Southwest Institute for Research on Women (SIROW)

Online Graduate Studies in Program Design & Evaluation

HANDBOOK

2022-2023

THE UNIVERSITY OF ARIZONA
COLLEGE OF SOCIAL & BEHAVIORAL SCIENCES

Southwest Institute
for Research on Women

Table of Contents

Welcome

Dear SIROW Graduate Student,

Greetings and a special welcome! We are pleased you have chosen to join us to study Program Design & Evaluation! Our goal is to provide you with a rigorous program of study, reflection, analysis, and thoughtful discussion about evaluation research for social change.

The Director of Graduate Studies (DGS) is Dr. Beth Meyerson (dgssirow@arizona.edu) who will guide you in planning your program, along with your assigned advisor. You will also get to know our Graduate Coordinator Darcy Roman-Felix (GC-SIROW@arizona.edu), who will assist you in preparing paperwork, give information on financial aid, register you for classes, advise you regarding GradPath and keep you informed of important deadlines. We hope you find our graduate program a challenging and rewarding educational experience.

Feel free to share with me your experiences in the program or, if in Tucson, drop by our SIROW main office at 925 N. Tyndall Ave, Tucson, AZ 85721.

Sincerely,
Josephine Korchmaros, PhD
Director, Southwest Institute for Research on Women (SIROW)

About SIROW

The Southwest Institute for Research on Women's fully online graduate program in Program Design & Evaluation is intended to help you advance your knowledge and study of solutions related to the "grand challenges" of our time through interdisciplinary, community-engaged, and evidence-based approaches to research for social change. You will be immersed in the process of identifying, understanding, and studying key problems of our time with focus on creating viable, sustainable solutions and examining evidence of impact.

Career opportunities for graduates of the MA in Program Design & Evaluation span across business sectors, professions, challenges and populations. Students will develop highly transferrable skills that relate to their career goals through our MA degree.
We offer A 30-unit Master of Arts in Program Design & Evaluation

The information in this handbook is meant to help you understand program requirements and procedures to progress through your chosen program in a timely fashion. These programs are entirely online and 'asynchronous.' This means that students can access the content as they progress through the course on their own schedules. Each 7.5 week course will require on average between 18-20 hours of effort each week (reading, reviewing, thinking, participating). This is a standard amount of time for online graduate level courses.

Student Responsibilities

Students are ultimately responsible for knowing and fulfilling the program and university requirements and deadlines. However, we have a number of faculty and staff available to assist and support you. You should meet regularly with the Graduate Coordinator, (Ms. Nikole Justvig, GC-SIROW@arizona.edu 520 621-3839), who can advise you about fulfilling Graduate College requirements. You will also meet with the Director of Graduate Studies (DGS), (Dr. Beth Meyerson,

dgssirow@arizona.edu, 520-626-5908), who can help you to understand SIROW and university expectations and assist with other questions that may arise during the course of your program. You will also be assigned a faculty advisor who teaches in this program and will guide and support you during this program. Please browse to the Graduate College Requirements here: https://grad.arizona.edu/gsas/degree-requirements/masters-degrees.

The department (SIROW), your instructors and advisors, the Graduate College, fellow students and many others will communicate regularly with you through your **UArizona email account** and the **D2L system**. If you are new to the university, a university (UArizona) email address will be assigned to you. The D2L system, "Desire 2 Learn," is the platform for our graduate courses. You will only receive program-related communication through the UArizona email system or through a message portal on a specific course D2L site unless specific faculty members identify other means of communication for students in the course. Please check your email and your course communications at least once per day and reply within 24 hours (excluding weekends) to any messages requiring a response. If you will be unable to respond due to extenuating circumstances such as travel, you should set up an automatic reply explaining when the sender can expect a reply.

As a graduate student, you are expected to conduct yourself in a professional manner. Please refer to the Code of Academic Integrity https://deanofstudents.arizona.edu/policies/code-academic-integrity. You are also responsible for knowing the Graduate College policies and other essential information and relevant resources (e.g., professional development, health and wellness) which can be found on the Graduate College website https://grad.arizona.edu/.

