

Department of Education Studies
University of California, San Diego

**M.Ed./Credential & MA/ASL
Programs**

**Administrative Handbook
2016-2017**



EDS Grading Standards for Graduate Students

To EDS graduate students: Grading standards for graduate students are different from grading standards for undergraduates. Grades that may have been acceptable at the undergraduate level (such as B-, C+) are not acceptable grades for graduate students. This document is intended to give you guidance in understanding what is expected of you and to help you interpret the grades you receive in the upper-division and graduate level courses you take as a graduate student.

Additionally, you should know that the Graduate Division monitors the GPA of all graduate students. A graduate student whose overall GPA drops below a 3.0 is placed on academic probation. Students on academic probation risk dismissal if their GPA remains below 3.0 in future quarters.

Although you may have few or no S/U courses allowed in your program, you should be aware of the University's S/U grading policy. According to UCSD policy, the minimum standard of performance for a grade of S (satisfactory) in a course that is offered S/U shall be the same as the minimum performance for a grade of B-. Any grade below B- performance results in a grade of U (unsatisfactory) in a S/U course.

Implications for an EDS graduate student's grade in a course

A	Excellent work, expected performance
A-	Good work, improved performance encouraged
B+	Acceptable work, improved performance expected
B	Minimally acceptable work, greatly improved performance expected
B-	Marginal work, very poor performance (letter from Director with copy placed in student's file)
C+ (or lower)	Unacceptable performance at the graduate level (may be subject to dismissal)

Students who receive grades indicating that improvement in future courses is expected and who need guidance in how to improve are encouraged to confer with the course instructor and other program faculty.

Developing as a Professional Educator

The development of professional demeanor and appropriate behavior when working with university faculty, school personnel, and parents, is central to becoming an effective K-12 teacher. Thus, EDS graduate students are expected to behave as a practicing professional by arriving on time and participating actively in all courses and seminars. EDS faculty are expected to document the attendance and participation of graduate students in all EDS courses and seminars. Similarly, EDS graduate students are expected to arrive on time for school visitations and practice teaching, and they are responsible for coordinating their schedules and behaving in a professional manner with school personnel, support providers, supervisors, students, and parents in the school setting. *Failing to meet program professional expectations may be cause for disciplinary action by the Director and possible dismissal from the program.*

EDS Grading Options

When enrolling in classes on TritonLink, you are given the option of a letter grade or a Satisfactory/Unsatisfactory (S/U) option. The EDS graduate program **ONLY** allows the following **courses** to be taken for a **S/U grading option**:

EDS 139

EDS 349

EDS 369A, and EDS 369B

EDS 379A, EDS 379B, and EDS 379C

EDS 190

EDS 290

EDS 295

EDS 500

The rest of your coursework **MUST BE DONE** for a **LETTER GRADE option ONLY**.

Important Tip: Please make sure to enroll for the correct **courses, grading option, and number of units** for each one of the classes that are included in your particular Course of Study. It is your responsibility to make sure that you will receive the proper credit for your M.A., or M.Ed./Credential coursework. Failure to do so may result in a shortage of units and/or problems that will prevent you from obtaining your degree/credential in a timely manner.

ENROLLMENT IS YOUR RESPONSIBILITY AS A GRADUATE STUDENT.

PLEASE MAKE SURE THAT EVERY QUARTER, INCLUDING SUMMER SESSION, YOUR ENROLLMENT REFLECTS YOUR REQUIRED COURSE OF STUDY.

IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT YOU ARE PROPERLY ENROLLED IN EVERY ASSIGNED COURSE WITH THE CORRECT NUMBER OF UNITS AND LETTER GRADE OPTION ASSIGNED TO EACH CLASS.

IF YOU FAIL TO ENROLL IN ANY COURSE OR PRACTICUM, BUT YOU ARE ATTENDING THE CLASS, YOU WILL NOT GET CREDIT FOR YOUR WORK, AND WILL NEED TO RETAKE THE COURSE (USUALLY ONE YEAR LATER), OR REDO THE PRACTICUM (EX: 2 UNITS OF EDS 139) IN ORDER TO GET THE PROPER CREDIT.

THE GRADUATE DIVISION (GD) WILL NOT APPROVE ADDING/DROPPING CLASSES RETROACTIVELY WITHOUT A VALID EXCUSE.

Enrollment and Registration

Summer, Fall, Winter, and Spring Classes

To enroll in classes for the Summer, Fall, Winter, and Spring quarters, you must use [Tritonlink](http://tritonlink.ucsd.edu) on the UCSD website at <http://tritonlink.ucsd.edu>. You will be asked to enter your PID number. You should look online for the same deadlines each quarter within the Registrar's Website. The Schedule of Classes for each quarter may be accessed online through [Tritonlink](http://tritonlink.ucsd.edu).

The University sends an electronic billing statement each quarter. However, registration fees are payable by the published deadlines regardless of whether or not you received the electronic billing statement. Therefore, **IT IS YOUR RESPONSIBILITY TO PAY YOUR FEES BY THE ESTABLISHED DEADLINES** even if you do not receive a bill. **Otherwise, you will be dropped from your classes.** The deadlines to pay fees without a late fee for the 2016-2017 academic calendar are as follows:

Fall 2016	September 16, 2016
Winter 2017	December 14, 2016
Spring 2017	March 24, 2017

To pay, you may use E-Check on [Tritonlink](http://tritonlink.ucsd.edu) or you may either drop your check at the Central Cashier's drop box or send it to Central Cashier's Office, **Student Services Center - First Floor**, 402 University Center, 9500 Gilman Drive, UCSD, La Jolla, CA 92093-0009. Always include your student PID number on the check. If you have any questions about your payment, call the Cashier's at 858-534-3725. If you have questions about your billing statement, call SBS 858-822-4727. Any questions about Financial Aid, please call 858-534-4480.

There is a deferred payment program-**TRIP**-that allows registration fees to be paid in up to three installments each quarter. You may find more information including a link to apply via their website <http://sbs.ucsd.edu>. If you have any questions, please call the SBS office at 858-822-4727.

PLEASE NOTE: Your graduate student mailbox will be available in the EDS Graduate Commons after your orientation. All university mail from EDS and other UCSD departments will be sent here, and not to your home address. The EDS Graduate Commons is located in Room 380. **CHECK YOUR EDS MAILBOX AND YOUR EMAIL ON A REGULAR BASIS.** We rely on these two methods to get important information to you.

UCSD Tritonlink

<http://tritonlink.ucsd.edu>

By using your Student ID and PAC (Personal Access Code) you can add, drop, change, and waitlist sections online. To acquire your Student ID and PAC number, visit your online admission status page for instructions.

Snapshot of other features available to students on [Tritonlink](#) Tools:

- **View an updated version of the Schedule of Classes and Register for courses under Enrollment.**
- **View your Billing Statement, Financial Aid, Health Fee Waiver and make payments under Finances.**
- **Verify your Residency Status for Tuition Purpose under Finances.**
- **Update your Addresses (mailing and e-mail), Emergency Contacts, and Directory Publishing Restrictions under Personal.**
- **View your Academic History, Classes and Waitlists, Weekly Planner, Majors and Holds under Grades and Transcripts.**

For a listing of all tools and shortcuts available via [Tritonlink](#) visit:

<http://www.ucsd.edu/current-students/my-tritonlink/tools/index.html>

Web Tutorial on Registration:

<http://registrar.ucsd.edu/studentlink/WebRegTriton.pdf>

The schedule of classes, student directory, and general information are available 24 hours a day. Personal data is pulled from the real-time database (Academic History, Addresses, Billing Statements, [WebReg](#), etc.) and is available 7 a.m.-midnight daily. (Access on weekends and holidays is subject to computer maintenance schedules and cannot be guaranteed.)

2016-2017 Graduate Student Fees/Tuition (Proposed)

Note: These amounts are subject to change

The information included in the chart below is subject to change. Therefore, please see the following websites for an updated chart of fees/tuition:

<https://students.ucsd.edu/finances/fees/index.html>

<http://ogs.ucsd.edu/financial-support/graduate-tuition-fees.html>

Full Time Tuition/Fees for CA RESIDENTS (7 units or more)

	Fall	Winter	Spring	Total
Student Service Fee	358.00	358.00	358.00	1,074.00
Tuition	3,740.00	3,740.00	3,740.00	11,220.00
University Center Fee	93.12	93.12	93.12	279.36
Recreation Facility Fee	107.00	107.00	107.00	321.00
Student Transportation Fee	51.47	51.47	51.47	154.41
GSA Fee	12.00	12.00	12.00	36.00
Health Insurance Fee	1,182.00	1,182.00	1,182.00	3,546.00
Registrar's One Time Document Fee	100.00			
<u>Total W/O health insurance:</u>	\$4,461.59	\$4,361.59	\$4,361.59	\$13,184.77
<u>Total WITH health insurance</u>	\$5,643.59	\$5,543.59	\$5,543.59	\$16,730.77

NONRESIDENT Tuition/Fees are substantially higher. Please visit the link provided above for details.

Enrollment and Registration Calendar 2016-2017

Description	Fall 16	Winter 17	Spring 17	Summer 17
Deadline for academic advising offices to submit degree audits to Registrar	2/27	5/22	11/20	N/A
Deadline to enter holds for the enrollment/registration cycle	4/27	10/26	2/8	N/A
Schedule of Classes available	4/29	10/28	2/10	TBD
Academic advising begins	5/2	10/31	2/13	N/A
Effective date for enrollment holds	5/3	11/1	2/14	N/A
Enrollment begins	5/4	11/2	2/15	TBD
Effective date for fee payment holds	8/23	11/18	2/17	N/A
New student enrollment begins	8/22- 8/28	N/A	N/A	TBD
Deadline to apply for readmission (undergraduate students)	8/12	10/28	2/3	N/A
Billing statement available on TritonLink	9/2	12/2	3/2	Session I, TBD Session II, TBD Special Session, TBD
Registration fee payment deadline (after this date, late fees apply)	9/16	12/14	3/24	Session I, TBD Session II, TBD Special Session, TBD
Deadline for mandatory insurance health waiver - all students (after this date, \$50 late waiver fee will apply until late waiver deadline, see below.)	9/16	12/14	3/24	N/A
Deadline for students not attending (who are receiving financial aid, full-fee waivers or graduate fellowships/ scholarships) to notify university that they will not attend. See the schedule of refunds for more information.	9/16	12/14	3/24	N/A
Quarter begins	9/19	1/4	3/30	Session I, TBD Session II, TBD Special

Classes and wait list dropped if registration payment not received	9/21	1/9	4/3	Session, Varies by Class
First day of classes	9/22	1/9	4/3	Session I, TBD Session II, TBD Special Session, TBD
Late health insurance fee waiver deadline (no waivers will be accepted beyond this date)	9/23	1/9	4/3	Session I, TBD Session II, TBD Special Session, Varies by Class
Automatic wait-lists officially end	10/6	1/19	4/13	N/A
Deadline for all students to add or re-enroll in classes if canceled for non-payment via WebReg. Find out how to add a class: Undergraduates and Graduates .	10/7	1/20	4/14	Session I, TBD Session II, TBD Special Session, Varies by Class
Deadline to apply for part-time status	10/7	1/20	4/14	N/A
Deadline for graduate students to file for leave of absence , in absentia or to apply for half-time status for current quarter	10/7	1/20	4/14	N/A
Deadline to file for Advancement to candidacy for master's degrees	10/7	1/20	4/14	N/A
Deadline to change grading option, change units, and drop classes without "W" grade on transcript	10/21	2/3	4/28	Session I, TBD Session II, TBD Special Session, Varies by Class
Effective date for students receiving financial aid to withdraw and retain 100% federal aid	11/9	2/23	5/18	TBD
Deadline to drop with "W" grade on transcript	11/28	3/10	6/2	Session I, TBD Session II, TBD Special Session, Varies by Class
Last day of classes before finals	12/2	3/17	6/9	Session I, TBD Session II, TBD Special Session, Varies by Class

