

GRADUATE PROGRAM IN COMMUNITY DEVELOPMENT AND PLANNING (CDP)

STUDENT HANDBOOK 2009-2011

www.clarku.edu/departments/idce/academicsGradCDP.cfm

CDP Overview

The Community Development and Planning program provides current and future community development practitioners, activists, and scholars with a strong foundation—based on theory, skill development, and practice—to take on the challenges of urban revitalization in the United States. Our program links theory to practice through insightful participation of practitioners in seminars, high quality internships, and studio and practicum courses that allow students to learn directly from residents and community-based organizations about their resources, priorities, and strategies.

Students in the CDP program learn alternative ways of thinking and transforming communities to achieve greater equity and social justice.

The CDP program offers core courses and hands-on skill development in critical areas such as: community development and planning theory, planning techniques, community organizing, community development finance, grant writing, land use, decision-making and negotiation, non-profit management, youth and community development, geographic information systems, and research and project evaluation methods.

CDP students also benefit from a unique interdisciplinary approach to community development that integrates the perspectives and ideas of the other departmental programs:

- International Development and Social Change (IDSC)
- Environmental Science and Policy (ES&P)
- Geographic Information Science for Development and Environment (GISDE)

Dear incoming CDP student:

Welcome! This handbook should give you a good sense of the program requirements and how to navigate your way through your two years in graduate school.

If you have suggestions on ways to make this handbook more useful, please let a member of the CDP faculty know.

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CDP Course of Study

The Master's program in CDP requires a minimum of 12 graduate course units. These include five one-unit core CDP courses (including the final M.A. project), two half-unit required core courses, two units of skills courses, and three units of electives.

We recommend students do an internship with a community organization to provide training in practical skills (two internship credits are required for CDP B.A./M.A. students). As part of your elective credits, you have the option of doing a directed reading/research with any faculty member. You can take a total of two internship and/or directed study/research credits over the course of your CDP studies. If you want to take more than two credits of internship and/or directed study, you must submit a written request and rationale to the coordinator of the CDP program and the IDCE Director. More information about directed study can be found below the list of sample electives.

Required Core Courses (7 units)

1. IDCE 344 (One Unit) Going Local: Perspectives on Community Development and Planning – introduces the various theories, debates, and strategies regarding the development of urban communities (Required for Accelerated Master's students).
2. IDCE 346 (One Unit) Practicum in Community Development and Planning – operates within a community-based participatory research framework.
3. IDCE 30250 (One Unit) People and Places: Theories of Community Development and Planning – deepens students understanding social, economic, and political forces that shape places and of various models and theories of community development and planning (Required for two-year Master's students).
4. Research Design and Methods (One Unit) – Students choose one of the following three courses (other methods courses may be substituted with permission from your advisor). One research design and methods course should be taken during year one of the program:
 - a. IDCE 314 Research Design and Methods – covers major topics in empirical social research design and methodology: problem definition, research strategies, measurement, sampling, data collection techniques and procedures, and proposal writing.
 - b. IDCE 30291 Qualitative Research Design and Methods – provides an introduction to qualitative inquiry and explores the major assumptions, language, and logic of qualitative research.
 - c. IDCE 390 CDP Research Seminar – advances research and skills by working on specific projects proposed by students.
5. IDCE 30289 (One Unit) Community Development Finance – introduces students to the field of community development, with a particular focus on finance.
6. Students will take both of the following two ½ unit skills courses:
 - a. IDCE 30281 Community Needs and Resource Analysis – students develop skills in identifying and analyzing community issues through community resources and first-hand community observations and contacts.
 - b. IDCE 30218 Negotiations in Community Development – daily compromises and negotiations characterize the community development profession.

7. A final M.A. project (One Unit). The final requirement for a CDP M.A. degree is the successful completion of a final M.A. project, which is either a research paper, practitioner project, or a thesis. Students register for a final M.A. project credit with their first reader.

CDP Skill Courses (a sampling, 2 units required)

- IDCE 30204 Advanced Community Development Finance
- IDCE 396 Advanced Raster GIS
- IDCE 30240 Community Planning Studio
- IDCE 30212 Introduction to Quantitative Methods
- IDCE 325 Data Mining Community Profiles
- IDCE 363 Decision Methods for Environmental Management and Policy
- IDCE 352 Technology and Environmental Assessment
- IDCE 30201 GIS and Community Profiles: Mapping Strategies for Planning and Community Development
- IDCE 30225 Grant Writing for Community Developers
- IDCE 30203 Program Evaluation for Youth and Community Development Initiatives
- IDCE 30238 Public Communication Seminar
- IDCE 334 Planning and Zoning for Community Developers
- IDCE 395 Participation and Environmental Management
- IDCE 366 Principals of Negotiation and Mediation: An Overview of Conflict Resolution Approaches
- IDCE 30219 Risk Analysis: Policy and Methods

CDP Elective Courses (a sampling, 3 units required)

- IDCE 30205 Climate Change, Energy and Development
- IDCE 30221 Education and Development
- GEOG 337 Feminism, Nature and Culture
- IDCE 30248 Gender and Health
- IDCE 347 Globalization
- IDCE 304 International and Comparative Analysis of Community Development
- IDCE 30202 Land Use Seminar
- IDCE 30296 Nonprofit and NGO Management Issues
- IDCE 30290 Participatory Research Methods
- IDCE 39912 Social Policy, Immigration and Poverty
- IDCE 309 Roots and Routes: Immigrants, Diasporas and Travel
- IDCE 30265 Social Movements: Quest for Justice
- GEOG 366 Urban Economic Geography
- GEOG 354 Urban Transportation: Problems and Prospects
- IDCE 30293 Youth and Community Development

Please view Clark's official Academic Catalog www.clarku.edu/academiccatalog for a complete listing of course offerings. Remember that each IDCE program offers flexibility so students can take classes across programs and within other departments at Clark University, including the Graduate School of Geography and the Graduate School of Management.

Directed Study

To register for a directed reading or research credit, first you must develop a draft proposal describing the topic, the rationale for the project, timeline, and what you want to accomplish (e.g. literature review, annotated bibliography, a brief research paper, etc.). Then, share the draft proposal with the faculty member you want to work with. The faculty member will let you know if he or she feels your

topic matches with his or her area of interest. If the faculty member agrees to work with you, he/she will give input into your proposal. Once both you and the faculty member are in agreement about the content of the directed study/research, then you can register for the credit.