In addition to what is found in this Handbook, information about deadlines and necessary forms is available on the Graduate Student Academic Services web page at this URL: https://grad.arizona.edu/gsas/degree-requirements. Other important dates are identified in the University Master Calendar: http://www.arizona.edu/calendars-events.

I.   Admissions

Pre-admissions expectations

An undergraduate degree is a requirement for admission to the Program Design & Evaluation MA. However, no specific coursework is required. Please see this link for more information about graduate admissions to University of Arizona: https://grad.arizona.edu/admissions/. This site will guide you through the GPA and transcript requirements for any graduate program at the University of Arizona.

Admissions

Students will be admitted twice annually for the MA: The Fall program start has an application deadline of March 1, and Spring program start has an application deadline of Sept 1.

Applications are reviewed on a rolling, monthly basis; so applicants will learn of admission throughout the application period.

	Applications Open	Application Deadline	Start Date
Fall	September	March 1st	August
Spring	April	September 1st	January

Once an application is received, it is reviewed for completeness by SIROW and the graduate college. Students may receive communications from both SIROW and the graduate college regarding various necessary documents to complete their application files. Applicants are encouraged to respond in a timely manner when receiving requests for information to complete the application. Incomplete applications will not be reviewed for admission.

Admissions letters will be sent throughout the admissions period with a deadline for student decision. This means that applicants receiving admission must confirm their intent to enroll in the program within a specific time period stated in the acceptance letter. Upon enrollment, students will receive additional information including an admissions survey to help faculty understand what is needed to support student success in the program.

Transfer credits

Graduate credit earned within two years from an accredited institution, if accepted by SIROW and the Graduate College, may be counted toward the requirements. A student must have earned an A or B for the credits to be accepted. Grades of transfer coursework will not be calculated in The University of Arizona grade point average if they were earned from another institution. Students can be awarded one credit for verifiable learning gained through experience if through a UArizona course.

A maximum of 6 credits may be transferred for the MA program. Students who wish to transfer credits must submit a written request to the Director of Graduate Studies (DGSSIROW@arizona.edu) specifying the credits they wish to transfer along with a syllabus for each course they wish to transfer.

Students wishing to transfer credits should discuss this with the Director of Graduate Studies during their first semester because the university requires the transfer to be completed (SIROW and graduate college level) by no later than when the 6th credit (2nd course) is completed in the Program Design & Evaluation MA program. Once approved by the Director of Graduate Studies, the student must submit the transfer of credit form to the graduate college for consideration (https://studentcenter.arizona.edu/app/ui/ps-pages/gradpath).

II.   Advising and Mentoring

Advising

The advising process is designed to prepare students for the program and support them through the course sequencing. Upon admission, students will be asked to complete an admissions survey to help the advising team learn about student experiences, advising needs and career paths.

A faculty advisor will be assigned to each student in the program. Your initial advisor will be the Graduate Coordinator. Following this, a faculty advisor will be assigned to you. Students are encouraged to get to know their advisors. Advising appointments can also be made on an as needed basis directly with the advisor and will be conducted by zoom or similar audiovisual platform. If for any reason you wish to change your advisor, please communicate with the Director of Graduate Studies (DGSSIROW@arizona.edu).

III.   MA in Program Design & Evaluation Requirements

Students must complete 30 units of credit:
- Five foundation courses (15 credits; EVAL 500, 501, 520, 521, **and** 602).
- Two additional required courses (6 credits; EVAL 551 **and** 552)
- One required MA Capstone project (3 credits; EVAL 698)
- Two elective courses (6 credits; EVAL 550, 650, 651, **or** 652). Online courses of 7.5 week duration in other UArizona programs may also be considered as elective courses and must be approved by the Director of Graduate Studies.
- Electives that are approved and available outside SIROW and the MA program include: Human Rights Courses (HRTS 520 and HRTS 521), and the following statistical courses: BIOS 576A, INFO 526

Required Courses
foundational courses which require no pre-course work and can be taken in any order.