Finals week	12/3- 12/10	3/18- 3/25	6/10- 6/16	Session I, TBD Session II, TBD Special Session, Varies by Class
Deadline to file for "Removal of Grade Incomplete" from previous quarter	12/10	3/25	6/16	N/A
Quarter ends	12/10	3/25	6/16	Session I, TBD Session II, TBD Special Session, TBD
Deadline to file for a Request to receive a grade of "Incomplete"	12/12	3/27	6/19	Session I, TBD Session II, TBD Special Session, Varies by Class
Grades available on TritonLink	12/15	3/30	6/22	1 week after class ends

Academic and Administrative Calendar 2016 - 2017

Fall 2016

Fall Quarter begins	Monday, September 19
Instruction begins	Thursday, September 22
Veterans Day Holiday	Friday, November 11
Thanksgiving Holiday	Thursday – Friday, November 24–25
Instruction ends	Friday, December 2
Final Exams	Saturday* – Saturday, December 3*–10
Fall Quarter ends	Saturday, December 10
Christmas Holiday	Monday – Tuesday, December 26–27
New Year Holiday	Monday – Tuesday, January 2–3
	- 49 Days of Instruction -
	- 60 Days in Quarter -

Winter 2017

Winter Quarter begins	Wednesday, January 4
Instruction begins	Monday, January 9
Martin Luther King, Jr. Holiday	Monday, January 16
Presidents' Day Holiday	Monday, February 20
Instruction ends	Friday, March 17
Final Exams	Saturday* – Saturday, March 18*–25
Winter Quarter ends	Saturday, March 25
	- 48 Days of Instruction -
	- 58 Days in Quarter -

Spring 2017

Spring Quarter begins	Thursday, March 30
César Chávez Holiday	Friday, March 31
Instruction begins	Monday, April 3
Memorial Day Observance	Monday, May 29
Instruction ends	Friday, June 9
Final Exams	Saturday* – Friday, June 10*–16
Spring Quarter ends	Friday, June 16
Commencement	Saturday-Sunday, June 17–18
	- 49 Days of Instruction -
	- 57 Days in Quarter -

***Educational Policy Committee approved October 21, 2013.**

Independence Day Tuesday, July 4, 2017

Labor Day Monday, September 4, 2017

FALL 2016 IMPORTANT DEADLINES

1. **ENROLLMENT DEADLINE** **09/09/16**

Please be sure to have enrolled for your classes by this date. The TritonLink Web Site is: <http://tritonlink.ucsd.edu>. Questions regarding scheduling may be directed to **Ed Ashton** at (858-534-7297) **BEFORE** this deadline. **Please look at your course of study in the handbook for verification of which classes to enroll for.** You will find the schedule of classes for each quarter on TritonLink. Make sure that your GRADUATE screen on TritonLink is showing **GRADUATE** status before you enroll for classes.

2. **FEE PAYMENT DEADLINE** **09/16/16**

Your courses will be canceled if you do not pay your fees by this date **EVEN IF YOU DO NOT RECEIVE AN ONLINE BILL**. If you anticipate financial difficulty, contact **Melissa Wolf** at EDS **well in advance** of this date. We are here to be of service, please do not hesitate to ask for assistance.

3. **WAIVER OF HEALTH INSURANCE FEE** **09/16/16**

If you do not require the university provided student health insurance, please be sure to complete the appropriate online submission **prior** to this deadline (see "Health Insurance Waiver" information in this handbook). If you have questions about this, please contact any Student Insurance Representative at 858-534-2124.

4. **DEADLINE TO ADD COURSES** **10/07/16**

Courses must be added early in the quarter. If you do not know whether you need to add a course, call Ed Ashton (858-534-7297) or Giselle Van Luit (858-534-2958).

5. **DEADLINE TO APPLY FOR PART TIME STATUS** **10/07/16**

Registration fees are significantly reduced if you are taking 6 units or less in a quarter and become a Part Time student. You **MUST APPLY FOR PART TIME STATUS through EDS prior to this deadline**. Contact **Giselle Van Luit** to pick up the appropriate paperwork. **NOTE:** Once a graduate student is approved for half-time status, it will continue each quarter thereafter and the student will be automatically assessed reduced fees **UNLESS THE STUDENT ENROLLS IN EXCESS OF 6 UNITS**.

6. **DEADLINE FOR FILING FOR LEAVE OF ABSENCE** **10/07/16**

Please note that by filing a Leave of Absence, you may have up to three quarters off from the program. If you do not formally file for a Leave of Absence, you will lose your graduate standing at the University after one quarter without taking courses. You will need to petition to be re-admitted into the program. Please contact **Giselle Van Luit** if you need a form or have any questions.

7. **DEADLINE TO CHANGE GRADING OPTION/UNITS/DROP COURSES** **10/21/16**

You must verify whether you need to take a course for a letter grade, or whether you intend to drop a course without a "W", **prior to the end of the FOURTH week of classes**. Nevertheless, after the 2nd week of classes, all changes must meet Add/Drop guidelines established by the Graduate Division. An Add/Drop card must be signed by the department's graduate advisor, and the Graduate Division so that the registrar can process the change.

UCSD E-mail Accounts

<http://acms.ucsd.edu/students/>

The University sends official notices to students through email. Every student is expected to establish an account and regularly monitor the account for official communications. Notices from departments, programs, the Financial Affairs Office, Bursars' Office, and other campus entities will email the students' UCSD Email Account. All graduate students are entitled to a free email account.

STUDENT RESPONSIBILITIES:

1. Determining their official UC San Diego electronic mail alias.
2. Maintaining a valid electronic mail delivery destination address.
3. Resolving impediments to accessing secure messaging systems and their electronic mail delivery destination address.
4. Attending to delivered and posted messages on a frequent and consistent basis.
5. Reading all mandatory UC San Diego communications.

To activate your email account visit: <http://sdacs.ucsd.edu/~icc/acsreg.php>

To look up your account visit: <http://sdacs.ucsd.edu/~icc/index.php>

To view your mail: <https://acs-webmail.ucsd.edu/squirrelmail/src/login.php>

Please look at the following website in order to **REDIRECT UCSD EMAIL to Another Address:**

<http://acms.ucsd.edu/students/email/redirect.shtml>

See the ACS "Perspective for Students" website: for information on several useful topics including how to connect your computer to the internet; printing services; names and locations of computer labs; where to get help; and tips for off-campus ISP users.

Educational Technology Services : <http://acms.ucsd.edu/>

Former UCSD undergraduate students who begin their graduate status in the Summer or Fall may continue using the same UCSD account and E-mail.

ACS Accounts Office:

Room 1313. Applied Physics and Math Building, Muir Campus

858-534-4060 Phones available from 8:00 am – 4:30 pm Monday - Friday

MOST IMPORTANT: ALWAYS INFORM EDS OF ANY CHANGE IN YOUR PERSONAL E-MAIL ADDRESS. We must have a current email for you at all times.

ANY QUESTIONS PLEASE E-MAIL: acms-help@ucsd.edu

Photo ID's

<http://sbs.ucsd.edu>

WHERE?

UCSD ID cards are issued by the Student Business Services Office (SBS). The phone number for the office is 858-534-6606, and they are located in Student Services Center, Suite 354, University Center (Third Floor).

WHEN?

To have your picture taken, you may go to the office any time during business hours.

The Office is open Monday through Friday, from 8:00 am – 4:30 pm (except on Thursdays 10:00 am - 4:30 pm). You will receive your ID immediately.

Be sure to bring an additional form of picture ID (driver's license or passport) with you. Please inform the office that you are coming as a special group, from the Education Studies Department as a graduate student, and that YOUR NAME IS ALREADY INCLUDED IN A LIST provided by EDS. Your card is available for pick-up.

OR you may access the online tool and have your Photo ID preprinted for you.

<https://students.ucsd.edu/finances/campus-cards/photo-tool.html>

HOW MUCH?

There is no fee for the ID card. Be sure to mention that you are a new EDS graduate student.

WHY?

A validated student campus identification card is required for use of the library and other university facilities. . **If you were an UCSD undergraduate student, you are required to replace your old card with a new graduate status one.** This is in your best interest in order for you to obtain graduate privileges.

Parking Rates and Information

<https://students.ucsd.edu/campus-services/parking-transportation/>

Transportation and Parking Services (858-534-4223)

Anyone parking a vehicle at UCSD must pay a fee to help support the construction, maintenance, and administration of parking facilities. The information below will help you choose between parking at UCSD, or participating in an alternative transportation program. To learn more about alternative transportation programs, please contact the Parking Office.

Parking fees are necessary because UC campuses receive no tuition or state funding to support parking facilities. Funding comes directly from parking permit sales. If you plan to park at UCSD, you must purchase and display a valid parking permit during these hours:

- **Main campus** 7 a.m. to 11 p.m. weekdays
- **Scripps Institution of Oceanography** 7 a.m. to 11 p.m. seven days a week
- **Medical Center Hillcrest** 24 hours/ seven days a week
- **Medical Center La Jolla** 24 hours/ seven days a week

Student “S”, “B”, and “M” parking permits can be purchased via TritonLink using your university PID and personal access code, or at the Gilman Parking Office with a UCSD photo ID. Payment can be made in full or on a quarterly plan.

Parking Sales and Services also offers a variety of short-term permit options that can be purchased by cash, check, or money order. For more information on these, please visit the Parking Office located on the street (second) level of the Gilman Parking structure, contact the Sales and Services Specialist in parking at (858) 822-2078 or visit:

Be sure you park legally to avoid costly citations.

The Graduate Student Health Insurance Plan (GSHIP)

<http://studenthealth.ucsd.edu>

Health Insurance is a mandatory non-academic condition for enrollment at UCSD. All graduate students paying full registration fees to UCSD during the academic year are automatically enrolled into the Graduate Student Health Insurance Plan (SHIP). The SHIP is a comprehensive health plan that provides a full range of medical services including in/out patient services, specialty care, emergency care, hospitalization, mental health care as well as dental, pharmacy and vision coverage.

Students already covered by waiver-qualifying health insurance may apply for a Health Fee Waiver if their private insurance plan meets UCSD waiver criteria. A waiver application must be submitted on-line via [TritonLink](#). (click on Health Fee Waiver from the TritonLink homepage) by the waiver period deadline of **September 16, 2016**.

Students who do not waive SHIP by the deadline are automatically enrolled into SHIP, and will be required to pay the **\$1,182/quarter fee for SHIP**. Students enrolled in SHIP for the Spring quarter will continue to be covered through the Summer. SHS will act as the primary care facility for all students enrolled in SHIP and all care must begin with the Student Health Service (SHS) clinic. A written referral from SHS is required PRIOR TO all non-emergency and non-urgent care outside of SHS, regardless of the distance from campus. The SHS clinic is conveniently located west of the Price Center and south of Geisel Library on Library Walk. Refer to the SHIP brochure for more details regarding SHIP's referral requirement and process.