Given the complexity and level of thought that goes into a directed study, you must begin to prepare for this well in advance of course registration. Typically, we don't recommend taking this on until your second year of the program, when you have a clear idea of the focus for your final M.A. project.

CDP Guide for Course Registration

2-year Master's program	Fall	Spring
YEAR ONE OF THE PROGRAM	<ul style="list-style-type: none"> • IDCE 30250 People and Places: Theories of Community Development and Planning • IDCE 30281 Community Needs and Resource Analysis .5 unit • IDCE 30218 Negotiations in Community Development .5 unit (year one or year two) • IDCE 30289 Community Development Finance (year one or two) • Electives/Skills 	<ul style="list-style-type: none"> • IDCE 346 Practicum in Community Development and Planning • IDCE 390 CDP Research Seminar (other research seminars are possible) • Electives/Skills
YEAR TWO OF THE PROGRAM	<ul style="list-style-type: none"> • IDCE 30289 Community Development Finance (year one or year two) • IDCE 30218 Negotiations in Community Development .5 unit (year one or year two) • Directed study/Final M.A. Project credit with first reader • Electives/skills 	<ul style="list-style-type: none"> • Electives/Skills

Accelerated Master's program (B.A./M.A.)	Fall	Spring
YEAR ONE OF THE PROGRAM (Senior Year)	<ul style="list-style-type: none"> • IDCE 344 Going Local: Perspectives on Community Development and Planning • IDCE 30281 Community Needs and Resource Analysis .5 unit 	<ul style="list-style-type: none"> • IDCE 346 Practicum in Community Development and Planning
YEAR TWO OF THE PROGRAM	<ul style="list-style-type: none"> • IDCE 30281 Community Needs and Resource Analysis .5 unit • IDCE 30289 Community Development Finance • IDCE 30218 Negotiations in Community Development .5 unit • Directed study with first reader • Electives/Skills • One internship unit 	<ul style="list-style-type: none"> • IDCE 390 CDP Research Seminar (other research seminars are possible) • One internship unit • Electives/skills

CDP Program Faculty

CDP CORE FACULTY

Ramón Borges-Méndez, Ph.D.

Visiting Associate Professor

Workforce development and labor markets, governance and institutional development, public policy, non-profits, research methods, immigration and Latinos in the USA; Latin America

Laurie Ross, Ph.D.

Assistant Professor

Coordinator, Program in Community Development and Planning
Community-based participatory research, social justice youth development

Mark Tigan, Ph.D.

Associate Professor of Practice

Community economics, neighborhood revitalization, intergovernmental financing techniques and strategies

CDP ADJUNCT FACULTY

Faculty in affiliate programs and departments teach IDCE classes and supervise research activities. Clark University's Academic Catalog contains a full faculty listing. A sample includes:

Sharon Krefetz, Ph.D., *Government*

U.S. urban politics, suburban politics, housing policies, women and politics

Deborah Martin, Ph.D., *Geography*

Urban/social/political geography, social movements (particularly neighborhood activism), place identity, local politics, and qualitative methodologies.

Dianne Rocheleau, Ph.D., *Geography*

Political ecology, gender, forestry/agriculture/land use, culture/power/environment/development

Robert Ross, Ph.D., *Sociology*

Urban studies, political sociology, political economy, social policy

Choosing and Working with Your Advisors

You will have three advisors in the CDP program—your faculty advisor and two readers for your final M.A. project. You already have been assigned a faculty advisor. Your faculty advisor is one of the core faculty in CDP and will help you chart a course for your time in CDP and beyond. You will meet with your faculty advisor to help you choose courses, identify internships, and help you select an appropriate final M.A. project advisor, better known as your *first reader*.

You choose your first reader. Your choice will be based on the degree to which your interests match with the faculty. While you will not have to officially ask a faculty member to be your first reader until the middle of your second semester, you should get to know different faculty members so that you can make a good choice when the time comes.

In order for a faculty member to know if there is a match between your interests, you will be expected to prepare a two-page overview of your paper idea during your second semester. This overview should include a problem statement, research questions, and your proposed methodology. This overview should be completed by the end of your second semester. You will have the opportunity to develop this overview through the Research Seminar offered each spring. You should also feel free to consult with faculty as you develop your overview.

Once you have secured your first reader and he/she has approved of your paper overview, you will submit a copy of the overview—signed by your first reader—to the CDP coordinator. If your topic and/or reader changes, you will submit a new signed overview to the CDP coordinator. Your first reader will help you choose a second reader for your paper. The second reader should be consulted on your project design, but will likely only read a draft of your paper once your first reader determines the paper is ready.

At least one of your readers must be a member of the core CDP faculty.

You and your first reader will decide how you will work together to bring your paper to completion.

Academic Standards

We expect our students to perform at the highest level. Your grade in CDP courses will be based on your class participation and performance on tests, written assignments and projects. The class participation component of your grade includes the overall quality of your contributions to discussion, your demonstrated knowledge of assigned reading, frequency of your participation, and creative interpretation of reading material. Class participation also encompasses timely and consistent attendance. Any tests will be scored on both content and accuracy of the answers. Partial credit will be awarded for answers that demonstrate clear and logical thought, but which may not be 100 percent correct.

A good grade for any graduate class is a “B+.” Students meeting the instructor’s standards in class participation and performance will be awarded a “B+.” An “A” grade will be earned only if all standards are exceeded as measured by outstanding scholarship in all areas. A student who actively participates in class discussion but completes written assignments only on par with other students will not earn an “A.” Similarly, a student who submits very well-written reports or conducts projects with skill, but does not demonstrate high competence in oral presentation, will not earn an “A.” Remember, any grade below a “B-” is considered a failing grade.

We also want to enforce that academic integrity is highly valued at IDCE. Please refer to the following link for more details on academic integrity: www.clarku.edu/offices/aac/integrity.shtml. Because of the seriousness of plagiarism, we include the direct text from the above website on this issue:

Plagiarism refers to the presentation of someone else’s work as one’s own, without proper citation of references and sources, whether or not the work has been previously published. Submitting work obtained from a professional term paper writer or company is plagiarism. Claims of ignorance about the rules of attribution, or of unintentional error are not a defense against a finding of plagiarism.

There are sanctions for violating academic integrity. We urge you to visit the above website for all of the necessary information.