Course	Title	Course Description
*EVAL500	Seminar on Identifying and Characterizing Challenges or Problems	This course provides an overview of key challenges of our time; delvingdeeply into selected issues to identify and understand applied researchapproaches to these issues. Students will consider theoretical frameworks used to understanding and characterizing challenges and problems with particular emphasis on contextual factors that create or surround the problem. They will also evaluate evidence translation to garner practice and policy attention. Students will apply course learningto a selected challenge importance to them.
*EVAL501	Informed Solution Identification	This course will focus on models of decision science and solution identification in applied settings. Students will examine how these models have been applied to prominent challenges, or problems, of thetime. Students will also learn about models of behavior and system change, and considerations of solution feasibility and contextual parameters as they pertain to viability of potential solutions. They will learn how to apply these models to challenges they are interested in, such as creating sustainable agriculture, reducing homelessness, and increasing healthy behaviors.
*EVAL520	Planning, Implementation Science and Scale Up	This course will focus on frameworks and methods of planning, implementation science and project scale up. Students will apply theseframeworks and approaches to critique and improve policy or program intervention.
*EVAL521	Monitoring and Evaluation	This course will focus on the methods and tools of monitoring and evaluation used to address identified challenges or problems. This course will survey different goals of monitoring and evaluation including,for example, practice or program improvement and impact assessment.In conjunction, this course will survey corresponding types of monitoringand evaluation, such as process and outcome evaluation. Students will design a program or policy evaluation and monitoring plan for an instructor-selected community organization.
EVAL551	Community-based Participatory and Action Research	This course will introduce students to the history and practice of community-based participatory and action research (CBP-AR). Students will critique research approaches to selected challenges using the lens ofCBP-AR, and will recommend solutions to better align research with communities.

Course	Title	Course Description
EVAL552	Culturally Responsive Engagement with Diverse Populations	This course will focus on theories and practice of culturally responsive engagement with focus on instructor-selected diverse populations who have historically faced group-based social inequities (historically referredto as "vulnerable") such as Indigenous populations, women in prison, people who misuse drugs, transgender populations, refugee, and immigrant populations. Students will discuss approaches and issues related to engaging diverse populations in research, program evaluation, coalitions, and translation of evaluation findings.
*EVAL602	Research Dissemination and Translation to Facilitate Change	This course will focus on models and methods of disseminating researchfindings to inform movement to address a challenge or problem. Students will learn about audience, audience- and goal-specific messaging framing, data analytics, and findings presentation. Stakeholder audiences such as funders, consumers, community-basedorganizations, government officials, and community members will be considered. Students will develop and apply skills to disseminate research through program and policy briefs using multimedia platforms.

Elective Courses

Course	Title	Course Description
EVAL550	Applied Research Methods and Analysis	This elective course will expose students to the suite of approaches andtools used to plan and conduct applied research in community settings. Quantitative, qualitative, and mixed method approaches will be discussed. Students will critique approaches with consideration of the challenge or problem being addressed, practical contextual limitations, stakeholder goals, and the goals and objectives of attempted solutions
EVAL650	Building and Negotiating Partnerships and Coalitions	In this elective course, students will identify and understand models and modalities of partnerships and coalitions in selected challenge or problem areas. This course will present general approaches and considerations of partnership development and maintenance, as well as considerations specific to certain partners, such as funders, healthcare providers, community-based organizations, government entities, and lawenforcement. Emphasis will be on the role of evaluators and their institutions in these relationships.
EVAL651	Development of Coalitions to Facilitate Change	In this elective course, students will understand and apply models to understand coalition lifecycle, interventions to strengthen coalitions, andwill consider the role of evaluators in these coalitions. Evaluation methods will be in focus as students select a local coalition partner to inform course learning through a lifecycle assessment. Students will learn how to communicate findings with coalitions and partners in order to enhance coalition engagement to facilitate change.
EVAL652	Practice of Project Management in Community Settings	This elective course will prepare students to manage projects at various stages of implementation in applied settings. Types of projects considered include, for example, implementation of a business plan or abehavioral intervention or coordination of service provision across agencies. Organizational development and change, financial controls, project management tools and strategies, and community partnerships will be in focus for this course as well as models for ongoing project and project management improvement.

