approved POS. 400 level courses taken prior to admission and/or graded as Pass/Fail cannot be included on a POS.

- **Courses Used for Prior Degrees**
  - Students may not include on their Plan of Study any credit hours that have been applied towards a previously awarded degree.

- **Pre-Admission Credits used towards degree**
  - Credit hours completed at ASU and/or from another regionally accredited US institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits.
    - With the approval of the degree program and the Graduate Education office, students may include a maximum of 12 graduate-level credit hours with grades of “B” or better that were not used towards a previous degree. Of the 12 credits, a maximum of 6 can be from another university. Preadmission credits must have been taken within three years of admission to the ASU degree program to be accepted.
    - Accelerated Bachelor’s/Master’s programs may use a maximum of 12 pre-admission credits which may include up to a maximum of 12 hours shared between the Bachelor’s and Master’s program. Students in accelerated programs should contact their undergraduate and graduate advisors to ensure proper sharing of credit hours.

- **Using Graduate Credits earned by Undergraduate Students towards a Graduate Degree**
  - Pre-admission credit hours earned in graduate-level courses (per Graduate Education policy) by ASU undergraduate students may count toward a graduate degree at ASU provided the credit hours have not been used toward a previously awarded degree. Prior to awarding a bachelor’s degree, ASU undergraduate students should contact their undergraduate advisor to set aside graduate courses for use toward a future graduate degree so that these courses do not count toward their undergraduate degree.
    - A maximum of 12 credit hours can be taken as an undergraduate and reserved for graduate credit.
    - ASU students enrolled in an approved Bachelor’s/Master’s degree program (commonly referred to as 4+1), may share ASU credit hours. Students must contact their ASU undergraduate advisor and graduate support staff to ensure proper sharing of credit hours. Students must successfully complete the undergraduate degree and be admitted to the respective graduate program prior to completing 12 credits of graduate coursework.
    - An undergraduate degree and a graduate degree may not be awarded during the same term of enrollment.
    - Students must apply, be admitted and registered as a graduate student to earn a master’s or doctoral degree at ASU.

- **Transfer Credit used towards degree**
  - Transfer credits included in pre-admission credits are those accepted from another institution for inclusion on an ASU POS. Transfer credits must be from a regionally accredited US institution or an international institution officially recognized by that country. Official transcripts of any potential transfer credit for a POS must be sent directly to Graduate Enrollment Services at ASU from the Office of the Registrar at the institution where the credit was earned.
    - Transfer hours may not exceed 20 percent of the total credit hours for a master's degree – for the RISES that equates to 6 credit hours. Only graduate level courses with grades of “A” (4.00) or “B” (3.00) taken within three years of admission to the ASU graduate degree program may be transferred. Transfer credits may not be applied toward the minimum degree requirements for an ASU degree if they have been counted toward the minimum requirements for a previously-awarded degree.
    - Certain types of graduate credits cannot be transferred to ASU, including credits awarded (as follows):
      - By post-secondary institutions that lack candidate status or accreditation by a regional accrediting association.
      - For life experience.
      - For courses taken at non-collegiate institutions (e.g., government agencies, corporations, and industrial firms).
      - For courses, workshops, and seminars offered by other postsecondary institutions as part of continuing education programs.
      - For extension courses.
o Academic credits earned at other institutions that base their credit calculation on a different scale from ASU's are subject to conversion before inclusion on a Plan of Study. In all cases, the inclusion of transfer courses on a POS is subject to approval by the degree program and the Vice Provost for Graduate Education.

- **Individual Course Grades**
  o Courses with grades of “D”, “E”, or “W” and audited courses (graded as “X”) cannot be included on an iPOS.

- **Repeating ASU Courses**
  Graduate students may retake any course at ASU, but all grades remain on the student transcript as well as in all GPA calculations.