Research, Academic Support, and Internships

RESEARCH OPPORTUNITIES

There are many opportunities for you to get involved in research and projects both on and off campus. For more ways to get involved locally, talk with your peers, IDCE faculty, and read local newspapers. You may also wish to view the CDP Graduate Student Guide to Worcester (www.clarku.edu/departments/IDCE/docs/CDP_Guide_to_Worc.pdf). This document provides an overview of local organizations and initiatives going on in the city. It was created by a CDP student in 2007. If you have ideas or want to change or add things to it, please see Jillian Johnstone, the IDCE Marketing and Publications Manager.

Charles E. Shannon Community Safety Initiative Youth Violence/Gang Reduction Program

Participate on an action research project exploring how a comprehensive youth employment program could be an effective strategy to reducing youth violence and gang activity in Worcester. Laurie Ross is the contact person.

ACADEMIC SUPPORT

Clark's Writing Center is an excellent resource for help with writing. We urge you to make an appointment with the Center to review your work: www.clarku.edu/departments/writingatclark/center.cfm. We may refer you to the Center if we notice that there are areas where your writing could be strengthened.

Information Technology Services at Clark offers workshops on Excel, Access, and other software. If you want to improve your skills in those areas, we encourage you to learn more about ITS offerings: www.clarku.edu/offices/its/training/index.cfm.

Clark's Goddard Library has excellent reference librarians who can assist you with your research. There are also a number of online searchable databases where you can find articles and books of interest: www.clarku.edu/offices/library/rhgdatabases.htm.

INTERNSHIPS

Worcester is host to many nonprofit organizations that are doing amazing work around the city. Use the CDP Graduate Student Guide to Worcester (www.clarku.edu/departments/IDCE/docs/CDP_Guide_to_Worc.pdf) to start networking. CDP students have participated in internships and field research to gain practical experience with nonprofit, grassroots, or government organizations in Worcester and other places around Massachusetts.

Examples of local community development internship and field research sites include*:

- Centro Las Americas
- City of Worcester Executive Office of Economic Development
- City of Worcester Executive Office of Neighborhood Services
- Clark Sustainability Initiative
- Clean Start (brownfields remediation)
- Friendly House
- Greater Worcester Community Foundation
- HOPE Coalition
- Main South Community Development Corporation

- Oak Hill Community Development Corporation
- Regional Environmental Council
- Romanian Relief Fund
- Worcester Common Ground CDC
- Worcester Community Action Council
- Worcester Housing Authority
- Worcester Polytechnic Institute
- Worcester Public Schools
- Worcester Youth Center
- Worcester's Neighborhood Cabinet

For more internship ideas and opportunities, visit www.clarku.edu/departments/idce/careerdb.

* You can get contact information for the above organizations from Laurie Ross.

Graduate School of Management Partnership

The worlds of business and development are increasingly intertwined. Corporations are facing social, environmental, and sustainability challenges; and development and planning professionals are using management skills and thinking strategically every day. The separation of goals and activities that once characterized the private and public sectors is dissolving in the face of new partnerships, alliances, and collaborations aimed at addressing the greatest challenges of the 21st Century: economic well-being, social justice, and environmental sustainability.

CONCENTRATION IN MANAGEMENT

Students enrolled and planning to enroll in the CDP program are able to declare a concentration in *Enterprise Management* based on a partnership with Clark University's Graduate School of Management (GSOM). CDP students will take a selection of skill and elective courses at both IDCE and GSOM to earn the concentration as part of their graduate degree.

Clark University is strongly positioned to offer such a unique educational partnership because students currently studying community development need only walk across campus to find courses in business and management to acquire the skills they need. Together, IDCE and GSOM will bring the concentration in Enterprise Management to CDP students beginning in Fall 2009.

DUAL DEGREE – M.A. in CDP/M.B.A.

IDCE and GSOM are piloting a Community Development and Planning (MA)/Business Administration (MBA) Dual Degree Program to a small, determined group of CDP students. Students in the dual degree program will earn two degrees at the end of three years of graduate school—a M.A. in CDP and a M.B.A. from GSOM. Only a few highly qualified students will be admitted to this program and then be guided individually by faculty members in the IDCE and GSOM departments.

In today's changing world, management skills are increasingly needed to advance social change. CDP students will now be able to draw on two sets of knowledge and skills; one of a trained business person and the other as a trained and concerned agent for social and political change.

We aim to prepare students to be able to manage social mission-driven organizations. CDP in the dual degree program may pursue career tracks including nonprofit operations/ management, governmental jobs, consulting, entrepreneurial leaders in new society-benefiting technologies, writers, educators, and more.

The first year of your graduate studies will be spent in the IDCE department and your studies will be focused on community development and planning. The second year, you will be taking courses at GSOM, acquiring management skills. In the third year, you will take courses in IDCE and GSOM and complete a final consultancy project that will have you using knowledge and skills gained from both departments. (Please note that there are likely to be few electives course options since students will be completing two degrees during a rigorous schedule.)

If you are interested in pursuing either of these opportunities, please contact CDP professor Mark Tigan at mtigan@clarku.edu and will assist you in deciding if the concentration or the dual degree program is a good fit for you.

CDP/Final M.A. Project

The final M.A. project is the culmination of the IDCE Masters experience. CDP students have three options: (1) Research Paper, (2) Practitioner Project, and (3) Thesis.

General descriptions of the final M.A. papers associated with each of the three options are provided below. One of the 12 credits required for graduation must be a course unit in which the student is devoting their time to their final M.A. project. This credit—a directed study or internship—should be taken with the student’s first reader for the final M.A. paper.

We strongly encourage students to form peer writing groups to work on their final papers. Students should meet regularly with this group to share ideas about the paper, get feedback, and learn about possible readers and helpful courses. Members of the writing group can review each other’s drafts. We have found that students who work in small groups are more successful at staying on track and completing their papers on time.

OPTION 1: Final M.A. Research Project

The Final M.A. Research Project presents the results of student research on a specific theme, argument, question or problem defined and identified by the student’s interests, drawing from their course work, field work, or professional experiences. The paper may be based on primary or secondary research. The paper will be approximately 35 pages in length (double spaced; 12 pt. font size) and should:

- make a clear argument,
- address a central issue in the field of community development,
- review the existing literature,
- describe the research methodology,
- situate findings in the context of the literature, and
- make an original contribution to the discussion of this issue through insightful recommendations and conclusions.

One of the two readers should be a core CDP faculty member.