SHIP coverage for Fall begins on **9/19/2016**. However, some of our students are required to be on campus **prior** to 9/19 for mandatory courses and thus will be enrolled in **early start coverage, beginning the day of their orientation. These students will be charged an additional amount for supplemental Early Start coverage.** This amount is in addition to the usual charge for Fall quarter coverage. Students who will not be charged this additional amount are students who were enrolled at UCSD for Spring-16 (whether waived SHIP or enrolled in SHIP) and those already waived the Early Start coverage. Any questions, please contact the Student Health Insurance Office at 858-534-2124 or ship3@ucsd.edu

PREMIUM FOR 2016-2017:

The fee for 2016-2017 SHIP will be \$1,182 per quarter (x3, Fall, Winter & Spring). **A supplemental Early Start fee will apply to those students whose effective date is earlier than 9/16/2016.** The fee for the ES coverage is prorated based on the ES effective date established for the department. It will be billed to the student's account once the waiver period has ended and the SH Office will be able to identify the students who did not waive SHIP. Students starting on 6/13 will pay an additional \$916.91 for summer coverage. Students starting on 8/22 will pay \$272.01 as additional supplement for health coverage. **IT IS THE STUDENTS RESPONSIBILITY TO MAKE SURE THAT HE/SHE HAS THE HEALTH COVERAGE LEVEL REQUIRED by the university.**

Please refer to the SHS website for more information regarding SHIP benefits, limitations, exclusions, waiver criteria and waiver process.

Students enrolled in the SHIP for Spring 2016, have continued coverage through **9/19/2016**.

All (MS-1-Sum), and (MA-ASL) students who were not UCSD undergraduate students in the Spring and those UCSD undergraduates (now SS-2 or MS-2 graduate students) who waived SHIP in the Spring, or were not enrolled in Spring quarter: **You are required during the summer session to have your own health insurance, approved by UCSD, or pay for early start health insurance coverage. This fee will be prorated based on your early start date (orientation date). This fee will cover you until Fall quarter begins on 9/19/2016.**

Please call the office at 858-534-2124 if you have any questions.
Student Health Insurance Information: <http://studenthealth.ucsd.edu>

SHS Hours:

Monday/Wednesday/Friday 8 a.m. – 4:30 p.m. Tuesday/Thursday 9 a.m. – 4:30 p.m.

During the quarter breaks/summer: Regular hours but closed between 12:00 – 1:00 p.m.

SHS is closed weekends and holidays

Emergency Numbers:

[University Police](#) (858) 534-HELP/534-4357

Medical Emergencies Call 858-534-HELP/858-534-4357 or 911.

Visit the [Student Health Center](#) website for further information. Warren Resident Advisor on Duty (858) 692-8635

[UC San Diego Counseling and Psychological Services \(CAPS\)](#) (858) 534-3755

[UC San Diego Sexual Assault and Violence Prevention Resource Center](#) (858) 534-5793

San Diego County Mental Health Crisis Line (800) 479-3339

Rape Crisis Hotline (858) 272-1767

Health Insurance Waiver Overview

Students are automatically enrolled in SHIP each quarter. Students who have comparable coverage should opt out of SHIP to avoid this cost.

For more information and to check the waiver deadlines visit:

<http://studenthealth.ucsd.edu/ucshipabout.shtml>

How do I waive GSHIP?

The waiver application is available online through [TritonLink](#) during scheduled waiver periods. Only one waiver per academic year may be processed through TritonLink. **It is recommended to waive the whole academic year and opt in for insurance in the case you find yourself without coverage.**

If after entering all the required information you do not see the final screen 'SHIP WAIVER: COMPLETED', [contact the Student Health Insurance Office](#) prior to the waiver deadline to complete the waiver process.

If you are unable to access or complete the waiver application through TritonLink, or if you decide to waive additional quarters after submitting your waiver application, contact the Student Health Insurance Office prior to the waiver deadline.

All waivers must be received prior to the waiver deadline date. No exceptions. The waiver deadlines coincides with your billing due date each quarter.

Health Insurance Waiver Overview

Students are automatically enrolled in SHIP each quarter. Students who have comparable coverage should opt out of SHIP to avoid this cost.

2016-2017 Academic Year Health Insurance Waiver Deadlines

Fall Quarter 2016: 9/16

Winter Quarter 2017: 12/14

Spring Quarter 2017: 3/24

For more information, call (858) 534-2124 or visit:

<http://studenthealth.ucsd.edu/ucshipabout.shtml>

Process to waive GSHIP:

The waiver application is available online through TritonLink during scheduled waiver periods. All waivers must be received **on or before the deadline date**. No exceptions. Only one waiver per academic year may be processed through TritonLink. Waivers submitted during the fall waiver period are valid for the full academic year. Waivers submitted during winter or spring waiver periods are only valid for the remaining quarters.

If you are unable to access or complete the waiver application through TritonLink, contact the Student Health Insurance Office prior to the waiver deadline. If after entering all the required information you do not see the final screen 'SHIP WAIVER: COMPLETED', contact the SHS Insurance Office prior to the waiver deadline to complete the waiver process.

Upon successful submission of your waiver, you will receive notification of your waiver status by email to your official UCSD email address. Contact the SHS Insurance Office if you do not receive the email within 5-business days as your waiver application may not have been received.

If your insurance coverage terminates for whatever reason, you must contact the SHS Insurance Office immediately to be enrolled in the SHIP for the remainder of the academic year.

All waivers must be received prior to the waiver deadline date. No exceptions.

Please note that as a registered student at UCSD, you have access to Student Health Services (SHS) regardless of whether you waive SHIP or not. Nevertheless, if you waived SHIP, fees may apply to certain services, which would have been at no cost to you, had you not waived.

If you want to waive SHIP and are unable to access or complete the on-line application by the deadline, you **MUST** contact the SHS office to complete the process. **The deadline will still apply.**

Please review the web site and become familiar with how SHIP and SHS work. You may also contact the office with any questions.

Please refer to the Student Health website at: <http://studenthealth.ucsd.edu> for more information regarding the waiver deadline, process and FAQs. You may also call the Student Health Insurance Office at (858) 534-2124 for assistance

Office for Students with Disabilities (OSD)

Office for Students with Disabilities (OSD)

202 University Center-Behind Center Hall

Voice: 858-534-4382

Fax: 858-534-4650

Website: <http://disabilities.ucsd.edu/about/index.html>

Students requesting accommodations for temporary or permanent disabling conditions, including captioning or sign language interpreting services, must be registered with the OSD, and meet with a Disability Specialist to obtain an Authorization for Accommodation (AFA) letter each quarter.

Appointments with a Disability Specialist may be made by calling 858.534.4382. For students who are deaf or hard of hearing, appointments may be scheduled by emailing the OSD at deaf-hohrequest@ucsd.edu. In order to expedite scheduling, if students email the OSD, they should indicate the days/times Monday – Friday, 8 am – 3 pm in the subsequent two weeks when they are available and they should indicate if they would like a captionist or sign language interpreter present at the appointment, so that the OSD can make arrangements for this.

At or before the first meeting, all students should complete the Intake Form and Consent Form <http://disabilities.ucsd.edu/students/registering.html> and provide a copy of an audiogram, or other appropriate paperwork to document current functional limitations. More information regarding documentation guidelines may be found here: <http://disabilities.ucsd.edu/students/docguidelines.html>

Once the Disability Specialist and student have met and agreed upon accommodations for a specific quarter, an Authorization for Accommodation (AFA) letter will be issued. Students are then responsible for contacting deaf-hohrequest@ucsd.edu and providing the following information at least **72 hours (3 business days)** in advance:

- Course Name and Section Number
- Days and Dates the Course is Held
- Time that the Course Begins and Ends
- Location (Building, Room Number)
- Address and Name for off-campus locations
- For captioning, please indicate if you want on-site or remote captioning.
-

If the OSD is given less than **72 hours (3 business days)** notice, the OSD cannot guarantee captioning or sign language interpreting services; however, every effort will be made to accommodate late requests.

If students need captioning/sign language interpreting for meetings with faculty or staff, classmates, individual school site placement meetings or to participate in non-academic UC San Diego sponsored events or services such as appointments with Counseling and Psychological Services (CAPS) or

Student Health Services (SHS), please email us at deaf-hohrequest@ucsd.edu and indicate the date, beginning and end time of the event, and the location.

If you have captioning or sign language interpreting and you are unable to attend class or will arrive late, contact us at deaf-hohrequest@ucsd.edu at least **72 hours (3 business days)** in advance or as soon as you become aware of the schedule change. In the email, indicate the class name, date, beginning and end time of the class, and the location.

Finally, if students have concerns about their approved accommodations, including the quality of the captioning or sign language interpreting services being provided, they **MUST** inform their Disability Specialist immediately. Please do not address any concerns with the captionist or sign language interpreter directly. Any changes to captionist or sign language interpreter schedules will be approved **only** by the OSD.

Captioning and sign language interpreting services will be suspended if students miss four or more events where captioning and sign language interpreting are scheduled to be provided. Students will need to meet with their Disability Specialists in order to have services reinstated.

Counseling and Psychological Services and (CAPS)

<http://caps.ucsd.edu/#students>



APPOINTMENTS & AFTER-HOURS ASSISTANCE: (858) 534-3755

HOURS: MON-FRI, 8:00AM-4:30PM

A Message from the Clinical Director

Welcome to CAPS. Although we serve many educational and consultative functions on campus, our major purpose is to provide individual and group counseling to you - the students of UCSD. Our primary focus is on the typical problems that college and graduate students experience. Sometimes students are reluctant to seek services because they believe that their problem is not significant enough to bother talking to a psychologist about, but I encourage you to call for an appointment because even small problems can reduce your life satisfaction and your personal effectiveness. Also, the resolution of usual psychological challenges can prevent them from becoming more troublesome in the future. If, conversely, you believe that your problems are more significant and/or chronic in nature, and interfering with your personal functioning in a big way, then you should also make an appointment so that we can make sure you are getting the assistance that you need while attending UCSD.

Appointments

Our office hours are 8:00am to 4:30pm, Monday through Friday. Our Central Office is at **Galbraith Hall 190**. You may call **(858) 534-3755** or stop by our central office to make an appointment. Appointments are generally available within two weeks of your request. However, at times of peak demand the wait can be longer. You may request a specific staff person on the basis of gender, sexual orientation, ethnicity or location, but it will possibly mean a longer wait until an appointment becomes available. For locations and maps to our offices, please see our website.

Although CAPS generally operates on an appointment basis, there are occasions when a problem or crisis feels too overwhelming to wait for a scheduled appointment. If this is the case, please make this known when you call and you can be seen quickly or within a few hours depending on the nature of the crisis during our hours of operation (8:00am-4:30pm, Monday-Friday). Call **(858) 534-3755** to speak with the on-call psychologist who will assist you with the concern or crisis.

After normal hours and during holidays/campus closures, a counselor can be reached for urgent psychological consultations by calling (858) 534-3755, and select Option #2.

For life threatening emergencies or if anyone is in immediate danger, please call 911 or the UCSD Campus Police at (858) 534-HELP(4357).

For more information about emergency services, please go to our **Emergency Assistance** page for more information.

Fees for No-Shows and Late Cancellations

CAPS provides services without charge to students who have paid the Student Services Fee (SSF) for the current quarter. During the summer, students who were enrolled the previous Spring quarter and are intending to return in the Fall quarter are eligible for services. New Summer graduate students (who were not registered as students the previous Spring quarter) will not be eligible for services this Summer since coverage begins Fall quarter.

While there is no charge for *attending* a counseling appointment, starting July 1, 2011, CAPS will, begin charging a **no show or late cancellation fee of \$20.00**. You can avoid this fee by canceling, if necessary, at least 24 hours in advance. If you cancel within 24 hours of the appointment or if you do not appear for an appointment, a charge of \$20.00 will be added to your Bursar's Account. If you must cancel your appointment within 24 hours due to illness or serious emergency, you can talk to your psychologist about waiving the fee. Academic demands are not considered an emergency. Please plan ahead and cancel at least 24 hours in advance to avoid the fee. Telephone cancellations are preferred. Initial appointments should be cancelled by telephoning our central office at 858 534-3755. Follow-up counseling appointments are most effectively canceled by calling your psychologist's individual office. If you are going to be late for your appointment contact your psychologist with an estimated arrival time so she/he can use the intermediary time efficiently.