- **Incomplete Grades**
  Student must submit the *Incomplete Grade Request Form* ([http://students.asu.edu/forms/incomplete-grade-request](http://students.asu.edu/forms/incomplete-grade-request)) to the instructor of record for the course. The student must maintain continuous enrollment while completing the work for the incomplete.
  According to University grading polices ([https://students.asu.edu/grades](https://students.asu.edu/grades)), a grade of "I" (incomplete) may be given by an instructor when a student is otherwise doing acceptable work but is unable to complete the course because of illness or other conditions beyond their control. Incompletes must be completed with a calendar year; after that the "I" changes to a permanent "I".
    o The student must complete the *Incomplete Grade Request* Form, available at the link above, and the instructor may set deadlines for the student to complete the work.
    o Students who receive a grade of "I" in graduate courses (500 level or above) have one calendar year to complete the course for a grade. If after one calendar year the student has not completed the course for a grade, the grade of "I" will become a permanent part of the transcript.
    o Once coursework has been fulfilled, the instructor will assign a final grade for the course. If the student does not complete coursework within the allotted time, the incomplete will become permanent and remain in the student’s transcript. If the course is a required course for the degree program, the student will have to re-take the course.
    o To repeat the course for credit, a student must reregister and pay fees. The grade for the repeated course will appear on the transcript but will not replace the permanent "I."

- **Audit Classes**
  Graduate students may register to audit one or more courses with the approval of the supervisory committee chair and the consent of the instructor involved. An audited course does not count towards the required credits for the POS, the minimum number of credits required for international students with visa restrictions, students employed as TA/RAs, or students receiving financial assistance.

**POS APPROVAL**

- The POS must be approved by the student’s Supervisory Committee Chair, the Head of the Academic Unit, and the Vice Provost for Graduate Education. The POS becomes a contract between the University and the student that guides the student in completing degree requirements.
- After submitting the POS online, the student should notify the SFIS Graduate Program Advisor that the POS is in the online system and ready for review.
- After the student gets initial approval from the SFIS Graduate Program Advisor, the student should submit the POS to the Supervisory Committee Chair for approval. This can be done with signatures on a hard copy of the POS or via email containing the POS with a request to have the faculty members email their approval to the SFIS Graduate Program Advisor.
- The SFIS Graduate Program Advisor will get the approval of the Head of Academic Unit.
- The SFIS Graduate Program Advisor will forward the online electronic version of the completed POS to Graduate Education for final approval.

**COMMITTEE CHANGES TO POS**

- Once the original POS has been approved by Graduate Education, the student will need to submit an online *Committee Change request* through the POS web site to officially add or change members of the supervisory committee.
- After submitting the online Committee Change Request, the student should notify the SFIS Graduate Program Advisor that the request is in the online system and ready for review.
- The student should send a copy of the Committee Change request page from the POS web site via email to the Supervisory Committee Chair requesting that they email their approval to the SFIS Graduate Program Advisor.
- The SFIS Graduate Program Advisor will get the approval of the Head of Academic Unit.
• The SFIS Graduate Program Advisor will forward the online electronic version of the Committee Change request to Graduate Education for final approval.

**NOTE:** Committee Approval Request forms and CVs for members not already approved to serve on master’s committees must be submitted and approved prior to submitting the online Committee Change request.

**COURSE CHANGES TO POS**

• Submit a Course Change request through the online POS system to remove courses from the POS that the student did not take and/or to add courses that the student did take that were not originally listed on the POS.

• After submitting the online Course Change Request, the student should notify the SFIS Graduate Program Advisor that the request is in the online system and ready for review.

• The student should send a copy of the Course Change Request page from the POS website via email to the Supervisory Committee Chair requesting that they email their approval to the SFIS Graduate Program Advisor.

• The SFIS Graduate Program Advisor will get the approval of the Head of Academic Unit.

• The SFIS Graduate Program Advisor will forward the online electronic version of the Course Change request to Graduate Education for final approval.

**CAPSTONE COURSE HSD 580 “Practicum”**

The Practicum Experience for the Capstone Course HSD 580 can either be an “Internship” type experience or, for current ASU master’s or doctoral students, the addition of a chapter to their thesis or dissertation. The student must submit a Practicum Application Form to get approval from the Certificate Program Chair(s) for the project they have chosen.

**Internship Experience**

• If the student elects to do an internship type experience for HSD 580, the student is responsible for securing the internship and getting it approved by the Certificate Program Chair(s).