OPTION 2: Final M.A. Practitioner Project

Students work in collaboration with a community organization to develop a theme, issue, question, or problem to address. The paper may be based on primary or secondary research, depending on the interest of the organization. The paper will be approximately 35 pages in length (double spaced; 12 pt. font size), not including attachments. In addition to all of the requirements associated with the final research paper, it is expected that the Practitioner Project will provide a description of the institutional, historical, and geographic context of the work AND that findings and recommendations will be presented to the partner organization. The work may be either voluntary or paid, but must be carried out during the two years of the M.A. program. The student is solely responsible for making contacts and establishing a relationship to an organization. One of the two readers should be a core CDP faculty member. Students are encouraged to invite an appropriate representative of the partner organization to be a reader as well.

OPTION 3: Thesis

Graduate students of extraordinary academic achievement may choose to write a thesis with permission of the CDP graduate coordinator and IDCE Director. This permission must be obtained by early April of the second semester of the M.A. program. Writing a thesis follows a similar procedure to the Final M.A. Research Project, but is based on original research, a deeper review and analysis of the chosen topic. The thesis is usually 100 pages long and must be defended orally before a committee of three faculty members—two of which must be core CDP faculty. The first reader must be a core CDP faculty member.

All final M.A. projects (research and practitioner projects and theses) should:

- Contain a correctly and consistently formatted bibliography of relevant sources.
- Reflect professional or graduate-level standards in terms of writing quality, style and content of the final project.
- Avoid plagiarism.

Procedure and Timeline for Research Paper or Practitioner Paper

1) In the fall semester of the first graduate year, the student should discuss possible themes for the research paper with his/her faculty advisor to determine suitability of the topic, the feasibility of the approach, and the relationship of the topic to the student's selected area of specialization. They will also discuss selection of an IDCE faculty or affiliate faculty member who would be suitable to serve as first reader. Students who want to do the Practitioner Paper must also begin to develop a relationship with a community development organization of interest by identifying a contact person from the organization.

2) In the spring semester of their first year, students meet with the proposed first reader to explore the topic and whether the faculty member is available to help. With the faculty's feedback and guidance through the CDP Research Seminar, the student prepares a two-page proposal indicating the specific topic for the paper, the student's courses and field work relevant to the topic, and the methods the student plans to use. The first reader signs onto this proposal. The signed proposal should be submitted to the student's first reader, faculty advisor, and to the CDP coordinator for approval by the end of the spring semester. If doing a Practitioner Paper, students may wish to establish an internship with the partner organization.

3) Once the proposal is approved, the student selects a second faculty member to serve on a two-person Research Paper Review Committee. If doing a Practitioner Paper, students should also have the organization contact person serve as a third reader. Students should seek to have an approved topic and have secured the first and second readers by the middle of September of their third semester.

4) Work on the first draft continues throughout the fall semester. At this time, students should enroll in Final Master's Paper course with the first reader to assure that time and attention can be invested in the relevant literature on the topic. This Final Master's Paper course would then serve as one of the 12 required course units. [Note: Of the total of 12 course units, no more than two (2) can be non-course options, i.e. directed readings, special projects or internships.] This Final Master's Paper course will be graded once the final paper is completed.

5) By the beginning of February (of their fourth and final semester), the student submits the draft to the first reader and meets with reader to discuss the paper and any necessary changes. The draft is then re-worked into a polished draft with the first reader. (An **Intent to Graduate** form, with your transcript attached, must be obtained from the IDCE Office and submitted by January 31st for graduation in May.)

IT IS THE RESPONSIBILITY OF THE STUDENT TO MONITOR EMAILS FROM THE STUDENT AND ACADEMIC AFFAIRS OFFICE ABOUT DATES AND DEADLINES FOR FORMS AND PAPER SUBMISSION AS DATES CHANGE SLIGHTLY FROM YEAR TO YEAR!

6) No later than the 1st week of March, but preferably sooner, the student has a working session with the readers. Readers should receive the polished draft at least one week, and preferably two weeks, before the review session. At this session, the student will make a brief presentation on the findings of the research. The paper, its scope, contents, and fit with the literature, etc. will be thoroughly reviewed. This meeting is not designed as a thesis or project defense; it is not open to

other students. Rather, it is a work session for the student and the readers. Generally, the readers recommend revisions at the working meeting. Students should anticipate that they will require several more weeks of work to finalize the paper. If a student is planning to have an M.A. degree awarded in May, the work session must be held by the *middle of March* in order to allow time to incorporate comments, make revisions, and put the paper in the required final format. IDCE office staff will notify you of the final deadline as soon as the calendar is finalized.

If doing a Practitioner Paper, in addition to complying with the above timeline, the students must have their presentations scheduled with the community development organization by March 31. While the date must be scheduled by the 31st, the presentation can be after that date. The first reader must attend the presentation to the organization.

- 4) Once the readers have approved the revised paper, the student submits one hard copy in final form and one CD of the final version to the IDCE Program Office by the March deadline (it changes slightly from year to year—so be on the lookout for deadlines from the Student Services Office). The paper should be in the format required by the Clark University Graduate School for theses, dissertations, and formal papers including proper front matter, accepted page numbering, etc.

Visit the Clark University Graduate School Formatting Guides and Templates webpage for more information: www.clarku.edu/graduate/current/formattingguides.cfm.

General Timeline for CDP/M.A. Final Project

Month	Year One	Year Two
September	<ul style="list-style-type: none"> • Be thinking about topics • Be on the lookout for literature 	<ul style="list-style-type: none"> • Continue data collection <ul style="list-style-type: none"> • Secure 2nd reader
October	<ul style="list-style-type: none"> • Information meeting on process • Brainstorm ideas • Develop process to share resources and articles • Look at completed research papers available in the IDCE Student Services Office (ongoing) 	<ul style="list-style-type: none"> • Start data analysis • Refine questions, theoretical framework, and methodology • Write Literature Review and Methods section
November	<p><i>Continue from Oct.</i></p> <ul style="list-style-type: none"> • Make appointments with potential readers 	<ul style="list-style-type: none"> • Data analysis • Draft Findings section
December	<ul style="list-style-type: none"> • Continue to explore potential ideas and readers 	<ul style="list-style-type: none"> • Data analysis • Draft Analysis section
January	<ul style="list-style-type: none"> • Continue to explore potential ideas and readers 	<ul style="list-style-type: none"> • Draft Introduction and Conclusion • File Intent to Graduate form with IDCE Student Services Office with your unofficial transcript attached
February	<ul style="list-style-type: none"> • Meet with other students to share refined topic statements 	<ul style="list-style-type: none"> • First week of February COMPLETE DRAFT IS DUE to 1st reader. • Hand it to first reader, meet with first reader, make revisions • Have review session with both faculty readers • Polished draft due to both readers at least one week before review session
March	<ul style="list-style-type: none"> • Secure first reader 	<ul style="list-style-type: none"> • Incorporate all revisions • Resubmit final to first reader • Submit one formatted copy, signed by the advisor, to IDCE office by deadline.
April	<ul style="list-style-type: none"> • Read, read, read, and collect data 	<ul style="list-style-type: none"> • Finish up course work • If doing a Practitioner Project, hold meeting with client