MA Capstone

Course	Title	Course Description
EVAL698	Capstone	For the capstone, MA students will select a challenge or problem area of focus to collectively plan one of several things: a process for informed problem solving, solution scale up, monitoring and evaluation plan, or needs assessment. This should be accomplished with a coalition or partner organization.

Other Requirements for MA Program

Continuous Enrollment

A student admitted to a graduate Program in Design & Evaluation must register for one course in the fall and 1 in the spring. They do not need to be enrolled in each of the fall sessions and each of the spring sessions. If they are summer-only students, they must register for each summer session during their graduate program until all program requirements are met. If a student withdraws from a course, those credits hours do not count toward the determination of continuous enrollment for graduate purposes. Unless excused by an official Leave of Absence (which may not exceed one year throughout the student's degree program), all graduate students are subject to the Continuous Enrollment Policy and must pay in-state and out-of-state tuition and fees in order to remain in the program. If the student fails to obtain a Leave of Absence or maintain continuous enrollment, they will be required to apply for re-admission, to pay the Graduate College application fee, and pay all overdue tuition and fees, including cumulative late penalties. To see more details about this policy see, Continuous Enrollment | The University of Arizona Graduate College. To learn more about the Leave of Absence policy and process, see Graduate College Leave of Absence. It is expected that students enroll in a minimum of three credits in each of the semesters. Please consult with the Graduate Coordinator if the minimum credits are not possible in any given semester.

Plan of Study

Each student is responsible, in conjunction with the Graduate Coordinator, for developing a Plan of Study as early as possible. The Plan of Study must be submitted to the Director of Graduate Studies for initial approval and then to the Graduate College by the GradPath portal by the end of the first semester of enrollment. The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at The University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed to fulfill degree requirements. The Student must complete the Plan of Study form (in GradPath). There is a Plan of Study fee as well (https://grad.arizona.edu/gsas/degree-requirements/candidacy-fees). This is a one-time fee; it will not be billed again even if your graduation date changes.

Annual Review of Graduate Student Progress

It is expected that a student enrolled full time can complete the MA program in 24 months (1 course during each 7.5 week session). The Graduate Coordinator, the Director of Graduate Studies, and Advising Faculty will review student progress annually to assure timely and successful completion of the degree.

Appeal Procedure

The UArizona offers several appeal processes as needed. Please see:
https://grad.arizona.edu/policies/academic-policies/summary-grievance-types-and-responsible-parties.

Completion of Design & Evaluation Program Requirements

For information on Graduate College stipulated completion deadlines, refer to the deadline page, available online at the Graduate College website, Ihttps://grad.arizona.edu/gsas/degree-requirements/important-degree-dates-and-deadlines.

All outstanding fees must be cleared before the final degree completion date. Any financial encumbrances will delay mailing of the diploma and transcripts. Contact the Bursar's office, Room 208, Administration Building or (520) 621-3232. All grades must be submitted for Incompletes and current semester coursework must be received before the degree is considered completed. A student must be in good academic standing with a minimum 3.0 cumulative GPA at the time of completing degree requirements.

In addition to the requirements for the Program Design & Evaluation graduate program, students must complete the requirements set by the Graduate College, please see https://grad.arizona.edu/gsas/degree-requirements.

IV.   PhD Minor in Program Design & Evaluation Program Requirements

The graduate minor in Program Design and Evaluation is an opportunity for graduate level focus on key elements of this research for social change degree.