• Each student is required to do a minimum of 135 contact hours in a practical experience setting similar to an internship and the Practicum experience will require paperwork and approval similar to that used for the master’s and doctoral programs within SFIS.

• All Practicum/Internship Sites require approval through the College of Liberal Arts and Sciences. Before you commit to an internship, you must check with the SFIS Graduate Program Advisor to see if additional paperwork needs to be done in order for you to receive academic credit for your work.

• Finalize plans for the practicum/internship during the academic term prior to the start of the Practicum/Internship. The Practicum Approval Form (see Appendix A) is due to the SFIS Graduate Program Advisor the academic term prior to the term in which the student registers for the HSD 580.

• Forms required prior to starting the Practicum are: Practicum Internship Experience Contract (see Appendix A) and the Practicum Internship Experience Work Variance Form (if applicable). (see Appendix A)

• Each student’s site supervisor for the Practicum will be required to complete and submit a Practicum Internship Experience Midterm Evaluation of Student and a Practicum Internship Experience Final Evaluation of Student (see Appendix A).

• Each student will be required to complete and submit a Practicum Internship Experience Final Written Report of Internship and Practicum Internship Experience Work Hours Log Form (see Appendix A).

• Grading options are A, B, C, D or E for failing. Students must obtain a B or better to complete the program.

**Additional Chapter in the Thesis or Dissertation**

• If the student elects to do the additional chapter for HSD 580, the student must be currently enrolled in a master’s or doctoral program at ASU and is responsible for getting advanced approval from the Certificate Program Chair(s) to use this option for their practicum experience.

• The student will work with a SFIS faculty member to write an additional chapter for the thesis or dissertation that explores the social implications, political context, or ethical concerns of the work they are doing for their graduate degree. There is no formal process for this, but is worked out between the student, the student’s supervisory committee chair, and the SFIs faculty member overseeing the additional chapter. Contact Dr. Jameson Wetmore (jameson.wetmore@asu.edu) if you are interested in more information.

• The student must successfully defend the thesis or dissertation in order to receive a passing grade.
• The *Practicum Additional Chapter in Thesis or Dissertation Final Evaluation of Student* form must be completed by the SFIS faculty member who oversees the writing of the additional chapter. The completed form is turned in to the SFIS Graduate Advisor.

• Grading options are based on the standard ASU letter grade system. Students must obtain a B or better to complete the program.
MOVING TOWARDS GRADUATION

REGISTRATION DURING GRADUATION SEMESTER
Students are required to register for at least one semester hour of credit that appears on the iPOS or one hour of appropriate graduate-level credit during the fall, spring or summer session in which they complete their culminating experience.

REVIEW POS FOR ACCURACY
Each student will need to review his/her POS against their current ASU transcript at the beginning of the last academic term. Any changes necessary to make the POS match the official transcript should be done through the iPOS link in MyASU (http://my.asu.edu).

APPLY FOR GRADUATION
Apply for graduation and pay the graduation fee. From My ASU, select the Graduation tab from My Programs and follow the online instructions. A credit card is required to complete your application. If application for graduation is made after the deadline, the student will be assessed a late fee.

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<th>If you are graduating in.....</th>
<th>Your deadline is....</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td>October 1</td>
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<tr>
<td>Spring</td>
<td>February 15</td>
</tr>
<tr>
<td>Summer</td>
<td>July 15</td>
</tr>
</tbody>
</table>

- If application deadline falls on a weekend or holiday, the deadline will be extended to the next business day.
- To ensure that your name appears in the ASU commencement book and to avoid paying a late fee, the application must be received by the appropriate deadline.
- Summer graduate names appear in the Fall commencement book.

If you are not able to apply online:
- **Apply in person.**
  - Print and complete the Application for Graduation.
  - Pay all graduation fees at any University Cashier's Office.
  - Complete the Graduation Survey.
  - Submit completed application, payment receipt and completed graduation survey to the University Registrar Services.
- **Apply by mail.**
  - Print and complete the Application for Graduation.
  - Mail the completed application and applicable payment to the address listed on the application.