May	• Submit to first reader, faculty advisor, and CDP Coordinator for approval a two-page proposal statement with topic, proposed research questions, course work, field work, and methods	• GRADUATE!!!
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IDCE Internship Requirements for Graduate Students

IDCE faculty can assist students in identifying internship opportunities; however, students are encouraged to identify their own internships. Internships can be done for credit, as negotiated with faculty, and depending on the opportunity, interns may also earn a stipend paid by the host agency. You must complete all steps of the Internship Requirements in order to receive credit.

Step 1: Search for an Internship

Search the Internet, job listings, the Careers Database on the IDCE website, IDCE ALL email messages, and the IDCE internship files in the IDCE Student and Academic Affairs Office for possible NGOs or local institutions that have paid or unpaid summer or semester internships. Talk to faculty who may know of openings. Ask second-year IDCE grad students and alums where they found internships. Inquire with a personal call, letter, or formal email to request updated information from an organization of your choice about current internships available and/or an application for internships. For a summer internship, begin your search by October or November.

Step 2: Apply for the Internship

Once you find an internship that interests you, apply well before the deadline. Competition will be stiff for choice internships.

Step 3: Complete an Internship Report

Once you have secured the internship, begin to fill out the **Internship Report**. This is a short paper that answers some general questions about the place of your internship. This report should be returned to the Student and Academic Affairs Office by the time your internship is complete.

If you wish to receive academic credit for your internship, continue on with Step 4.

Step 4: Get Internship Approval

Once you secure an internship, fill out an **Internship Proposal** form. Complete the form and meet with your faculty sponsor to describe your internship, its relevance to your studies, and the appropriate academic component that you wish to pursue. Once your faculty sponsor approves your internship and signs the application form, return two signed copies of the completed **Internship Proposal** form to the Student and Academic Affairs Office to be added to your student file.

Step 5: Register Your Internship for Credit

An internship must be a minimum of 210 hours to qualify for academic credit. You will need to secure a faculty sponsor to oversee your internship and complete an academic component in order for it to count towards one credit. You can register for academic credit for a summer internship in the fall semester following the internship **ONLY** if you have completed an **Internship Proposal** form and received approval from your faculty sponsor in the previous spring semester.

Academic Component

Before starting your internship, discuss the internship with your faculty sponsor, so that he/she can determine the academic component that best fits your internship. Your faculty sponsor must sign off on your academic component in order for you to receive credit. The options include:

1. Research Paper: A 15- to 20-page paper describing a research topic that you explored during the internship.

2. Research Materials: Produced as part of your internship, this is research that you carried out for the organization, such as a handbook, manual, report, or study.

Step 6: Complete the Internship

Before the final week of your internship, have your internship supervisor complete the **Internship Supervisor Evaluation** form and send it to the Student and Academic Affairs Office. Remember to fill out the **Internship Report**, too, and return it to the Student and Academic Affairs Office by the time your internship is complete.

Step 7: Complete the Academic Component

If you wish to receive credit, submit the academic component of your internship to your faculty sponsor within four weeks of completing the internship. This is the Research Paper or Research Materials. Talk to your faculty sponsor for guidelines and expectations regarding your academic component.

IDCE Internship Proposal

An internship must be a minimum of 210 hours to qualify for academic credit. Not more than 25% of your job duties should be clerical by nature.

Complete this form after you have secured an internship. Once your faculty sponsor signs below, return two copies to the Student and Academic Affairs Office to be added to your student file.

Please note: Before the final week of your internship, have your internship supervisor complete the **Internship Supervisor Evaluation** form and send it to the Student and Academic Affairs Office. If you wish to receive credit, submit the academic component of your internship to your faculty sponsor within four weeks of completing the internship.

Internship Proposal: _____

Student Name: _____

Address during internship: _____

Campus address: _____

Telephone: _____ **E-mail:** _____

Sponsoring Organization

Name of Organization: _____

Address: _____

Telephone: _____ **E-mail:** _____

Website: _____

Description of the Organization: _____

Internship Supervisor: _____

Title and Department: _____

Internship Title and Responsibilities:

Goals or End Product (reports, publications, etc.) of the Internship

Proposed Weekly Schedule (if possible, attach a work timetable that you have agreed upon with your internship supervisor.)

Hours per week: _____ **Total # of weeks:** _____

(Please note that international students must have any paid internship approved by the Director of International Students and Scholars.)

Faculty Sponsor: _____

Department: _____

Faculty Signature for Approved Internship: _____

IDCE Internship Report

Please answer the following questions and submit your report to the IDCE Student and Academic Affairs Office not more than four weeks after the internship is completed (by October 15 for summer internships). For GISDE students who will graduate in December under the internship option, this exact date should be coordinated with your advisor and the final M.A. project's deadline.

Internship Proposal: _____

Student Name: _____

I. Description of the sponsoring organization

- What is the organization's mission?
- What are its main areas of work and expertise, and where does it carry out its mission (in the U.S., other countries)?
- What is the organizational structure (e.g., staff composition, gender, cultures, etc.)?
- What are the organization's strengths? What areas need attention?
- How effectively does it accomplish its mission?

II. Description of the Internship Responsibilities

- Describe your responsibilities in the internship.
- How was your internship connected to the organization's mission?

III. Assessment of Your Internship

- What did you learn during this internship?
- How well did the internship relate to your course of studies and/or overall career goals?
- Would you recommend this internship for other IDCE students? Please explain.