Students must complete 9 units of credit.

Required Courses

foundational courses which require no pre-course work and can be taken in any order.

Course	Title	Course Description
*EVAL501	Informed Solution Identification	This course will focus on models of decision science and solution identification in applied settings. Students will examine how these models have been applied to prominent challenges, or problems, of thetime. Students will also learn about models of behavior and system change, and considerations of solution feasibility and contextual parameters as they pertain to viability of potential solutions. They will learn how to apply these models to challenges they are interested in, such as creating sustainable agriculture, reducing homelessness, and increasing healthy behaviors.
*EVAL521	Monitoring and Evaluation	This course will focus on the methods and tools of monitoring and evaluation used to address identified challenges or problems. This course will survey different goals of monitoring and evaluation including,for example, practice or program improvement and impact assessment.In conjunction, this course will survey corresponding types of monitoringand evaluation, such as process and outcome evaluation. Students will design a program or policy evaluation and monitoring plan for an instructor-selected community organization.
*EVAL602	Research Dissemination and Translation toFacilitate Change	This course will focus on models and methods of disseminating research findings to inform movement to address a challenge or problem. Students will learn about audience, audience- and goal-specific messaging framing, data analytics, and findings presentation. Stakeholder audiences such as funders, consumers, community-basedorganizations, government officials, and community members will be considered. Students will develop and apply skills to disseminate research through program and policy briefs using multimedia platforms.

Additional Requirements

A comprehensive examination will be administered by the Director of Graduate Studies and the Instructors for the required courses.

The examination will be an hour-long oral examination consisting of two questions. This is meant to be a directed conversation with students during which they showcase their application of course content and learning to their areas and/or project(s) of interest.

V.   SIROW Graduate Program and Graduate College Policies and Practices

Auditing

Students can audit a course without receiving credit for that course. Audited courses will not count toward the degree requirement, toward full-time status, nor toward determination of continuous enrollment. Only the instructor's signature is required if the student meets the deadline to change from credit to audit (2 weeks from the first day of classes). After the deadline, students may audit with the approval of the course instructor and the Dean of the Graduate College, and only if the student is earning a passing grade in the course. Please refer to the policy for procedures https://catalog.arizona.edu/policy/audit-policy. The fee for course auditing is the same as courses taken for credit.

Student Assurances

This graduate program serves people from a variety of work environments with professors who are highly engaged in many of the same communities. Students may come from these environments, as well as from university employment including from within and around SIROW.

We acknowledge that SIROW faculty and instructors are all community-based researchers and may have working relationships with students, potential students and their co-workers. We are committed to creating an environment that acknowledges and addresses conflicts of interest so that students can engage in free and unfettered expression during the learning process.

We assure this through the enrollment and advising process. During this process we will work with students to identify potential conflicts and develop a plan to insure they are effectively managed.

Instructors do not share any student performance on assignments or views expressed in the courses to anyone outside of the MA program. The only information shared among instructors is germane to student support.

Grievance Procedures

Many of the problems faced by students as they transition to graduate school have to do with negotiating a new and complex system. Concerns and confusion about what is expected at each stage, how to manage time, how to focus topics, or how departmental, college, or university decisions are made are common. These challenges are amplified in online graduate degree programs due to the asynchronous nature of program delivery and communication.

If a student is experiencing a problem or has a concern, that student should first ask the Graduate Coordinator and then their advisor, as needed, for clarification and advice. If the issue is not resolved, please work directly with the Director of Graduate Studies. Keeping lines of communication open between faculty and students is the most important step to addressing challenges and assuring student support. Nevertheless, even with open communication, students sometimes feel their concern is not satisfactorily addressed. Here are a few helpful steps.

STEP 1: PROFESSORS/ADVISORS
If the concern is about a particular class, speak with the professor. If the issue is not related to a specific class or if you have not been able to resolve the issue with the professor, discuss the problem in detail with your advisor. Be sure that the advisor or professor fully understands the issues involved. Try to work together to come to a resolution.