Students that apply for graduation will not be eligible to register for subsequent semesters without being admitted to a new degree program. Students that wish to change their graduation semester after they have applied must contact the graduation office and must re-apply for graduation for their new intended semester of graduation prior to the conferral date of their original graduation semester.

Your Application Status—Check your application status from your MyASU page. Your status will be one of the following:
- **Applied:** Your application for graduation has been received and is being processed. If your application cannot be processed your status will change to either denied or withdrawn and you will be notified by email. Review your Plan of Study regularly to ensure that all requirements will be met. Unless you are denied or withdrawn, your status will appear as applied until your degree is posted, which occurs approximately 4-6 weeks after the degree conferral date.
- **Denied:** Your application for graduation has been denied because you will not meet one or more degree requirements by the degree conferral date. Review your Plan of Study and contact either your academic advisor or department chair to review your degree requirements and discuss your options.
- **Withdrawn:** Your application for graduation has been withdrawn because you have not completed all coursework (including incompletes) and degree requirements listed on your Degree Audit or Plan of Study by the degree conferral date. Review your Degree Audit Report or Plan of Study and contact either your academic advisor or department chair to review your degree requirements and discuss your options.
COMPLETE ALL CERTIFICATE REQUIREMENTS
Students must complete all certificate requirements in a timely manner. Final grades must be posted and all required forms and evaluations must be submitted to meet the deadlines for graduation. Refer to Graduate Education Graduation Deadlines (http://graduate.asu.edu/graddeadlines.html).
ACADEMIC STANDARDS

SATISFACTORY PROGRESS
All graduate students are expected to make systematic progress towards completion of their certificate. This progress includes meeting the conditions listed below and achieving the benchmarks and requirements set by the individual degree program. If a student fails to meet the requirements and/or benchmarks of their degree program, the student may be withdrawn from their program based on recommendations submitted by the academic unit to Graduate Education.

To be considered as making satisfactory progress toward the degree objective, a student must:
1. Remain continuously enrolled in the degree program.
2. Maintain a cumulative GPA of 3.0 or higher in all classes included in the Program of Study
   (Those students who have not yet filed a program of study must maintain a combined GPA of 3.0 or higher for all courses taken since entering the current degree program and all courses numbered 500 and above completed since the last degree.)
3. Maintain a Graduate GPA of 3.0 or higher in all classes on their transcript numbered 500 or above
4. Maintain an overall cumulative GPA of 3.0 or higher
5. Meet all DEADLINES stated in the section above, Steps Toward Degree:
6. Meet the stated time limit for graduation from the degree program.

PROBATION
Students can be placed on probation for a variety of reasons including:
- Failure to maintain continuous enrollment
- Failure to maintain Plan of Study, Graduate and Cumulative GPAs of 3.0 or higher
- Failure to meet degree program deadlines described above in Satisfactory Progress and Steps Toward Degree
- Less than satisfactory academic performance as described above in Satisfactory Progress
- Inadequate progress in their Applied Project and Internships as indicated by their Applied Project Faculty Mentor or their Internship Site Supervisor

Students should take being placed on probation as a strong warning that their continuing status in the program is in jeopardy unless corrective action is taken. Students are placed on probation by the Certificate Program Chair(s) following his/her own evaluation or following a recommendation by the student’s supervisory committee.

If initiated by the supervisory committee, the recommendation for probation including the following information will be specified in a memo to the Certificate Program Chair(s) by the major professor in consultation with the supervisory committee.
- The reason(s) for the probation -- policy or policies the student is in violation of
- The conditions of the probation -- remedy or remedies for getting out of probation
- The time frame for meeting the conditions -- specific, clear dates and times
- The consequences of not meeting the conditions -- including a statement that the student may be recommended for withdrawal from the degree program if the conditions are not met by the given time frame

Students who are placed on probation due to the Plan of Study and/or Graduate GPA(s) dropping below 3.0 must raise the GPAs to 3.0 or better by the semester following the semester in which the student was placed on academic probation.