Internship Supervisor Evaluation

Student Name: _____

Internship: _____

A letter from the internship supervisor describing internship responsibilities and performance is required for IDCE graduate students to receive academic graduate credit. Please request that your supervisor send this completed form to:

Clark University
Department of International Development, Community, and Environment - Internships
950 Main Street
Worcester, MA 01610-1477

Name of Supervisor: _____

Name of Organization: _____

Address: _____

Telephone: _____ **E-mail:** _____

Website: _____

1) How well did the Clark IDCE intern perform the responsibilities of the internship and live up to your expectations?

2) How well did the intern assimilate into the organization environment and culture?

3) Was the intern receptive to feedback?

5) Were there any areas in which a need for improvement was evident? Any particular problems? If so, please explain.

6) Was the intern's academic preparation adequate for the internship?

7) Would you be willing to sponsor another IDCE intern? If so, would you sponsor an intern for the summer? For a semester? Paid or unpaid?

Signature: _____ Date: _____

IDCE Intent to Graduate Form

Name: _____ Program: _____

Final Paper/Project Title:

_____ Please check if you have received permission from the Director of IDCE to write a thesis instead of a final paper.

Academic Advisor: _____

First Reader: _____

Second Reader: _____

Date of Review Session (if applicable): _____

When do you intend to graduate? _____

NOTE: All completed final papers/projects/theses, signed by your advisor and first reader, are due in the IDCE Student and Academic Affairs Office (Dilma Lucena's office), Room 24, in advance of the Clark University Graduate School deadline.

For the Academic Year 2009-2010, the Student and Academic Affairs deadlines for submitting your final project are as follows:

September 30, 2009 – for October 25 Graduation (**Intent to Graduate** form due on August 29)

November 3, 2009 – for December 8 Graduation (**Intent to Graduate** form due on October 3)

January 5, 2010 – for February 9 Graduation (**Intent to Graduate** form due on December 30)

March 23, 2010 – for May 17 Graduation (**Intent to Graduate** form due on February 23)

By this time, the IDCE Student and Academic Affairs Office must have received verification from your advisor that you have or will satisfactorily complete all your course work required for graduation.

For the Academic Year 2010-2011, please check with your faculty advisor or Student and Academic Affairs.

Please complete and return this form to the IDCE Student and Academic Affairs Office, Rm 24.

If you have any questions please contact Dilma Lucena by email at dlucena@clarku.edu.

IDCE GRADUATE STUDENT GUIDE

Choosing Your Course of Study

Balance Your Schedule: Challenge yourself, but don't overload and take too many classes. Three classes a semester, plus laboratory work and readings, will usually fill your schedule. Most students complete the degree requirements in 2 years as a full-time student. Students in the GISDE program can complete the program in three semesters, although most prefer the two-year schedule. Exceptionally qualified students may complete the GISDE program in a 12-month intensive track. You will need to talk with your advisor about these options.

Take Your Time: Choosing courses may seem difficult at first, but many people are here to help you. Your advisor and other IDCE faculty are valuable resources. Second-year IDCE students are another source of informal advice for courses. It is important to get as much information as possible and don't rely solely on one person's opinion.

Evaluate Interesting Courses: Here are some suggestions for evaluating classes:

- Get a syllabus or class outline and/or go to the University Bookstore online or in person to see what books are required for the class. Is the reading interesting? Does it challenge you?
- Talk to faculty and other graduate students. Think about how you want to structure your IDCE courses, independent study, and research and how their integration will help you gain the skills you desire. Use your program's course of study or your advisor to guide your decisions and planning.

Meet with Your Advisor: To make an appointment, contact your advisor to schedule a meeting via phone, email, or in person during office hours. IDCE faculty are all accessible, but it is important to make a scheduled appointment in advance to ensure that you have adequate time for discussion.

Registration

You have been given instructions from the ITS Department to create your Clark email account. Call ITS if you have questions. Students should check their Clark email accounts regularly for information from the Registrar's Office regarding the online registration process. **Please note:** *only* your Clark email address will be used for all University and IDCE communications.

To be able to register, you are required to have health insurance and be cleared by Health Services regarding mandatory immunizations. You will also need to have paid your deposit and have obtained the signature of your advisor for your course selection. During the Clark Graduate School Orientation, the Registrar's Office will assist new students with registering online. Continuing students have their courses approved by their advisors and then are cleared for pre-registration during the preceding semester.

Students are advised to read the Clark Refund Policy before registering for classes. You can find the information here: www.clarku.edu/offices/business/studentaccounts/refund.cfm.

Full-time/Part-time Status: Full-time students must take at least three course units per semester. If you register for fewer than three course units, you will be considered part-time. Check with your Student Accounts representative about whether your student loans can be deferred if you are a part-time student. Part-time students lose their Student Health Insurance coverage. International students should check with the Office of Intercultural Affairs before changing status.

Transfer Credits: Under some circumstances, up to two graduate course units (8 credits) may be transferred from another institution into a Clark University Graduate Program to count toward the 12-course-unit requirement for graduation. Transfer credits into an IDCE graduate program must be approved

by the Program Coordinator and the Director of IDCE and must be relevant to your particular course of specialization. Please note that transfers of credit requests are seldom approved due to the uniqueness of IDCE courses and each program. The transfers should be approved before students begin their M.A. course of study at IDCE or soon thereafter. Retrospective transfers are unusual. A student may petition the Program Coordinator and the Director of IDCE to request such a transfer and IDCE will assess the possibility of such transfers.

Non-resident Student Status: If you have completed all course work but are finishing your final M.A. project, you should register online as a “Non-Resident Graduate Student.” A completed Graduate Dean’s Action Form must be approved by the IDCE Director before you are moved to non-resident student status. In addition, you must pay a non-resident student fee to maintain registered student status each semester until your requirements are completed. If you withdraw and then apply later to be reinstated to complete your requirements and receive your degree, you will be charged non-resident fees for each semester you were not enrolled.

Graduation: IDCE graduates students in October, December, and May. The Commencement ceremony happens once a year (in May) and that is the only chance that students have to “walk” with their fellow graduates. Students that graduate during the other months will be allowed to walk in May of the subsequent year. Discuss your graduation plans with your advisor.

If you wish to receive your degree in May, submit the finished, formatted and signed copy of your final M.A. project, as well as the **Intent to Graduate** form, to the IDCE Student and Academic Affairs Office on or before the set deadline. Students will be notified of the deadline through email. (Note: It is the student’s responsibility to check the exact date with the IDCE student and academic affairs coordinator each year; deadlines are usually one month prior to the graduation month). There are no exceptions to this deadline.