STEP 2: DIRECTOR OF GRADUATE STUDIES
If, for any reason, an adequate understanding cannot be reached with the professor or advisor, students should bring their concern or grievance to the Director of Graduate Studies. Try to work together to come to a resolution. If the problem persists, the Director of Graduate Studies will advise the student on the appropriate next action to take.

STEP 3: DEPARTMENT HEAD
Grievances that have to do with the program itself (e.g., course requirements, protocol) that could not be resolved at the level of the Director of Graduate Studies, need to be addressed in writing to the SIROW Director who will then discuss the issue with the student. If there is no resolution, the Director will send the complaint to the Faculty. The Faculty will consider the appeal, discuss the issue, and make a recommendation to the Director. The SIROW Director is Dr. Josephine Korchmaros (jkorch@arizona.edu).

The Graduate College also has a Grievance Policy. The Graduate College Grievance Policy and detailed procedures can be found at http://grad.arizona.edu/academics/policies/academic-policies/grievance-policy. As noted in the Graduate College page, there are many topics not addressed by their policy and procedures because they are overseen by other institutional offices or policies. These topics include:

- Allegations of gender (including sexual harassment), racial, ethnic, religious and sexual orientation discrimination: These are addressed by the Office of Institutional Equity https://equity.arizona.edu/.
- Complaints against University employees and students: Are covered by provisions of the University Handbook for Appointed Personnel ("UHAP"; https://policy.arizona.edu/university-handbook-appointed-personnel), the Staff Personnel Policy Manual ("SPPM"; https://policy.arizona.edu/classified-staff-human-resources-policy-manual), and the Student Code of Conduct (https://deanofstudents.arizona.edu/sites/deanofstudents.arizona.edu/files/Student_code_conduct2011.pdf).
- Graduate College petitions (https://grad.arizona.edu/gsas/gradpath/graduate-petition-and-graduate-petition-user-guides) requesting waivers of policy are not addressed through the general Graduate College Grievance Review Procedures. Students may appeal denials of petitions by writing directly to the Dean of the Graduate College.

Incompletes

The grade of "I" for "Incomplete" may be awarded only at the end of the course when all but a minor portion of the coursework has been satisfactorily completed. Graduate students should make arrangements with the instructor to receive an Incomplete grade before the end of the course. Instructors will use the Report of Incomplete Grade form as a contract with the student. On the form, the instructor states: (1) which assignments or exams should be completed and when; (2) how this work will be graded; and (3) how the student's course grade will be calculated. Both the instructor and student sign this agreement, and both should retain copies. For details, see https://www.registrar.arizona.edu/grades/incomplete-i-grade. Students are responsible to provide a copy of this form to the Graduate Coordinator.

As a matter of Graduate College and Registrar policy, graduate students have a maximum of one calendar year to remove an Incomplete. An Incomplete not removed within one year is replaced by a failing grade of "E" and counted as an "E" in determining the student's grade-point average. If the coursework cannot be completed within one year, the student may

petition to extend the Incomplete. This petition must be submitted before the grade converts to an "E".

Petitions

A student who believes, with good academic reason, that they deserve redress or exception to Graduate College rules, regulations, or policies can formally petition for an exception. A petition form must be submitted to the Graduate College Graduate Student Academic Services explaining all relevant facts. Such petitions must be accompanied by supporting documents and a letter of support from the student's advisor, Director of Graduate Studies, or SIROW Director and required signatures. Petition forms are available online: https://grad.arizona.edu/gsas/gradpath/graduate-petition-and-graduate-petition-user-guides

Satisfactory Academic Progress

Graduate College Satisfactory Progress Policies: https://grad.arizona.edu/policies/academic-policies/satisfactory-academic-progress

SIROW Policy on Satisfactory Academic Progress:

Students have a variety of competing priorities. This is recognized by the university and by SIROW. The online courses for the MA require approximately 18-20 hours per week for a 3-credit course.