The Certificate Program Chair(s) can also initiate probation, if the evaluation of the Certificate Program Chair(s) differs from the major professor’s or if other circumstances merit this action. Notification of probation and its conditions will then be conveyed to the student in a letter from the Certificate Program Chair(s) that will also be copied to the major professor and members of the supervisory committee. The student may appeal this action by writing to the Certificate Program Chair(s) within 10 days of the written notification. Appeals should be based on unusual circumstances, hardships, or error in the student’s record. Any supporting documents from the student’s major professor and supervisory committee should be included.

The student will be removed from probation if he/she satisfies the conditions of the probation by the deadlines. The student will then be considered in good standing. Failure to satisfy a condition by the deadline will result in the actions specified in the original probationary letter. These actions can include cessation of any financial support or dismissal from the program. If the latter actions are pursued, the student will be notified in writing by
the Certificate Program Chair(s) and will have 10 days to appeal the decision in writing. The student will be notified in writing of the final decision. Upon recommendation from the Certificate Program Chair(s), the Vice Provost for Graduate Education can withdraw a student who is not progressing satisfactorily.

Graduate students who have been withdrawn from a graduate program at ASU due to lack of satisfactory academic progress are eligible to apply for admission to the same program only after one year from the term of the withdrawal.
MAXIMUM TIME LIMIT FOR THE PROGRAM

All work toward the certificate program must be completed within six consecutive years. The six years begins with the semester and year of admission to the program. Graduate courses taken prior to admission that are included on the Plan of Study must have been completed within three years of the semester and year of admission to the program.

Continuous enrollment would be required for the duration of the degree seeking period.

IMPORTANT REMINDERS

QUESTIONS
If students ever have questions or doubts about anything................. please ask. Students should consult with the Faculty Mentor, the Certificate Program Chair(s), or the Graduate Program Advisor.

And remember that Graduate Education web site offers all kinds of resources for graduate students. Bookmark their website!

POLICIES and DEADLINES

We have listed the policies and deadlines for your milestones in this handbook. But remember that things can change and the final word comes from Graduate Education. We suggest you also bookmark these and check frequently for any updates:

- The Graduate Catalog -- http://catalog.asu.edu/
- Graduate Education Policies and Procedures -- https://graduate.asu.edu/policies-procedures
- The Current Students page on Graduate Education web site -- https://graduate.asu.edu/
- Graduation Deadlines and Procedures -- https://graduate.asu.edu/completing-your-degree

Students can also visit with a staff member in the Graduate Enrollment Services Office (Student Services 112), or call (480) 965-6113.
APPENDIX A: FORMS

- Practicum Approval Form
- Practicum Internship Experience Contract
- Practicum Internship Experience Work Variance Form
- Practicum Internship Experience Work Hours Log
- Practicum Internship Experience Written Report Form
- Practicum Internship Experience Mid-Term Evaluation of Student
- Practicum Internship Experience Final Evaluation of Student
- Practicum Additional Chapter in Thesis or Dissertation Final Evaluation of Student
### PRACTICUM APPROVAL FORM

HSD 580
Responsible Innovation in Science, Engineering & Society

**STUDENT INFORMATION**

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>M.I.</th>
<th>DATE (00/00/0000)</th>
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<tr>
<th>ASU AFFILIATE ID (10-DIGIT)</th>
<th>ASU EMAIL ADDRESS</th>
<th>PHONE NUMBER</th>
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<tr>
<th>LOCAL ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
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<tr>
<th>GRADUATE COURSEWORK GPA</th>
<th>PLAN OF STUDY GPA</th>
<th>COURSE CREDIT HOURS COMPLETED TOWARDS CERTIFICATE</th>
</tr>
</thead>
</table>

**PRACTICUM SELECTION**

- [ ] Chapter in Thesis or Dissertation  
  Name of SFIS Faculty Overseeing Writing:
- [ ] Internship Experience (complete information below)

**INTERNSHIP EXPERIENCE INFORMATION** (if selected to fulfill Practicum requirement)

<table>
<thead>
<tr>
<th>PRACTICUM SESSION (SELECT ONE)</th>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
<th>YEAR</th>
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</table>

**POSSIBLE PRACTICUM SITE NAME**

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<tr>
<th>SITE ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
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<tr>
<th>CONTACT PERSON</th>
<th>PHONE NUMBER</th>
<th>EMAIL ADDRESS</th>
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**ARE YOU CURRENTLY EMPLOYED AT THIS SITE?**