If you are not graduating in May, submit the **Intent to Graduate** form before the start of classes in August (to avoid being charged non-resident student fees).

Writing and Research

Final M.A. Project: IDCE program handbooks contain specific information on the requirements, format, and deadlines for each program’s final research requirement. Typically students choose between three options: research paper, practitioner paper, and thesis. Because an M.A. from IDCE requires a final M.A. project, specific guidelines and timetables for working with your faculty reader must be followed if you wish to receive your degree on time. **IDCE reserves the right to make modifications to guidelines and procedures at any time.**

The Writing Center: You can improve your written work by making appointments to meet with a graduate writing consultant at the Writing Center in Corner House, 142 Woodland Street. In a session, a consultant can help you generate ideas, organize your paper, or make revisions to an existing draft. Bring a copy of your writing assignment and whatever writing you have towards that assignment (even if it is a rough draft).

The Center’s library includes materials on writing in various disciplines and information about citation styles. Appointments are available Monday to Thursday from 9 a.m. to 8 p.m. On Fridays, the Writing Center has appointments available from 9 a.m. to 5 p.m. You may schedule, cancel, or change an appointment online www.rich17.com/clarku. You may also call the Writing Center at (508) 793-7405 (on campus x7405) to schedule an appointment.

The Center also has links to helpful writing resources at:
www.clarku.edu/departments/writingatclark/center.cfm.

Please remember the Writing Center is very busy at midterm and finals.

Standards of Academic Integrity: You must be exceedingly careful to avoid plagiarism, which carries serious penalties in U.S. academic institutions. Remember that you must indicate the source of your information whenever you:

- summarize what another has written or said,
- restate another source's words or ideas, or
- use a direct quotation of the exact words written or spoken by another.

You may want to stop by the Writing Center to get a better idea about how to cite sources and complete a thesis statement prior to beginning your final M.A. project.

Extracurricular Opportunities

IDCE Student Association: The IDCE Student Association is run by and for IDCE students. It provides an informal social and intellectual forum for IDCE students, faculty, and staff to exchange ideas. Its purpose is to enrich the graduate student experience and to express student views. During meetings and retreats, IDCE students may discuss questions, concerns, and observations about the curriculum. In this way, the Student Association acts as a sounding board, providing an opportunity to voice opinions about IDCE programs and to propose changes to the department. The association also provides support and guidance during your time at Clark. Many IDCE graduate students have extensive field experience and theoretical knowledge to share with each other and with undergraduates. The Student Association hosts IDCE-sponsored events throughout the academic year. All IDCE students are automatically members of the IDCE Student Association.

IDCEALL Email List: IDCE provides its graduate students with information regarding social events, lectures, conferences, funding opportunities, internships, and job opportunities. This information is delivered via your Clark email account, so it is important that you check your Clark email very regularly. (IDCEALL email is monitored, so inappropriate messages and "spam" will never be distributed. Remembering to delete old and sent messages will help ensure that your email account will always be able to receive new mail.)

IDCE provides an effective avenue to share invaluable professional resources and information among IDCE community members online at www.clarku.edu/departments/idce/studentsCareers.cfm. You are encouraged to email any job, internship, or event to IDCE staff for distribution to your fellow students.

Don't forget to also check out the guide *Things to do in the Woo*, a sourcebook created by former IDCE students. You can find it here: www.clarku.edu/departments/idce/docs/Things_Worcester.pdf.

Teaching and Research Assistantships: There are usually a limited number of Teaching Assistant and Research Assistant positions available within the IDCE Department. Other paid positions may be available to graduate students as needs arise within the IDCE department or within other departments on campus. These will be posted through IDCEALL. These positions are filled on the basis of merit, experience, and fit to the required responsibilities.

Campus Resources

Academic Commons at Goddard Library: Named for the Clark physicist who invented the rocket technology that made space travel possible, Goddard Library has recently been transformed into The Academic Commons at Goddard Library. The project reshaped the University's main library into a cutting-edge facility for research, teaching and learning by centralizing academic and research support services for students and faculty. The Academic Commons provides traditional and electronic resources, including Goddard's collection of more than 375,000 volumes, 275,000 monographs, subscriptions to 1,500

periodicals, full Internet access, nearly 50 subject specific data bases and a public on-line catalog available 24-hours a day. The Academic Commons houses an Archives and Special Collection area.

Check out the Goddard Library web page at www.clarku.edu/research/goddard for details. You can find additional help at the Library's Reference Desk. The reference librarians will help you to access the Goddard Library collection, as well as the extended resources of the Worcester Consortium and the Internet.

GISDE Resource Labs: The GISDE Computer Lab contains high performance microcomputers, a high-resolution color scanner, laser and color ink jet printers, GPS receivers and Ethernet connections. Available software includes IDRISI, CartaLinx, ArcGIS, and many others pertinent to GIS, statistics, database management, and graphics production. Also available to GISDE students are computer facilities in the Lab at 10 Hawthorne Street and the JK Wright Lab in the School of Geography.

The Jeanne X. Kasperson Library: The Jeanne X. Kasperson Research Library is dedicated to higher learning and to supporting those who seek to expand their knowledge. The primary mission of the Library is to support Clark University's extensive environmental research programs. This includes but is not limited to programs conducted under the aegis of the George Perkins Marsh Research Institute, the School of Geography, and the Department of International Development, Community, and Environment. The Library is committed to serving the educational functions of the University and the broader community in order to further research related to sustainability and global environmental change, international development, and risk and hazards to society and the environment.

The Kasperson Research Library offers one of the most extensive research collections in North America on risks and hazards and global environmental change. In addition, the library collection includes holdings in technology, water and energy policy, and sustainability.

The Kasperson Research Library collects publications on relevant subjects from international, national and subnational institutions and is also one of the few libraries that systematically collects reports from national and international programs such as the International Geosphere-Biosphere Programme, Diversitas, the Millennium Ecosystems Assessment, and the Human Dimensions of Global Environmental Change Programme. The library staff tracks international and regional treaties and protocols, national and subnational legislation and the initiatives of multinational corporations and trade associations. The library also maintains informal exchange agreements with 25 institutions worldwide.