Satisfactory academic progress simply requires that students complete the various requirements of the program successfully and in a timely manner. During coursework, student must maintain a minimum 3.0 GPA. Individual students may complete courses at a slower than usual pace for their coursework to accommodate specific personal circumstances (such as child or elder care responsibilities).

Students taking the minimum credits per semester will not complete the MA program in the average time estimated for the coursework. Taking one course per each 7.5 week online session offered (2 sessions in the fall, 2 sessions in the spring and 1 in the summer) will result in finishing the M.A. within 24 months. Planning degree completion is important for students who are aiming to complete the M.A. in 24 months. Please note that faculty do NOT expect students to complete within 24 months; the course completion schedule is up to the student. The Graduate College expects master's students to complete their degree within a maximum of 6 years https://grad.arizona.edu/policies/academic-policies/time-degree.

Time Extensions

Under special circumstances, leaves or extensions can be granted to students. Requests for leaves or extensions need to include an explanation of the reasons for the request and a detailed plan for completing the degree. Students seeking a leave or extension, should submit their request to the Director of Graduate Studies.

If a leave of absence request is not approved by the Director of Graduate Studies and submitted to the Graduate College before the semester for which the leave is being requested, students

will be required to pay for registration for that semester before they can complete the program. Failure to do so will result in financial penalties per the Graduate College's Continuous Enrollment Policy. Please see: https://grad.arizona.edu/policies/enrollment-policies/leave-absence. Compelling reasons for extension or leave of absence include:

- birth or adoption of child
- medical reasons
- military duty
- financial hardship
- other personal or family reasons

VI.   Funding

Currently, SIROW does not provide funding or scholarships to graduate students. If a student is employed with an organization involved in Program Design & Evaluation, we encourage the student to approach their employer to see whether the employer can subsidize part or all of the tuition. Many employers offer tuition assistance if the degree is related to the mission of the organization.

The Graduate College website also provides some additional links related to searching and applying for funding:
https://grad.arizona.edu/funding
https://grad.arizona.edu/diversityprograms/funding
 https://grad.arizona.edu/ofce/funding-101

The Arizona Board of Regents (ABOR) provides the Educational Assistance Program (EAP), which allows full -benefits eligible employees, retirees, their spouses, and dependents to take graduate-level courses at a substantially reduced tuition rate. Please consult with Human Resources from each university for program eligibility.

The University of Arizona also has the Domestic Partner Tuition Program (DPTP), which extends the EAP benefits to employees' domestic partners and their dependents. DPTP is available only for courses at the University of Arizona.

VII.   Resources

Career Services

Office of Student Engagement & Career Development
The office of Student Engagement & Career Development has a wealth of information to support students seeking a career https://www.career.arizona.edu/

Center for English as a Second Language (CESL)
CESL offers English language instruction to native speakers of other languages as well as a teacher training program for those who want to teach English https://cesl.arizona.edu/

Commencement

For information on Commencement details, visit the UArizona Commencement Website https://commencement.arizona.edu and the SBS Convocation Website http://web.sbs.arizona.edu/college/convocation. Please note that online students may attend commencement in person if they so choose.

Computing

Net ID and Email

If you are new to UArizona, you will need to set up your NetID and your email. The NetID is your personal identifier for the online services at the university, including email and D2L, which is a web-based course management system that will be used for the Program Design & Evaluation program. Email is the official means of communication between the University administration and all students. Students are required to have a University of Arizona email account. Important official email notices may be sent to students periodically, and it is your responsibility to monitor your UArizona email account for such messages. Go to the UArizona's Information Technology website to get started https://it.arizona.edu/i-want/get-started-it

Information Technology

The UArizona Information Technology has multiple Services and 24/7 support. Call 520-626-TECH (8324) or visit them online https://it.arizona.edu/