- [ ] YES  
- [ ] NO

**IF YES, PLEASE PROVIDE THE FOLLOWING INFORMATION:**

<table>
<thead>
<tr>
<th>NAME OF CURRENT SUPERVISOR</th>
<th>PHONE NUMBER</th>
<th>EMAIL ADDRESS</th>
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<tr>
<th>CURRENT WORK SCHEDULE</th>
<th>CURRENT NUMBER OF HOURS PER WEEK</th>
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</table>

Student Signature ___________________________________________________________  Date __________________

Certificate Program Chair Signature _____________________________________________ Date __________________
PRACTICUM INTERNSHIP EXPERIENCE CONTRACT
HSD 580
Responsible Innovation in Science, Engineering & Society

STUDENT INFORMATION

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<tr>
<th>LAST NAME</th>
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This contract must be completed (fill in all form fields), printed, signed by the appropriate individuals and submitted to the SFIS Graduate Program Advisor in Interdisciplinary B Room 366.

PRACTICUM AGREEMENT
I, (Student Name – Last, First, MI) , (ASU 10 digit ID) , on this date agree to a PRACTICUM with for a minimum of 135 total contact hours to begin on this date and to be completed by this date . Based on a minimum of 135 contact hours, the student will earn 3 semester hours of credit in HSD 580 during the (Fall, Spring, Summer) school term of (Year) .

The PRACTICUM will be supervised by , (Title of Supervisor) , who may be contacted at (Email) and (Phone) .

The PRACTICUM site address is:
Address Line 1:
Address Line 2:
City: State: Zip Code:

PRACTICUM PROJECT DESCRIPTION
Attach a separate document which provides the following information about the project(s). This should be developed by the student and the practicum supervisor. The document should include the following:

- Project Goal – briefly explain the context and scope of the project.
- Project Description – briefly describe the task/responsibilities that will be performed.
- Project Objectives – briefly describe the specific learning objectives.
- Project Deliverable – briefly describe what will be developed.
- Project Evaluation – briefly describe how the student’s project will be evaluated.

PRACTICUM SCHEDULE
Please indicate the expected work schedule for the student.

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<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
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<th>Saturday</th>
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☐ Check here if substantial work will be completed off-site or if schedule will be at the student’s discretion. Regularly scheduled meetings with the Practicum Supervisor are required.

PRACTICUM SIGNATURES
Student Signature ____________________________ Date __________

Practicum Supervisor Signature ____________________________ Date __________

Certificate Program Chair Signature ____________________________ Date __________
Request to Utilize Current Employer for Practicum Credit

Submit to the SFIS Graduate Program Advisor in Interdisciplinary B Room 366.

Date (00/00/0000):
Student Name (Last, First, MI): ASU 10 Digit ID:
Current Position: Hours Per Week:
Dates of Employment:
Employer Name:
Supervisor Name:
Employer Address:
  Line 1:
  Line 2:
  City: State: Zip Code:
Employer Phone Number:
Practicum Semester: Fall Spring Summer Year:

REQUIRED MATERIALS FOR VARIANCE APPROVAL:
  • This Request to Utilize Current Employer for Practicum Credit form (Work Variance Form)
  • A letter from the student, requesting approval and briefly describing the project and task that are different from the student’s employment.
  • A current job description.
  • A letter from the current supervisor which clearly states that the student’s practicum requirements will be allowed by the employer.

ACTION TAKEN:
  □ Approved □ Denied Brief Description of Reason for Denial:

Certificate Program Chair Name:
Certificate Program Chair Signature ___________________________ Date _____________
## PRACTICUM INTERNSHIP EXPERIENCE

**WORK HOURS LOG**

**HSD 580**

Responsible Innovation in Science, Engineering & Society

<table>
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<th>WEEK DATES</th>
<th>Sun</th>
<th>Mon</th>
<th>Tues</th>
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**TOTAL HOURS for PRACTICUM:**

Student Signature ___________________________________________ Date ______________

Practicum Supervisor Signature ________________________________ Date ______________
Students are required to submit an **Analytical Paper** to the SFIS Graduate Program Advisor in Interdisciplinary B Room 366 at the end of the Practicum.