CAPS encourages students to attend their counseling appointments.

If you do need to cancel please do so as far in advance as possible. This will allow the time reserved for you to be allocated to another student, thus, reducing the overall wait time for counseling appointments



EQUIPMENT CHECKOUT
POLICY Media Lab Checkout
Room 111
858-534-4635
<http://ucsdmedialab.tumblr.com/>

The UCSD Media Teaching Lab offers equipment to all non-media major students!

Policy Basics

- Checkout periods are 24 hours. Friday – Monday counts as one day, so equipment borrowed at 11:00 a.m. Friday is due by 11:00 a.m. Monday.
- Equipment must be used for producing materials related to coursework at UC San Diego. For this reason it is only available when classes are in session.

More details are available at:

<http://acms.ucsd.edu/students/medialab/policies/equipment.html>

The Equipment



The non-media majors can check out Canon XA10 Video Cameras with Shotgun microphones, Tascam DR-05 Audio Recorders, Canon T3i Still/Video Cameras, and lightweight tripods.

Checking out Equipment:

1. Visit the Media Teaching Lab office, or email medialab@ucsd.edu to learn more about what equipment you can access. Hours are Monday – Friday, 8:00 a.m. – 5:00 p.m.
2. Go to <http://ucsdmedialab.tumblr.com> and click “Equipment & Room Reservations” to place a reservation. Reservations may be made up to one week in advance.
3. Get your equipment at the Checkout Room (MCC 111)

UCSD GRADUATE STUDENT TAX INFORMATION

Although every effort has been made to insure accuracy, you should be aware that the following information is not a legal document and each student is responsible for the his/her income taxes. UCSD employees are prohibited by University policy from giving individual tax advice or assisting in the preparation of tax returns.

STIPEND PAYMENTS (FELLOWSHIPS, TRAINEESHIPS & SCHOLARSHIPS)

A) TAXABILITY

All stipend payments are considered taxable income except any amount used on course-related expenses, such as qualified tuition/fees, books, supplies, and equipment that are required of all students in your course of instruction.

IMPORTANT NOTE: At UCSD, awards are usually packaged as tuition/fee payments plus monthly stipend payments; however, sometimes the fellowship fund source will not cover the entire payment of tuition/fees. In this case, the amount of stipend spent on qualified required tuition/fees is non-taxable.

B) AWARD DOCUMENTATION/PROOF OF PAYMENT

A Graduate Appointment Letter is issued by the UCSD Graduate Division as proof of stipend payments for tax reporting purposes and/or verification of income. Stipend payments appear on the appointment letter under the heading "Stipend". Stipend payments are not reported on a UCSD W-2 or 1099 Form. It is the responsibility of the fellowship recipient to report taxable non-qualified fellowship payments to the IRS.

An electronic version of your Graduate Appointment Letter is available on the Graduate Division website under Student Portal at: <http://grad.ucsd.edu/resources/current.html>. You will need to log-in to the website using your UCSD PID/PAC number to view/print the letter.

Graduate Appointment Letters are issued for the fiscal year (July 1 – June 30) and are available fall quarter each year. If you received stipend payments for a full calendar year (January 1 – December 31), you will have two appointment letters for one tax year.

If you wish to claim a tax credit for educational benefits, be sure to include the 1098-T form with your tax return.

Important: The University of California has contracted with the Tax Credit Reporting Service (TCRS) to electronically produce your IRS Form 1098-T Tuition Statement. To view your 1098-T Form you may log into your account at www.1098t.com.

C) METHOD OF PAYMENT

Stipend payments issued to U.S. citizens, permanent residents or resident aliens are processed through the Student Business Services (SBS) system.

Stipend payments are automatically issued as a paper check and mailed to your home department unless you sign up for direct deposit through SBS. You may sign up for SBS Direct Deposit by completing the form on the web at <https://students.ucsd.edu/finances/organizations/sbs/>

Stipend payments are issued on a monthly basis on the 1st of the month following the pay period (i.e. September stipends are issued on October 1). Paper checks are usually distributed to students by departments on the same day as salaried paychecks (i.e., same payday as TAs and GSRs).

Monthly stipend checks appear on your TritonLink account and UCSD Billing Statement. Stipend checks may not be applied to outstanding charges on your TritonLink account; however, overdue University debts may delay issuance of your stipend payments until the debt is resolved. Please pay attention to your billing statements and quickly resolve any debts.

D) TAX WITHHOLDING & ESTIMATED TAX PAYMENTS

Federal and California state taxes will NOT be withheld from your stipend payment. You are required to report the taxable amount as "SCH = \$ (taxable amount)" on your tax forms. Please see TAX REPORTING instructions and how to avoid tax penalties included in the following link: <http://grad.ucsd.edu/resources/general/tax.html>

ACADEMIC STUDENT EMPLOYEES (TA, Reader, Tutor)

When you meet with Cathleen Schangali, Human Resources/Academic Personnel at EDS, you will fill out a "UC W-4" form to instruct Payroll how much in Federal and State Income Tax should be withheld from each paycheck. You can print duplicate W-2s from the [atyourservice](#) website, your source for all things related to your employment at UCSD. See [Taxes: How to Get a W-2 Statement](#) for detailed instructions on generating a duplicate W-2.

If your tax documents are going to the wrong address:

1. Update your address on your [Tritonlink](#) account.
2. Update your address on your [atyourservice](#) account.
3. Contact Cathleen Schangali at EDS, cschangali@ucsd.edu so that she can correct your address with Payroll as well as in her own records.

You can change the amount withheld from your paycheck at the [atyourservice](#) website, your site for all things related to your employment at UCSD.

Please see the [general information page](#) on taxes for grad students. The "Education Tax Credit, 1098-T Form - Information on Lifetime Learning Tax Credit" link contains information for determining eligibility for claiming a tax credit (reduction of taxes) if you had "out-of-pocket" expenses (used your

own funds) to pay for certain "qualified educational expenses" (health care does not qualify). You can also log-into your account at www.1098-T.com or read IRS Publication 970, "Tax Benefits for Education". This publication is available at <http://www.irs.gov>. It contains chapters on Scholarships, Fellowships, Grants and Tuition Reductions; Lifetime Learning Credit; and Student Loan Interest Deduction.

Graduate student salaries are subject to the Defined Contribution Plan (DCP) and Medicare withholding unless they qualify for an exemption. Most students do qualify for an exemption. To be exempt, students must be enrolled in at least 12 units and must not be employed more than 50% time. Students who are not enrolled or who are employed in excess of 50% time will be subject to DCP deductions. Deductions will total 8.95% of students' gross salary; 7.5% of their gross salary goes to the Defined Contribution Plan and 1.45% of their gross salary goes to their Medicare withholding. During the summer months, students may choose to pay a \$50 enrollment fee to avoid these deductions.

Students should understand, however, that much of these deductions serve as a retirement plan and are not irrevocably lost. The Defined Contribution Plan is a qualified retirement plan administered by the University of California Employee Benefits office. Taxes on the contributions and any earnings are deferred until students withdraw the money, which can occur, without penalty, only upon termination of UC employment or upon retirement. Withdrawals are subject to penalties if withdrawn prior to age 59 1/2.

INTERNATIONAL STUDENTS

If you received any money in this country this year, you must pay taxes. The International Center at UCSD has many resources for international students, including free tax software and workshops on state and federal taxes. <http://ifso.ucsd.edu/living-in-sd/taxes/index.htm>

Appeal Procedure for EDS Graduate Students

Education Studies is responsible for evaluating the academic performance for all EDS students. EDS is also responsible for evaluating the professional performance of all EDS credential candidates. The EDS faculty engages in a series of complex assessments to reach a comprehensive performance evaluation for each student.

The appeal procedure is considered confidential unless both the student and the faculty member agree otherwise. Below is the typical appeal procedure, but please note that every situation is unique and handled on a case by case basis. There are submission deadlines that must be adhered to. Details on these deadlines are in the UCSD General Catalog <http://ucsd.edu/catalog/front/GradStud.html>

1. Present your case directly to the faculty member(s) involved. Most issues are resolved at this stage after all of the facts have been reviewed.
2. If you still feel your grievance has not been resolved to your satisfaction, make an appointment with the EDS Chair, Dr. Alan J. Daly, to review the situation. If warranted, an ad hoc review committee comprised of EDS faculty and the Director of Teacher Education will be constituted to perform a review of the case.
3. If your grievance has not been resolved to your satisfaction, you may:

For denial of admission: Within two weeks of the admission denial letter date, submit a written request to the EDS Director of Teacher Education for a second interview with a new subcommittee of the EDS Student Selection and Review Committee. If still unsatisfied, within two weeks of the review findings letter date, you may submit a written appeal to the Dean, Graduate Studies.

For appeal of a course grade: Submit a written appeal to the Director of Teacher Education. If the grievance is still not resolved to your satisfaction, submit a written appeal to the Department Chair, Dr. Alan J. Daly. If still not resolved to your satisfaction, contact the Dean of Graduate Studies and subsequently, the CEP Subcommittee on Grade Appeals.

For denial of advancement to student teaching/internship: Within one week of being notified that advancement is denied, submit a written appeal to the Chair of the Department of Education Studies.

For denial of recommendation of Master of Arts, Master of Education, and Doctor of Education: Within two weeks of the recommendation denial letter date, submit a written appeal to the Dean of Graduate Studies.

EDS is confident that you will be successful in your pursuit of a teaching credential and a Master of Education, Master of Arts degree, or Doctoral degree. We hope you will not find it necessary to employ this procedure, but if you do find it necessary and you have questions about the appeal process, please feel free to discuss them with either the EDS Chair, Dr. Alan J. Daly, or Manager, Pamela Frugé. Please review University Academic Regulations and Policies at:

<http://www.ucsd.edu/catalog/front/AcadRegu.html>

Faculty Phone Numbers and E-mail Addresses

<u>Faculty</u>	<u>Phone Number</u>	<u>Email</u>
Bobbie Allen	534-1297	bmallen@ucsd.edu
Alison Black	534-0468	amblack@ucsd.edu
Rusty Bresser	822-3394	bbresser@ucsd.edu
Thandeka Chapman	822-3960	tkchapman@ucsd.edu
Luz Chung	534-7296	lmchung@ucsd.edu
Sherice Clark	246-2594	snclarke@ucsd.edu
Shana Cohen	534-1683	shanarcohen@ucsd.edu
Frances Contreras	534-5344	f3contreras@ucsd.edu
Alan J. Daly	822-6472	ajdaly@ucsd.edu
Amanda Datnow	534-9598	adatnow@ucsd.edu
Cheryl Forbes	534-1686	cforbes@ucsd.edu
Chris Halter	534-8186	chalter@ucsd.edu
Erica Heinzman	246-2591	ehinzman@ucsd.edu
Carolyn Hofstetter	822-6688	chofstet@ucsd.edu
Caren Holtzman	534-1685	choltzman@ucsd.edu
Megan Hopkins	246-2593	mbhopkins@ucsd.edu
Gabrielle Jones	534-1681 (TTY)	gajones@ucsd.edu
Makeba Jones	822-3539	m3jones@ucsd.edu
Jim Levin	822-5721	jalevin@ucsd.edu
Rachel Millstone	822-3589	rmillstone@ucsd.edu
Elizabeth Pappas	534-0324	epappas@ucsd.edu
Mica Pollock	822-2271	mipollock@ucsd.edu
Susan Scharton	534-7295	sscharton@ucsd.edu

Beth Simon	246-2592	esimon@ucsd.edu
Linda Whiteside	534-0324	lwhiteside@ucsd.edu
Alison Wishard Guerra	534-1878	awishard@ucsd.edu

Education Studies Faculty

Chair:

Daly, Alan J. (Professor, Education Studies). Ph.D. in Educational Leadership and Organizations, University of California, Santa Barbara, 2004; MA in Education, University of California, Santa Barbara, 2001; MS in Counseling, San Diego State University, 1995; BA in Psychology, Clark University, 1988. Educational Leadership, Organizational Development, and Systemic Reform.