Instructional Technology

UArizona services for instructional technology for students include:
University of Arizona Software Licensing (free software):
http://softwarelicense.arizona.edu/student
Teaching and learning Services: https://uarizona.service-now.com/sp?id=sc_category&sys_id=fd54897edbbde410c72d5eea4b961992&catalog_id=-1

Office of Student Computing Resources (OSCR)

OSCR operates computer labs on the UArizona main Tucson campus in addition to providing a wide range of computing tools and support services including Gear-to-Go which is loan program of cameras, microphones, recorders, and more https://oscr.arizona.edu/ or call 520-621-OSCR (6727)

Disability Resources

Disability Resource Center (DRC)

The Disability Resource Center and The University of Arizona are committed to facilitating full access for students with disabilities through consultation with faculty and the provision of reasonable accommodations. For more information visit http://drc.arizona.edu/

Strategic Alternatives Learning Techniques (SALT) Center

The Strategic Alternative Learning Techniques (SALT) Center promotes the achievement of individuals with learning and attention challenges. Through a student-centered model, SALT provides comprehensive services to maximize student success and support the University of Arizona community. For more information visit http://www.salt.arizona.edu/

Family Support

The Graduate college is committed to supporting family relationships. Resources have been allocated to help students balance family, work and school life. Please refer to the following links for more information.
Extension to Degree Policy- https://grad.arizona.edu/policies/academic-policies/extension-time-degree

Life and Work Connections- (mostly for UA employees but some benefits for students)- https://lifework.arizona.edu/

Graduate & Professional Student Council (GPSC)

The GPSC was created to promote the causes and concerns of the graduate student body, to create and foster programs beneficial for growth and interaction, and to serve as the representative body and voice at the University of Arizona, the University of Arizona Administration, and the Arizona Board of Regents on behalf of graduate and professional students. GPSC offers funding to support various professional development opportunities. For more information see https://gpsc.arizona.edu/

Graduate Center

UArizona's Graduate Center is a resource for graduate students and postdoctoral scholars. Its program and partnerships across campus are designed to help students develop inclusive leadership skills and collaborative opportunities. For more information visit https://gradcenter.arizona.edu/home

Health, Wellness and Safety Resources

UArizona has many resources available to support the physical, mental, and emotional well-being of students. Visit this link for a list of resources https://www.arizona.edu/health-wellness-students.

UA Alert is a free service that delivers emergency alerts to registered users via mobile devices and/or email. For more information and to sign up visit https://cirt.arizona.edu/ualert

Human Subjects Protection Program

Information about the Human Subjects Protection Program and Institutional Review Board, including certification, procedures, and forms, is available at this web site: https://rgw.arizona.edu/compliance/human-subjects-protection-program

International Students

The mission of the Office of International Student Programs and Services is to coordinate comprehensive programs and services for international students in residence at UArizona that foster positive experiences at The University of Arizona and in the United States. They serve as representatives and advocates for international students, providing liaison with UArizona campus academic and administrative departments, local, state and federal agencies, foreign

agencies, and various organizations and members of the Tucson community. Online students are welcome to investigate this website as well:
https://global.arizona.edu/iss

SBS Research Institute (SBSSRI)

SBSRI is a unit in the SBS Dean's Office that promotes and supports research. They have workshops for grant writing as well as listings and contact information for numerous grant and fellowship programs.
https://sbsri.sbs.arizona.edu/

Writing Resources

Writing Skills Improvement Program (WSIP)

As a professional academic writing center, WSIP offers many free and fee-based support services for all students
https://wsip.arizona.edu/

Graduate Center Resource Page

The Graduate Center has compiled a list of writing resources for graduate students, in addition to WSIP.
https://gradcenter.arizona.edu/articles/2016/11/survive-and-thrive-building-your-writing-skills

The University of Arizona Libraries

The University of Arizona Libraries have curated a list of resources they offer to graduate students.
https://new.library.arizona.edu/grads

Appendix A. Program Design & Evaluation Faculty Members

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