**Student Name (Last, First, MI):**

**Practicum Site:**

**Practicum Supervisor:**

The paper is due at the same time as the Practicum HSD 580 Final Evaluation of Student Form and the Practicum HSD 580 Work Hours Log Form. *Please attach your written analytical report to this form.*

**The analytical paper** should consist of 3 – 7 pages and follow this outline:

1. **Description** (approximately 1-2 pages)
   - What was the overall mission or goal of your practicum?
   - What were your duties and responsibilities?
   - What was your work situation and environment?
   - What resources were available to help you carry out your duties?
   - What skills did you acquire as a result of your practicum?
   - How did the practicum evolve and change over time?

2. **Evaluation** (approximately 2-4 pages)
   What did you learn:
   - About the site you worked in for your practicum, the supervisor you worked with during your practicum, the responsibilities of this individual and the functions of the site?
   - About the strengths and limitations of this site in carrying out its missions and goals?
   - About the experience of working in a professional setting?
   - About yourself - your own strengths and limitations; about how this experience affected your own personal goals and career objectives?
   - How has the practicum changed your perception of responsible innovation?
   - What are the most significant things you learned from the practicum?
   - How does what you experienced/learned affect your evaluation of your education?
PRACTICUM INTERNSHIP EXPERIENCE
MID-TERM EVALUATION OF STUDENT
HSD 580
Responsible Innovation in Science, Engineering & Society

To be completed by Practicum Supervisor

Date (00/00/0000):

Student Name (Last, First, MI):

Practicum Site:

Site Supervisor:

**EVALUATION RATING SCALE**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td><strong>Outstanding:</strong> This is the highest rating. The student’s performance consistently excels beyond expectations in all aspects of the practicum.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Strongly meets expectations:</strong> Performance is above what is expected. The student is proficient in all aspects of the practicum and excels beyond expectations in some aspects of the practicum.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Meets Expectations:</strong> Student is proficient in all aspects of this component/position.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Partially meets expectations:</strong> The student’s performance is proficient in most aspects of the practicum, but he or she has immediate development needs in at least one area.</td>
</tr>
<tr>
<td>1</td>
<td><strong>Does not meet expectations:</strong> The student’s performance does not meet the minimal expectations of performance for the practicum. Immediate improvement is needed.</td>
</tr>
</tbody>
</table>

Please use the evaluation rating scale above and circle the number which best corresponds to how you rate the performance of the student in each of the categories listed below. Share this with the student to help them identify their areas of strengths and opportunities for growth.

<table>
<thead>
<tr>
<th>Category</th>
<th>Rating Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is Punctual</td>
<td>5 4 3 2 1 N/A</td>
</tr>
<tr>
<td>Is willing to assume all tasks</td>
<td>5 4 3 2 1 N/A</td>
</tr>
<tr>
<td>Completes tasks with little supervision</td>
<td>5 4 3 2 1 N/A</td>
</tr>
<tr>
<td>Completes tasks with few or no mistakes</td>
<td>5 4 3 2 1 N/A</td>
</tr>
<tr>
<td>Assumes responsibility once a routine task has been done</td>
<td>5 4 3 2 1 N/A</td>
</tr>
<tr>
<td>Shows outstanding preparation</td>
<td>5 4 3 2 1 N/A</td>
</tr>
<tr>
<td>Applies academic knowledge to real work situations</td>
<td>5 4 3 2 1 N/A</td>
</tr>
<tr>
<td>Displays initiative and good judgment</td>
<td>5 4 3 2 1 N/A</td>
</tr>
<tr>
<td>Overall Performance</td>
<td>5 4 3 2 1 N/A</td>
</tr>
</tbody>
</table>
PRACTICUM INTERNSHIP EXPERIENCE
HSD 580 MID-TERM EVALUATION of STUDENT FORM continued

Please answer the following questions:

1. What aspects of the student’s performance were most positive?

2. What aspects of the student’s performance would need improvement?

3. Additional Comments:

Signature of Student __________________________________________ Date _______________