Vice Chair:

Hofstetter, Carolyn Huie. (Associate Teaching Professor SOE, Education Studies). Ph.D. in Education, Social Research Methods, University of California, Los Angeles, 1998. Evaluation theory, evaluation practice in K-12 contexts, testing and assessment, English language learners.

Director of Joint Doctoral Program in Educational Leadership:

Contreras, Frances. (Professor, Co-Director of the Joint Doctorate Program in Ed. Leadership, Education Studies) Ph.D., Stanford University, 2003; M. Ed., Harvard University, 1995; B.A., University of California, Berkeley, 1994

Director of Teacher Education:

Forbes, Cheryl. (Director of Teacher Education, Lecturer, Supervisor, Education Studies) M.A. in Teaching and Learning: Curriculum Design from University of California, San Diego, 1994; Bilingual Education (Spanish), Reading/Language Arts (Multiple and Single Subjects), Introduction to Teaching and Learning.

Director of Graduate Studies:

Wishard Guerra, Alison G. (Professor, Education Studies). Ph.D. in Education from University of California, Los Angeles, 2005: Early child development and early education, language and literacy development, cultural process in development.

Faculty Members:

Allen, Bobbie. (Lecturer, Supervisor, Education Studies). Ph.D. in Education from San Diego State University and Claremont Graduate University, 1998: Elementary Education, Deaf Education.

Black, Alison. (Lecturer and Supervisor of Student Teaching, Education Studies). Ed.D in Teaching and Learning, UCSD. Military-connected youth, early adolescence, social context of learning, social and emotional learning, educational equity.

Bresser, Rusty. (Lecturer, Supervisor, Education Studies). M.A. in Teaching & Learning: Curriculum Design from University of California, San Diego, 2000 Elementary Science and Mathematics Education.

Chapman, Thandeka K. (Associate Professor, Education Studies). Chapman has recently co-edited a six volume set of books on the History of Multicultural Education in the U.S. Chapman earned a master's degree from the University of Michigan and a Ph.D. in Literacy/English Education, Curriculum and Instruction, from the University of Wisconsin-Madison.

Chung, Luz. (Lecturer, Education Studies). Ed.D. in Teaching and Learning. University of California, San Diego, 2006: Latino immigrant mothers' learning practices with their children; Adult ESL; Multicultural education; Bilingual education.

Clarke, Sherice. (Assistant Professor, Education Studies). PhD Education, University of Edinburgh. Learning sciences, classroom dialogue, argumentation, student engagement, sociocultural theory, teacher professional development, design-based research.

Cohen, Shana. (Assistant Research Professor, Education Studies). Ph.D. In Education, UC Berkeley. Sociocultural context of early development; early education and atypical development; family, community, and school partnerships; children with autism; barriers to accessing diagnosis and treatment for socioculturally diverse children with autism and their families.

Contreras, Frances. (Professor, Co-Director of the Joint Doctorate Program in Ed. Leadership, Education Studies) Ph.D., Stanford University, 2003; M. Ed., Harvard University, 1995; B.A., University of California, Berkeley, 1994

Daly, Alan J. (Professor, Education Studies). Ph.D. in Educational Leadership and Organizations, University of California, Santa Barbara, 2004; MA in Education, University of California, Santa Barbara, 2001; MS in Counseling, San Diego State University, 1995; BA in Psychology, Clark University, 1988. Educational Leadership, Organizational Development, and Systemic Reform.

Datnow, Amanda. (Professor Education Studies) Ph.D. in Education from UCLA, 1995. Education Reform; Equity and Access; Educational Policy; Qualitative Research Methods.

Forbes, Cheryl. (Director of Teacher Education, Lecturer, Education Studies) Ed.D in Teaching and Learning, University of California, San Diego, 2008: Bilingual Education (Spanish), Teacher Education, Curriculum Research and Design.

Halter, Chris. (Associate Teaching Professor, SOE, Education Studies). Ed.D. in Teaching and Learning. University of California, San Diego, 2006: M.A. in Teaching and Learning: Curriculum Design from University of California, San Diego, 1995: Secondary Mathematics and Science Education, Technology Education.

Heinzman, Erica. (Lecturer and Supervisor of Student Teaching, Education Studies). M.Ed., University of California San Diego.

Hofstetter, Carolyn Huie. (Associate Teaching Professor SOE, Education Studies). Ph.D. in Education, Social Research Methods, University of California, Los Angeles, 1998. Evaluation theory, evaluation practice in K-12 contexts, testing and assessment, English language learners.

Holtzman, Caren. (Lecturer, Education Studies). M.A. in Teaching and Learning: Curriculum Design from University of California, San Diego, 1990: Elementary Mathematics and Reading Education.

Hopkins, Megan. (Assistant Professor, Education Studies). Ph.D in Education, UCLA. Bi/multilingual education, district and school organization, educational policy, mixed methods, teacher professional learning, teacher leadership, school reform, and social network analysis.

Jones, Gabrielle. (Assistant Professor, Education Studies). Ph.D in Educational Psychology, University of Illinois, Urbana-Champaign. Bilingual education, Deaf education, sign language, literacy and reading development, relationships between sign/spoken languages and writing systems, sociocultural learning, and visual learning.

Jones, Makeba. (Assistant Teaching Professor, PSOE, Education Studies). Ph.D in Education, UCLA. Social and cultural organization of schools, student engagement, tracking/ability grouping, secondary school reform, educational policy, teacher professional development, school-university partnerships, and youth leadership.

Levin, James. (Professor, Education Studies). Ph.D. in Psychology from University of California, San Diego, 1976: Distributed Learning; Technology and Educational Reform; Human Problem Solving; Cognitive Processes; Discourse Processes.

Millstone, Rachel. (Lecturer, Supervisor, Education Studies). Ed. D. in Teaching and Learning: University of California, San Diego, 2010. M.A. in American Literature: San Diego State University, 2001. B.S. in Biological Sciences: Stanford University, 1987. Secondary Science Education.

Elizabeth Pappas. (Lecturer/Supervisor of Elementary and Bilingual Education). B.A. in Liberal Studies and BCLAD Spanish with additional authorization in English from Sand Diego State University.

Pollock, Mica. (Professor and Director of CREATE, Education Studies). Ph.D., Anthropology of Education, 2000, Stanford University Graduate School of Education. Stanford University, M.A., Anthropology, 1998. Harvard College, A.B., History and Literature of America, Magna Cum Laude, 1993.

Scharton, Susan. (Lecturer, Supervisor, Education Studies). Ed.D. in Teaching and Learning. University of California, San Diego, 2007. M.A. in Teaching and Learning: Curriculum Design from University of California, San Diego, 2001. Elementary Reading/Language Arts Education.

Beth Simon. (Associate Teaching Professor). Ph.D. in Computer Science and Engineering from University of California, San Diego, 2002. MS in Computer Science

and Engineering from University of California, San Diego, 1998. BS in Computer Science and Spanish from University of Dayton, 1995.

Linda Whiteside (Lecturer/Supervisor of Elementary and Bilingual Education). M.Ed. in Reading with an Emphasis in Storytelling Arts from East Tennessee State University, 1999. Multiple Subject BCLAD (Spanish) credential from San Diego State University, 1991.

Wishard Guerra, Alison G. (Professor, Education Studies). Ph.D. in Education from University of California, Los Angeles, 2005: Early child development and early education, language and literacy development, cultural process in development.

Faculty Biographies

BOBBIE ALLEN

Supervisor of Student Teaching, Continuing Lecturer, Education Studies

Bobbie Allen holds a Ph.D. in Education with an emphasis in Policy Studies in Language and Cross-Cultural Education from the joint doctoral program—Claremont Graduate University and San Diego State University. Prior to joining UCSD's faculty, Bobbie developed an early childhood ASL-English bilingual-bicultural and a family education program at a local elementary school. Her research and publications are in the areas of language, culture and literacy development of deaf, hard of hearing and hearing children, families' perspectives and portfolio assessment. Staff development endeavors have centered on how to implement The Learning Record Portfolio Assessment System as a reliable and valid authentic assessment for diverse student populations.

She earned a B.S. in Special Education and a minor in History from the University of Houston and a M.A. in Communicative Disorders from San Diego State University. Her 17 years of classroom teaching experience includes infant to high school deaf, hard of hearing and hearing students. She has also supervised 8th grade U.S. History trips to the East Coast, organized and directed school-wide talent shows and drama productions. She currently holds a Multiple Subjects, GATE, Educational Specialist for Deaf/Hard of Hearing and an Administrative Credential. Additionally, she has been a lecturer at San Diego State University and The English Language Institute at the NW campus of Gallaudet University in Washington, D.C. At San Diego State University, she helped develop an evaluation system for American Sign Language proficiency and cultural competency for teacher candidates in Deaf Education.

ALISON BLACK

Lecturer and Supervisor of Student Teaching, Education Studies

Dr. Alison Black has an Ed.D. in Teaching and Learning from the University of California, San Diego. Dr. Black's specific research interests are currently focused on military-connected youth, the social context of learning, social and emotional learning, and educational equity. Black has practical teaching expertise in areas such as English language arts, history and social science, inclusion, differentiation, and working with English Language Learners. As an educator, Alison Black has worked in a variety of roles, communities, and classrooms throughout San Diego county: special education instructional aide, CAHSEE small group and individual instructor for juniors and seniors, 8th-grade sheltered EL, general education history, humanities, and language arts, and board member/curriculum development leader for BeREALStudents, a San Diego non-profit whose mission is to empower youth through cultivating connectedness and school community with student-led initiatives. Her most recent research investigated the school experiences of military-connected early adolescents at a military-dense, civilian, public school.

RUSTY BRESSER

Supervisor of Student Teaching and Continuing Lecturer, Education Studies

Rusty Bresser received a B.A. in Anthropology from UCSD in 1978 and his M.A. degree in Curriculum Design at UCSD in 2001. In addition, he received his Multiple Subject Teaching Credential through EDS in 1979 and three years later, earned a Learning Handicapped Credential from UCSD Extension. Rusty was a classroom teacher (grades K-8) for over 20 years; first at the Children's School in San Diego, then for the Oceanside Unified School District. He was a science instructor for UCSD Extension for five years. Rusty is a math consultant for Math Solutions, and is the author of Math and Literature, Grades 4-6, Second Edition, and co-author of Developing Number Sense, Grades 3-6, Mini lessons for Math Practice, Grades K-2 and Mini lessons for Math Practice, Grades 3-5. Rusty is interested in equity issues in education and has published two articles focusing on equity for language learners in Teaching Children Mathematics, an NCTM journal. Recently, Rusty and his co-authors, Kathy Melanese, Christine Sphar, and Carolyn Felux, produced Supporting English Language Learners in Math Class, a Multimedia Professional Learning Resource. This resource includes two books, Supporting English Language Learners in Math Class, Grades K-2 and Grades 3-5, a DVD, and a Facilitator's Guide.

THANDEKA K. CHAPMAN

Associate Professor, Education Studies

Thandeka Chapman research interests primarily focus on the implementation and documentation of multicultural education practices, the effects of school desegregation policy on urban students and teachers, and tracking student success factors in urban high schools. Chapman's other scholarly interests include ethical issues concerning the roles of the researcher in field research and the applications of critical race theory in education.

LUZ CHUNG

Continuing Lecturer, Education Studies

Luz Chung earned her B.A. in Applied Mathematics with a minor in French Literature from the University of California, San Diego. She received her M.A. in Teaching and Learning from UCSD in 1996, and her Ed.D. in Teaching and Learning, also from UCSD, in 2006. She was a middle school bilingual teacher, and a Title I Resource teacher at Memorial Academy in the San Diego Unified School District. She was also a middle school vice-principal at Wilson Academy, also in the San Diego Unified School District. Prior to her arrival at EDS as a Lecturer, Luz Chung was the Director of Education at UCSD Extension, where she coordinated professional development programs for teachers. Her responsibilities at EDS include teaching courses on equity and diversity in the classroom, secondary Partners at Learning (PAL) service learning courses, and a Science and Math Initiative (SMI) practicum course. Her research interests include multicultural education, critical pedagogy, bilingual education, and how immigrant families socialize their children into language and learning.

SHERICE CLARKE

Assistant Professor, Education Studies

Dr. Sherice Clarke has a Ph.D. in education from the University of Edinburgh, Edinburgh, United Kingdom. Dr. Clarke's core interests are in teaching and learning through talk and dialogue. As a learning scientist, she examines the ways in which social and cultural processes interface with and impact upon cognitive processes in learning through talk, and in learning to teach using argumentation. Using design-based methods, her research seeks to support the development of more equitable opportunities for learning by shifting how talk is used to give intellectual opportunities for students to engage with subject-matter in high need schools. Her work leverages educational technologies for teacher learning. She uses a range of qualitative and computational methods, particularly discourse analyses.

SHANA COHEN

Assistant Research Professor, Education Studies

Dr. Cohen earned her Ph.D. from the University of California, Berkeley. Subsequently, she completed a three-year postdoctoral fellowship at the UC Riverside SEARCH Family Autism Resource Center where she helped to run a screening clinic that provides resources and autism assessments to Spanish speaking children with autism. Dr. Cohen's research program explores the barriers that immigrant families face in accessing early education for their children with autism spectrum disorders (ASD). She studies the social, political, and historical contexts that may impact Mexican-immigrant families' childrearing goals and practices, and how such practices shape children's developmental outcomes. A native Spanish-speaker, Dr. Cohen has worked as a clinician, an educator, and an advocate for immigrant Latino families and their children with disabilities. She has taught pre-service teachers in graduate and undergraduate courses focused on the characteristics, etiology, and identification of children with disabilities.

FRANCES CONTRERAS

Professor, Education Studies

Dr. Contreras received her B.A. from the University of California Berkeley, her M.Ed from Harvard University and her Ph.D. from Stanford University. She presently researches equity and access for underrepresented students; transition to college, education policy and college completion. She addresses transitions between K-12 and higher education, community college transfer, faculty diversity, affirmative action in higher education, and the role of the public policy arena in higher education access for underserved students of color.

ALAN J. DALY

Chair of Education Studies, Professor, Education Studies

Alan graduated from Clark University with a BA in Psychology, received a MS in Counseling from San Diego State University, and a MA and Ph.D. in Education with an emphasis in Educational Leadership and Organizations from the University of California, Santa Barbara. Over the last 15 years, Alan has held a wide variety of positions in public education ranging from classroom teacher to district psychologist to site administrator. In addition to his K-12 public education experience, Alan has most recently been the Program Director for the Center for Educational Leadership and Effective Schools at the University of California, Santa Barbara where he collaboratively supported the delivery of high quality services and research to 5 school districts focusing on the rigorous examination of strengths, building leadership capacity, and facilitating the potential of systems for transformation. Alan has presented at the local, state, and national level around conflict mediation, the creation and maintenance of positive school cultures, and the impact of current accountability structures. As a licensed educational psychologist, he has also provided consultation to school districts working to build and sustain systemic leadership capacity, district reform, and implementation of adult and student conflict mediation systems. Alan's research interests include the analysis of social networks, trust, educational policy, and the building of strengths-based systems of support. His work has recently resulted in a new book published by Harvard Education Press *entitled Social Network Theory and Educational Change*.

AMANDA DATNOW

Professor, Education Studies

Amanda Datnow is Professor and Chair of Education Studies at UCSD. Prior to joining the faculty at UCSD in 2008, she was most recently a professor at the USC Rossier School of Education, where she chaired the Ph.D. program and was Associate Director of the Center on Educational Governance. Earlier in her career she was on the faculties at University of Toronto and Johns Hopkins University. She received her Ph.D. in Education from UCLA in 1995 and is a proud former Triton, having received her B.A. from UCSD (Third College) in 1990.

Her research focuses on the politics and policies of school reform, particularly with regard to the professional lives of educators and issues of equity. Sociological perspectives inform her research on these topics, and her methods are mostly qualitative. She has conducted studies on data driven decision making, comprehensive school reform, and on the intersection of

gender and educational reform. She is currently conducting a study on the educational opportunities and obstacles for students in poverty. She is on the editorial boards of several journals and consults for numerous professional organizations and government agencies.

CHERYL FORBES

Director of Teacher Education and Continuing Lecturer, Education Studies

Cheryl Forbes earned her B.A. in Spanish at the University of Kansas and her M.A. and Ed.D. in Teaching and Learning at UCSD. She was a bilingual classroom and resource teacher in grades 1-6 for twelve years in the South Bay Union School District prior to joining the faculty in Education Studies in 1994. She serves as Coordinator of Teacher Education at EDS, overseeing credential program activities. Her teaching responsibilities at EDS have included bilingual methods and supervision of BCLAD candidates (Spanish). Currently she teaches courses within the first-year Ed.D./M.A. program for candidates in Teaching and Learning as well as EDS 128, "Introduction to Teaching and Learning." Her research interests center on language development and identity construction among bilingual children and youth, as well as the preparation of teachers for linguistically and culturally diverse settings.

CHRISTOPHER HALTER

Associate Teaching Professor SOE, Education Studies

Chris Halter received his B.S. degree from the College of Charleston and Ed.D in Teaching and Learning: Curriculum Design, from the University of California, San Diego in 2006. During his career he has taught in middle and secondary schools in both science and mathematics and has taught university computer education courses. He is a Technology Mentor Teacher for San Diego County Office of Education and is a member of the Greater San Diego Mathematics Council. Dr. Halter has presented workshops on the integration of technology and curriculum at numerous conferences, including the Greater San Diego Mathematics Conference, the San Diego Science Conference, the San Diego Computer Expo, the California Mathematics Council Conference (Southern Section), and the National Council of Teachers of Mathematics (NCTM) National Conference. He has been a member of the 2007 California Mathematics Curriculum Adoption process as a material review panel member. He has also worked on several educational programs including UCSD's EarthRise project, the UC Science and Mathematics Initiative, and the Fund for the Improvement of Postsecondary education (FIPSE) on Mathematics Education. His research interests include the use of advanced technology to support secondary mathematics curriculum and the use of video analysis in teacher education.

ERICA HEINZMAN

Lecturer and Supervisor of Student Teaching, Education Studies

Erica Heinzman graduated from The Department of Education Studies, UC San Diego with a Masters in Education, a full credential in math, and a supplementary authorization in anthropology. Working in the San Diego Unified School District, she added another full credential - English, had a variety of leadership roles at her school site, including coordinating a

model dual enrollment program that is now expanding district wide, started the site's AVID (Advancement Via Individual Determination) program to prepare first-generation and low-income students for college, and became a ceaseless advocate for students. When Kearny High School broke apart into four autonomous schools as part of an educational reform to provide a personalized education to traditionally underserved students, she joined the staff at Kearny High School of International Business. In the past decade, the small school has won a dozen regional and national honors for its work in shrinking the achievement gap.

CAROLYN HUIE HOFSTETTER

Associate Teaching Professor SOE, Education Studies

Carolyn Huie Hofstetter earned her Ph.D. in Education, Social Research Methods, from the University of California, Los Angeles. Prior to joining the Education Leadership program at UCSD, she was an Assistant Professor at the University of California, Berkeley, Graduate School of Education, where she taught doctoral courses in evaluation practice and theory. Her career in education research began in adult literacy. Later, in graduate school at UCLA, she worked as a Research Associate for the Center for Research on Evaluation, Standards, and Student Testing (CRESST) and began a research program looking at the intersection of evaluation and assessment, with emphases on assessment accommodations for English language learners, evaluations in K-12 educational settings, and bridging evaluation theory and practice by seeing how theoretical issues (stakeholder involvement, evaluation use) play out in real evaluation settings. While at UC Berkeley, Carolyn was a PI or co-PI on several studies, including an evaluation of a K-5 transitional bilingual education program (San Jose USD), evaluation of an analytic procedure to align content standards with test items (AAAS/Project 2061), and an evaluation of a professional development program for mathematics teachers of English learners (LHS/EQUALS). Currently she is the PI for the federally-funded evaluation of the Striving Readers Initiative at the San Diego USD, which provides intensive literacy instruction for middle and high school students.

CAREN HOLTZMAN

Continuing Lecturer, Education Studies

Caren Holtzman received her B.A. in English Literature at UCSD. She subsequently obtained her teaching credential through EDS. After several years of classroom teaching, she returned to UCSD to earn her Master's degree. She was a classroom teacher (grades 2-6) in Oceanside Unified School District for 10 years. She worked on math curriculum development projects for the California Department of Education and was part of the California Math Leadership Project. Caren has served as Mathematics Consultant for Manhattan District #2 in New York City. She has been a teaching consultant for Marilyn Burns Education Associates and has written several children's books, published by Scholastic. She is the co-author (with Rusty Bresser) of *Developing Number Sense: grades 3-6*, *MiniLessons for Math Practice: K-2*, and *MiniLessons for Math Practice: 3-5* published by Math Solutions Publications. Her latest co-authored book, *Object Lessons: Teaching Mathematics Through the Visual Arts* was published by Stenhouse in 2012. Her work with the PAL (Partners at Learning) Program at UCSD has led her to collaborate extensively with EDS colleagues, local community colleges, preK-12 schools, and community

organizations. She is currently the director of UCSD Artsbridge. Caren received the UCSD Barbara and Paul Saltman Distinguished Teaching Award in 2002.

MEGAN HOPKINS

Assistant Professor, Education Studies

Dr. Megan Hopkins' work takes a sociological approach to explorations of teacher learning and development in contexts undergoing policy and/or demographic change. Her current work uses mixed methods to examine how formal policies and organizational structures, as well as school norms and individual beliefs, shape teachers' learning opportunities within and between education systems. She is a 2016 National Academy of Education/Spencer Postdoctoral Fellow, for a project exploring teachers' opportunities to learn about English learner instruction in two school districts in a new immigrant destination state. Hopkins is also participating in a project examining the development of instructional guidance infrastructures for elementary mathematics education, and how these infrastructures enable teachers' sensemaking around new mathematics curricula. Her scholarship has appeared in several journals, and she is co-editor of the volumes *Forbidden Language: English Learners and Restrictive Language Policies* (with P. Gándara) and *School Integration Matters: Research-Based Strategies to Advance Equity* (with E. Frankenberg and L. M. Garces). Hopkins completed her doctorate at the University of California, Los Angeles, and a postdoctoral fellowship at Northwestern University.