Signature of Practicum Supervisor _______________________________ Date _______________

Return completed form to the SFIS Graduate Program Advisor in Interdisciplinary B Room 366.
To be completed by Practicum Supervisor

Date (00/00/0000):

Student Name (Last, First, MI):

Practicum Site:

Site Supervisor:

**EVALUATION RATING SCALE**

<table>
<thead>
<tr>
<th></th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Outstanding:</strong></td>
<td>Outstanding: This is the highest rating. The student’s performance consistently excels beyond expectations in all aspects of the practicum.</td>
<td></td>
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</tr>
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<td><strong>Strongly meets expectations:</strong></td>
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<td></td>
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</tr>
<tr>
<td><strong>Meets Expectations:</strong></td>
<td>Student is proficient in all aspects of this component/position.</td>
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<tr>
<td><strong>Partially meets expectations:</strong></td>
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<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professionalism/Work Ethic</td>
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<tr>
<td>Teamwork/Collaboration</td>
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<tr>
<td>Critical Thinking/Problem Solving</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Communication Skills – Written</td>
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<tr>
<td>Communication Skills – Verbal</td>
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<tr>
<td>Self-Direction</td>
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<td></td>
</tr>
<tr>
<td>Creativity/Innovation</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Overall Performance</td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>
PRACTICUM INTERNSHIP EXPERIENCE
HSD 580 FINAL EVALUATION of STUDENT FORM continued

Please answer the following questions:

1. Was the student academically prepared for the practicum?

2. What aspects of the student’s performance were most positive?

3. What aspects of the student’s performance need improvement?

4. Did the student successfully complete the objectives specified in the contract?

5. Additional Comments:

Signature of Student ______________________________ Date _________________

Signature of Practicum Supervisor _________________________ Date _________________

Return completed form to the SFIS Graduate Program Advisor in Interdisciplinary B Room 366.

For SFIS Use Only

HSD 580 Grade Assigned by RISES Program Chair: ____________

RISES Program Chair Name: __________________________________________________

RISES Program Chair Signature: _____________________________________________

Date Grade Entered: _________________

Entered by: ________________________________________________________________
**PRACTICUM ADDITIONAL CHAPTER**

*in THESIS OR DISSERTATION*

**FINAL EVALUATION OF STUDENT**

HSD 580

Responsible Innovation in Science, Engineering & Society

---

To be completed by SFIS Faculty Mentor(s) who oversee the writing of the additional chapter

<table>
<thead>
<tr>
<th>NAME OF STUDENT (Last name, first name, middle initial)</th>
<th>10 DIGIT ASU AFFILIATE ID#</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>PROGRAM TYPE</th>
<th>AREA</th>
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<tbody>
<tr>
<td>Graduate Certificate</td>
<td>Responsible Innovation in Science, Engineering and Society</td>
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<tr>
<th>PRACTICUM DESCRIPTION</th>
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**PRACTICUM EVALUATION CHART**

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<th>AREAS OF PERFORMANCE</th>
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<tbody>
<tr>
<td></td>
<td>Outstanding</td>
<td>Strongly Meets Expectations</td>
<td>Meets Expectations</td>
<td>Partially Meets Expectations</td>
<td>Does Not Meet Expectations</td>
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<tr>
<td>1. Identification and Framing of Responsible Innovation Problem/Issue</td>
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<tr>
<td>2. Application of Appropriate Analytical Tools and Methods</td>
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<tr>
<td>3. Development and Evaluation of Solutions and Recommendations</td>
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<tr>
<td>4. Written Communication of Project Results</td>
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<td>5. Oral Communication of Project Results</td>
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**FINAL GRADE GIVEN for HSD 580 PRACTICUM ________**

**NAME(S) OF FACULTY MENTOR(S) FOR ADDITIONAL CHAPTER**

<table>
<thead>
<tr>
<th>SIGNATURES</th>
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<th>FAILED</th>
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**RISES PROGRAM CHAIR**

<table>
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<tr>
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<th>FAILED</th>
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FOR SFIS USE ONLY

Date Grade Entered: _________ Entered by: ______________________________________