GABRIELLE JONES

Assistant Teaching Professor, Education Studies

Dr. Jones graduated from Wellesley College with an MA in Russian Area Studies, received her MA in Religion from Westminster Seminary and an MS in Education from University of Southern California. Upon receiving her teaching credential (K-12) and a Masters degree from the University of Southern California, Dr. Jones taught elementary and middle school education for 8 years in an ASL based classroom, where sign language was the language of instruction. She joined the Center for ASL and English Bilingual Education Research (CAEBER) first as a trainee then as a mentor to other teaching colleagues at the Kendall Demonstration Elementary School in Washington, D.C. In 2008, Gabrielle decided to move to University of Illinois so that she could study the acquisition of reading in Chinese and be trained by researchers who specialize in visual language learning. Gabrielle was awarded a three-year doctoral fellowship from the National Science Foundation Science of Learning Center on Visual Language and Visual Learning. This support enabled her to conduct interview research, both in the States and abroad, with Deaf Chinese Adults exploring their school and literacy experiences. In 2013, Dr. Jones received her PhD in Educational Psychology from the University of Illinois Urbana-Champaign in the Cognitive Science of Teaching and Learning division. She was an assistant professor at Boston University before accepting an appointment at UCSD. It is her personal multilingualism and longstanding interest in cross-linguistic studies that became the catalyst for her research of how deaf children learn to read foreign scripts. As such, Dr. Jones fits remarkably well with current interests in the Department and will play a valuable role in

advancing possible broader campus initiatives. Dr. Jones has experienced a promising start to her teaching career and reports indicate that she takes her position as an educator very seriously and is dedicated to the success of each one of her students. At UCSD Dr. Jones will teach undergraduate and graduate courses on Bilingual Education as well as supervise MA/ASL students.

MAKEBA JONES

Assistant Teaching Professor PSOE, Education Studies

Dr. Makeba Jones has a Ph.D. in education from the University of California, Los Angeles. Dr. Jones's specific interests reside in urban education and educational equity. Jones has expertise in areas such as the social and cultural organization of schools, student engagement, tracking/ability grouping, secondary school reform, educational policy, teacher professional development, school-university partnerships, and youth leadership. Since 1999, Jones has worked as an "action researcher" with San Diego county teachers, students, principals, and district administrators on urban school reform efforts. This collaborative work focuses on student learning and achievement, youth development, teacher engagement, student-teacher relationships, and college preparation. Jones has conducted several youth voice research projects designed to educate school leaders about educational equity from students' perspectives. Jones also conducts qualitative, case study research on low-income youths' experiences in urban high schools, and, more recently, on low-income youths' transitions to the post-secondary world of college and career. Jones has published numerous articles and book chapters about her work.

JAMES LEVIN

Professor, Education Studies

This is Jim Levin's third time back to UCSD, and he hopes that the third time will be the charm. He grew up in western Pennsylvania and earned a BA in Psychology from Swarthmore College in eastern PA. He first came to UCSD in 1969, where he earned a Ph.D. in Psychology. He set off for LA city, working at a computer science research institute in Marina del Rey as the token psychologist while living in Venice CA. After discovering that Venice is not Marina del Rey, he returned to UCSD in 1978, teaching in the Communications Program and the Teacher Education Program. In 1985, the University of Illinois made him an offer he couldn't refuse, and he and his wife Sandy and daughter Tera headed east for the plains of Champaign. He returned to sunny southern California in September 2003 as a faculty member in the new Ed.D. program in Teaching & Learning. His research focuses on problem solving and on ways to help people learn to be better problem solvers by providing powerful distributed learning environments. He has developed several innovative models of learning, including the concept of teleapprenticeships. He has been studying "teaching teleapprenticeships", instructional frameworks that allow education students to learn within the context of remote K-12 classrooms. He is especially excited by the ways in which new technologies fundamentally change the relationship between education and the rest of society. He likes to take walks on the beach with his wife.

RACHEL MILLSTONE

Supervisor of Student Teaching and Continuing Lecturer, Education Studies

Rachel Millstone earned her B.S. degree in Biological Sciences from Stanford University in 1987, her M.A. in American Literature from San Diego State University in 2001, and her Ed.D. from the University of California, San Diego in Teaching and Learning in 2010. Her research interests include discourse practices and modality preferences among secondary science students as they formulate argumentation structures in classroom discussions. Rachel works with the UCSD Education Studies Program in the capacity of Science Lecturer/Supervisor, working with the Single Subject Teaching Credential students. She has also worked with UCSD Extension to provide summer institutes for teachers in the geosciences and marine biology. In addition, Rachel has worked as a SDCS/UCSD intern support provider with EDS Science and English interns. Prior to joining EDS, Rachel taught Science, English, and Math at both the middle and high school levels with San Diego City Schools for ten years. She has been involved with the San Diego Writing Project and has presented Writing Across the Curriculum at various conferences. She currently holds a Single Subject Teaching/GATE Credential in Science and English.

ELIZABETH PAPPAS

Lecturer in Teacher Education/Supervisor of Student Teaching, Education Studies

Elizabeth Pappas earned her B.A in Liberal Studies and BCLAD Spanish with additional authorization in English at San Diego State University. She was a biliteracy classroom teacher and Language Arts Specialist in grades K-6 for 13 years in National School District. Elizabeth joined Education Studies as a Supervisor of elementary credential candidates in 2008 and continues in that role. In addition, Elizabeth teaches the Teaching the English Language Learner class at EDS. She is an English Learner Resource Language Acquisition in San Diego Unified. Her work focuses on teacher professional development related to designing quality interactions for English learners and building successful biliteracy and immersion programs. Elizabeth is grounded in Appreciative Inquiry and is passionate about education that invites learners in and engages them in intellectual challenge with high support. In her free time, Elizabeth enjoys spending time with her two daughters, husband and dog. She loves hiking, walking, baking cookies, reading and writing.

MICA POLLOCK

Professor, Education Studies & Director of CREATE

Mica Pollock, an anthropologist of education, joins UCSD's Center for Research on Equity, Assessment, and Teaching Excellence (CREATE) as its new Director. Pollock's work explores communications that support student success in diverse schools and communities. Her first book, *Colormute: Race Talk Dilemmas in an American School* (winner of the 2005 AERA Outstanding Book Award), helped readers navigate six core U.S. struggles over talking (and not talking) in racial terms in schools. *Because of Race: How Americans Debate Harm and Opportunity in Our Schools* (2008), examined the U.S. Department of Education's Office for Civil

Rights as the background for analyzing common debates over improving the everyday school experiences of students and families of color. In *Everyday Antiracism: Getting Real about Race in School* (2008), Pollock next organized 70 scholars to write short essays for teachers. Winner of a 2008 Outstanding Book Award from the Gustavus Myers Center, “EAR” is being used to spark inquiry in schools and districts across the country.

SUSAN SCHARTON

Supervisor of Student Teaching and Continuing Lecturer, Education Studies

Susan Scharton received a B.A. in Sociology and her Multiple Subject Teaching Credential from UCSD in 1980. She received her Master's degree in Curriculum Design at UCSD in 2001 and her doctorate in Teaching and Learning in 2007. Susan was an elementary classroom teacher for 20 years and has taught in both private and public school settings. She has been a mentor teacher and a language resource teacher. Susan is a math consultant for Marilyn Burns Education Associates and presents workshops and trainings at local and state conferences. Susan enjoys writing about teaching in general and mathematics teaching and learning in particular and has written a teacher resource book entitled *Teaching Number Sense*. Susan teaches classes for the P@ L program, seminars for the student teachers in the Elementary Mathematics Emphasis Certificate program, and language arts methods to the elementary credential candidates. She supervises student teachers during their field placements. In her free time, Susan enjoys knitting, writing, belly dancing, cooking, and hanging out with her husband and dogs.

BETH SIMON

Associate Teaching Professor

Dr. Beth Simon is an Associate Teaching Professor in the Department of Education Studies. Her research interests lie in the areas of computing education and online and technology-enhanced teaching. Beth is currently involved in development of high school computing curriculum and the training and community needs of K-12 teachers wanting to bring computing education opportunities to their students. Previously, Beth has studied the impacts of evidence-based active learning practices (e.g., Peer Instruction) on student outcomes in higher education, student conceptions of computing concepts, and novice computing students' self-efficacy. Beth is currently the “Instructor Coach” for UCSD's [Office for Online and Technology Enhanced Education](#) where she supports faculty and instructional staff in the use of technology to support their educational efforts both on-campus and through MOOCs (Massive Open Online Courses). Beth has served as a Teaching Professor in the [Computer Science and Engineering Department](#), and as Director of UCSD's Center for Teaching Development (now part of the [Teaching and Learning Commons](#)). From 2014-2015, Beth served as the Principal Teaching and Learning Specialist at [Coursera](#), supporting faculty in development of MOOCs and advising on pedagogical platform development. During 2007-2008, Beth served as a Science Teaching and Learning Fellow in the [Carl Wieman Science Education Initiative](#) at the University of British Columbia.

LINDA WHITESIDE

Lecturer, Education Studies

Linda Whiteside received a Multiple Subjects BCLAD (Spanish) credential from San Diego State University and an M.Ed. in Reading with an Emphasis in Storytelling Arts from East Tennessee State University. She taught in a dual language immersion program (K-6) for 11 years in Valley Center, CA. At EDS, Linda supervises student teachers and teaches social studies methods in the M.Ed. credential program. She also teaches Artsbridge in the PAL program. In the community, she tells stories in the Healing Arts Dept. at Rady Children's Hospital and at Scripps Center for Learning and Innovation. Linda is interested in social justice, equity, and the global implications of how storytelling can be used to educate, develop trust and build community.

ALISON WISHARD GUERRA

Professor, Education Studies

Dr. Wishard Guerra received her Ph.D. in Psychological Studies in Education from the University of California, Los Angeles, in 2005. Her work focuses on the cultural nature of child development, with a specific focus on early language/literacy and socio-emotional developmental competencies among Latino children. Wishard Guerra is the 2004 recipient of a highly competitive UC Language Minority Research Institute (LMRI) Dissertation Grant. She also received a National Institute of Mental Health (NIMH) pre-doctoral fellowship for two consecutive years, in 2001 and 2002. Wishard Guerra's language/literacy and socio-emotional research has significantly contributed to our knowledge about the importance of early childhood education through her work with the National Early Head Start Research Consortium. Dr. Wishard Guerra has experience mentoring undergraduates as a post-graduate researcher at UC, Santa Cruz, in a yearlong research apprenticeship course, as well as mentoring graduate students at UCLA in research apprenticeship and data analysis practicum courses. Dr. Wishard Guerra teaches courses for UCSD's new Doctor of Education in Teaching & Learning program on research methods, quantitative data analysis, and advanced dissertation writing. She also teaches a research design and methodology course for the Master of Arts in Teaching and Learning program. Finally, Dr. Wishard Guerra is also collaborating with the Partners at Learning program offering an undergraduate service learning course on Early Childhood Education that includes a 2 unit service learning course where students spend 4-6 hours a week working with preschool children in San Diego County.

Administrative Staff

ED ASHTON, Credential Analyst and Undergraduate Coordinator

534-7297, erashton@ucsd.edu

1. Advisor for EDS Minors: Petitions, Approvals and Special Study Classes
2. M.Ed./Credential Program: Advising, Math Subject Matter Waivers, Graduation/Reception
3. Field Placement Coordination for 129 series and Management of District Contacts
4. Preliminary Credential Recommendations, Subject Matter Authorizations, Title II Reporting
5. Liaison with California Commission on Teaching Credentialing
6. Stipend Payments & Evaluations for Cooperating Teachers
7. EDS Catalogue Copy, backup for Publications Coordinator
8. Admissions Coordinator for MS-1-Sum and MS-2 Programs.
9. Scheduling and Student Enrollment Concerns and Registration

PAMELA FRUGÉ, Management Services Officer

534-4875, pfruge@ucsd.edu

1. Program Administration
2. Personnel & Supervision
3. Budget & Financial Oversight
4. Recruitment: Staff & Faculty
5. Community Relations, Relations w/ Area Schools, Campus Community
6. Safety Coordinator
7. Facilities Management

SHEILA KEEGAN, Assistant Project Coordinator Gates/Noyce MTF Grants

822-5670, skeegan@ucsd.edu

1. Gates and Noyce MTF Project Coordination
2. Project Budget & Expenses
3. Administrative Support
4. Event Planning

MARGARET RATTANACHANE, Program and Faculty Assistant

246-1683, mrattana@ucsd.edu

1. Executive Assistant to Department Chair
2. Business and Administrative Support
3. Student Affairs Organization and Support
4. Support for outreach, marketing and visibility campaign
5. Faculty Project Administration

CATHLEEN SCHANGALI, Academic Personnel/Human Resources

534-1630, cschangali@ucsd.edu

1. Academic Personnel Recruitment and Review Administration
2. Non-Academic Personnel Administration (TAs Readers, Staff)
3. Payroll Actions
4. Benefits and Leaves. General HR Issues for Students/Staff/Faculty
5. Immigration and Visa for academic appointees

HAWIZA SHARPE, Financial Manager

EDS Business Office, 534-1288, hsharpe@ucsd.edu

1. Accounting & Expense Projections
2. Inventory
3. Security and Key Control
4. Contracts and Grants
5. Facilities – Key/ room access

GISELLE VAN LUIT, Director of Student Affairs

534-2958, gvanluit@ucsd.edu

1. Student Affairs Administration
2. Supervision of Student Affairs Staff and Student Workers
3. Graduate Coordinator for the Ph.D. Program: Advising, Recruitment, Admissions, Graduate Student Support, Graduate Student Procedures (LOA, Withdrawals, Deferrals, and Conferrals of Degree)
4. Liaison with the California Commission on Teacher Credentialing as Credential Analyst
5. ASE Graduate Coordination
6. Block Grant Administration
7. Management of the EDS Outreach and Recruitment Plan

MELISSA WOLF, Executive Program Associate for the Joint Doctoral Program

822-2177, mawolf@ucsd.edu

1. Graduate Coordinator for the Joint Doctoral Program in Educational Leadership: Advising, Outreach and Recruitment, Admissions, Graduate Student Support, Graduate Student Procedures (LOA, Withdrawals, Deferrals and Conferrals of Degree)

TBD, Credential Analyst and Graduate Coordinator

534-

1. Graduate Coordinator for the M.Ed./Credential and MA-ASL Programs: Advising, Outreach and Recruitment, Admissions, Graduate Student Support, Financial Aid Liaison, Graduate Student Procedures (LOA, Withdrawals, Deferrals and Conferrals of Degree)
2. Maintenance of Course Approvals & Course Evaluations
3. Liaison with California Commission on Teacher Credentialing & Credential Processing for Certificates of Clearances and Internship Credentials
4. M.Ed./Credential and MA-ASL Orientations
5. Bilingual Authorization Programs (BLA) & EMEC Program Administration
6. Scheduling and Student Enrollment Concerns and Registration

TBD, PAL, STEM and Outreach Coordinator

534-

1. Partners at Learning (PAL) Coordinator
2. Cal-Teach Program Administration Coordinator
3. NOYCE Scholarship Advisor and Coordinator
4. Internal and External Outreach and Recruitment Coordinator
5. Information Sessions & Publications Coordination
6. General Program Advising (general inquiries regarding the M.Ed./Credential program)
7. Admissions Coordinator for the SS-1 and SS-2 programs

TBD, Student Affairs Assistant

534-

1. Primary Front Desk Support, Student Enrollment Concerns and Registration
2. Course/Room Scheduling, Syllabi, Textbooks, AV Resources for Faculty, Parking and other Administrative Requests
3. Admissions Assistant for all graduate programs.
4. Outreach Assistant
5. Student Affairs and Business Unit Assistant

EDS Staff Biographies

ED ASHTON Credential Analyst and Undergraduate Coordinator

Ed is a native San Diegan. After receiving a B.A. in Management from Sonoma State University, he moved to San Francisco and worked for many years in medical procurement for the Ambulatory Care Center at the University of California, San Francisco. Ed returned to San Diego in September of 2000, and after working briefly in the Summer Sessions office as Groups Coordinator, he joined the EDS staff in the fall of 2001. He enjoys outdoor recreation and is a member of the Sierra Club, and also amateur astronomer with the San Diego Astronomy Association.

PAMELA FRUGÉ Management Services Officer

Pamela grew up in Los Angeles, California and moved to San Diego to start her undergraduate career at UC San Diego. Pamela received her B.A. in Public Health and Urban Planning and went to work with several local health facilities upon graduating. After spending a number of years in health care management, Pamela was recruited for a position with the Undergraduate Admissions Office at UCSD. Following 10 years of service, Pamela obtained her Master in Business Administration and continues to build her career at UCSD. Pamela is excited to be part of the Education Studies team and is passionate about its success. Away from work and career, Pamela most enjoys her role as *Auntie Pam* to her niece. Spending time with family and friends is her greatest blessing. Pamela's most recent endeavors include learning to surf, play golf and becoming fluent in French.

MARGARET RATTANACHANE Program and Faculty Assistant

Margaret is from Sacramento, CA and is an alumni of UC San Diego, *Go Tritons!* She joined the EDS team in July 2014 and has found the learning and working environment truly supportive, valuable, caring, and balanced. Margaret enjoys exploring San Diego, watching sports, cooking and taking long walks. Her personal interests include higher education, financial risks, sports analytics and spirits (the kind you drink!).

CATHLEEN SCHANGALI
Academic Personnel/Human Resources

Cathleen was born and raised in San Diego and received her B.A. in Communication from the UC San Diego. After spending a couple of years abroad, Cathleen joined UCSD, where for the last 12 years has worked for the Payroll Division, various other departments on campus and the School of Medicine. Cathleen is very proud to be a member of the Department of Education Studies and enjoys the fact that her job allows her to come in contact with so many new people. Cathleen is the mother of 2 very vivacious children and when not at work, enjoys spending time with her family.

HAWIZA SHARPE
Financial Manager

Hawiza comes to Education Studies most immediately from the Department of Chemistry where she has worked since 2005. In her time with Chemistry, Hawiza held two positions, moving from a Fund Manager to the Academic Scholar Advisor. Hawiza has been on campus over 10 years and brings with her a broad background in finance and human resources, as well as a strong campus community network. Born in Melaka, Malaysia, Hawiza moved to the United States with her family at age 13 and attended school in Chula Vista. She is a proud wife and mother of two daughters, and... in her "spare time" she is also a professional makeup artist and hair designer!

GISELLE VAN LUIT
Director of Student Affairs

Giselle was born in Mexico City and, at the age of 16, moved to France where she decided to pursue a career in teaching French. After earning a B.A. in French Literature, she went back to Nimes, France where she attended the University. Giselle taught French and Spanish for three years at Centro Anglo Americano in Mexico City and one year at the Alliance Francaise. In 1994 she moved to San Diego where she worked at the UCSD Linguistics Language Program for three years, and taught Spanish at a private school in San Diego for two years. Having a strong interest in education, she happily joined the EDS staff in January of 1998. Giselle spends most of her free time with her family.

MELISSA WOLF
Executive Program Associate for the Joint Doctoral Program in Educational Leadership

Melissa was born and raised in Southern California. She is an alum of UC San Diego with a B.A in Human Development and a minor in Psychology. She grew up in a family of educators and is following in her family's footsteps by working in the education field. Prior to joining EDS in spring 2007, Melissa worked for the Rady School of Management at UC San Diego and prior to that worked for UC San Diego Extension in the Education Department. Melissa is a mother of two adorable boys and when not at work, enjoys spending time with her family.

Directory of Campus Services

The area code for UCSD is (858) when dialing from an off-campus location. If dialing from an on-campus location, dial the last five digits of the phone number.

Resources:	
Academic Computing Services	534-4060 http://www-acs.ucsd.edu
Bookstore	534-7326 http://www-bookstore.ucsd.edu
Cashier	534-3725 http://blink.ucsd.edu/Blink/External/Topics/Policy/0,1162,4030,00.html
Copy Center-Imprints (Price Center)	822-4422 http://imprints.ucsd.edu
Graduate Student Association (GSA)	534-6504
Graduate Student Intern	534-6230
Graduate Division	534-3555 http://grad.ucsd.edu
Library Information (Hours for all libraries)	534-3336 http://libraries.ucsd.edu
Mandeville Library of Special Collections	534-2533 http://Orpheus.ucsd.edu/speccoll
Parking	534-4223 http://parking.ucsd.edu
Photo ID/Campus ID	534-4322

Card	https://students.ucsd.edu/finances/campus-cards/how-to-get.html
Registrar	534-3150 http://registrar.ucsd.edu
Residency Requirements	534-4586 http://registrar.ucsd.edu
Student Financial Aid	534-3807 https://students.ucsd.edu/finances/financial-aid/
Student Financial Services	534-3807 http://grad.ucsd.edu/financial/index.html
Student Health Services	534-3300 http://studenthealth.ucsd.edu
Student Information – (EDNA) Price Center	534-EDNA/3362 (or 3363)
Transportation Alternatives	534-RIDE/7433 http://parking.ucsd.edu
US Post Office (Price Center)	534-2052
Campus Services:	
Career Services	534-3750 http://career.ucsd.edu
Teaching and Learning Commons	822-1992 http://commons.ucsd.edu/
Cross Cultural Center	534-9689 https://ccc.ucsd.edu/
International Center	534-3730 http://icenter.ucsd.edu/

LGBT Resource Office	822-3493 https://lgbt.ucsd.edu/
Disability Resources for Students	534-4382 http://disabilities.ucsd.edu/
Counseling and Psychological Services (CAPS)	534-3755 http://caps.ucsd.edu/#students
Office for the Prevention of Harassment and Discrimination	534-8298 http://ophd.ucsd.edu/
Student Legal Services	534-4374 http://sls.ucsd.edu
Student Diversity	534-3678 http://diversity.ucsd.edu
Student Safety and Awareness Program	534-5793 https://students.ucsd.edu/campus-services/campus-safety/
Women's Center	822-0074 http://women.ucsd.edu/
University centers	
-Sunshine Store	534-2875
-General Store Co-Op	534-3932
-Groundwork Books	452-9625
	http://theuniversitycenters.ucsd.edu
Housing/Childcare:	
On-Campus	534-4010 http://hdh.ucsd.edu/
Off-Campus	534-3670 http://offcampushousing.ucsd.edu/

Early Childhood Education Center	534-2768 child.ucsd.edu
Recreation:	
Canyonview Pool	534-6034 http://recreation.ucsd.edu
Outback Adventures	534-0684 http://recreation.ucsd.edu
Recreation/RIMAC Facilities	534-4037 http://recreation.ucsd.edu
Off-Campus Leisure and Recreation	
San Diego Convention and Visitor's Bureau	www.sandiego.org
San Diego City Search	www.sandiegocitysearch.com
San Diego Chamber of Commerce	www.sdchamber.org
Events (San Diego Reader)	www.sdreader.com
Links to San Diego Information	www.ucsd.edu/sandiego.html
Emergency:	
On Campus	534-HELP/4357 http://police.ucsd.edu
Off Campus	911