The George Perkins Marsh Institute: The Marsh Institute at Clark University is dedicated to research on one of the most fundamental questions confronting humankind: What is and ought to be our relationship with nature? Named after the noted environmentalist George Perkins Marsh and built on a tradition of basic and applied research on environmental hazards and international development, the Institute fosters team-based research that engages graduate students and research faculty in problem formulation and resolution. It is home to some 63 research faculty, staff, and graduate students, with appointments ranging from the humanities to the social and natural sciences.

The Marsh Institute is organized as a consortium of research centers or units and the Jeanne X. Kasperson Research Library. Studies focus on human-environment relationships across a wide array of themes including: risks and hazards; the human dimensions of global environmental change; resource and environmental policy; industrialization and globalization; homeland security; and the development and application of geographic information science across multiple disciplines.

The Institute does not grant degrees, but advanced degrees can be sought through the affiliated programs and departments of Clark University. Support comes from the University, private donations, grants from foundations, and grants and contracts from state and federal agencies.

Language Arts Resource Center (LARC): Located on the fourth floor of Goddard Library, this is a multimedia language instruction center. Multiple sources for learning include an extensive library of computer programs, audio and video tapes, and interactive translation facilities. The LARC area also houses a satellite-connected television, which provides worldwide news.

Information Technology Services (ITS): ITS provides general purpose computing facilities, software, network connectivity, and network resources for the University. Information about ITS services is available at www.clarku.edu/ITS. If you need computing assistance, the Help Desk is available to answer your questions by calling 793-7704, or by email at sos@clarku.edu.

Career Services

Clark University's Career Services can be found at 122 Woodland St., 2nd & 3rd floors. The office provides services and programs to assist students in making informed decisions regarding their long- and short-term career goals. Staff offer effective career planning resources, including assistance with internship and job search strategies, effective resume and cover letter writing, informational and job interviewing, and networking skills. The following services and resources are available:

Career Advising – Students may schedule individual appointments with a Career Advisor to clarify their goals, preferences, skills, and interests.

Career Resources – The Career Services Library contains information on career fields, internship and job search techniques, employer directories, and literature. In addition to print resources, Career Services subscribes to a number of online resources that may be useful to IDCE students. Workshops and internship/job fairs are offered throughout the academic year.

Alumni Networking – Career Services advisors have access to the Clark Alumni Online Community database, which can assist students in identifying alumni who may provide useful career and networking information.

For IDCE students specifically, the department has created an online **Career Database** and our **Career Postings** site with advertisements for jobs, internships, funding and conferences. You may access the pages here: www.clarku.edu/departments/idce/studentsCareers.cfm and login with your Clark credentials.

During the Fall of 2009, IDCE is working on a new Careers Component to the IDCE website. Please inquire about this with the IDCE staff for more information.

Recreation and Culture

On Campus: The Visual and Performing Arts Department often sponsors plays in Little Center Theater, concerts in the Traina Center, music in Estabrook Hall, and art exhibitions in the Art Gallery on the ground floor of the Goddard Library. Cinema 320 offers a reasonably priced film series in Room 320 of Jefferson Academic Center. Check the Cinema 320 website at www.cinema320.com and for event listings; also remember to check Clark activity calendars at www.socialweb.net/clark.

Intramurals: Many IDCE students enjoy playing intramural co-ed volleyball or soccer. Visit www.clarku.edu/athletics/intwellness to learn more.

In Worcester: From Wednesday through Sunday, there are concerts, film series, special art exhibitions, and lectures to enjoy at the **Worcester Art Museum** on Salisbury Street. Admission is free with your Clark ID. The museum is accessible from the Consortium shuttle bus stop at WPI on Salisbury Street. During the year there are concerts ranging from rock to opera at **Mechanics Hall** and the **DCU Center**. The **EcoTarium** features exhibits on ecology and native wildlife, while **Higgins Armory** presents one of the largest collections of medieval armor in the country.

Transportation

Getting around Worcester without a car can be a challenge, so it is helpful to use public transportation or to arrange carpool trips or shared taxis with friends to visit the supermarket, etc.

The Consortium Shuttle: The Colleges of Worcester Consortium Shuttle helps you get to other campuses in the Worcester area and to a few other local spots. You can pick up the shuttle outside of Atwood Hall on Downing Street. It leaves every hour on the 26th minute, with the first shuttle leaving at 7:26 a.m. and the last at 6:26 p.m. You can find more information, including a detailed schedule, at www.cowc.org/college-student-resources/shuttle.

Student Council Van: This provides regular transportation to Walgreens, Union Station, Highland Street, and the Shoppes at Blackstone Valley. The van runs between 3 p.m. and 12 a.m. Fridays, and 1 p.m. and 1 a.m. Saturdays.

Student Escort Service: The Student Escort Service provides all members of the Clark community with escort service from 5 p.m. to 4 a.m. during the academic year, within a quarter of a mile from campus. Call 508-793-7777 (x7777 from an on-campus phone) for a ride.

Taxi: Local taxi companies include Yellow Cab at 508-754-3211 and Red Cab at 508-792-9999.

Car Rental: Most of the major rental agencies such as Hertz, Budget, Avis, Thrifty, and Enterprise have offices in Worcester. If choosing Enterprise, members of the Clark community can ask for the Clark University rate.

City Buses: Worcester Regional Transit Authority (WRTA): You can pick up a city bus outside of the University Center, on Main and Grand streets, or at Main and Beaver streets. For more information and a complete schedule, visit www.therta.com.

Intercity Buses and Trains: Worcester's beautifully renovated Union Station houses intercity train and bus services.

Buses. Serviced by Greyhound Lines, Inc. and Peter Pan Bus Lines. For fares and schedule information about Greyhound, call 1-800-231-2222, or visit www.greyhound.com. For more information about Peter Pan, which only services the northeastern seaboard, call 1-800-343-9999, or visit www.peterpanbus.com.

Trains. You can get to and from more than 500 cities nationwide. Commuter trains to Boston stop at several stations along Boston's subway system (known locally as "The T"). You can get to Union Station by bus if you transfer to the 1, 5, 12 or 15 at City Hall. Schedule information is available from www.amtrak.com or the MBTA Commuter Rail information at www.mbta.com.

International Airports: There are three international airports serving the Worcester area, all approximately an hour away depending on weather and traffic conditions:

Boston, MA: Logan International Airport
Providence, RI: T.F. Green Airport
Hartford, CT: Bradley International Airport

Getting to the Airport: You can arrange a limousine van ride from Worcester to either T. F. Green or Logan by calling Worcester Airport Limousine Service at 800-660-0992 or visiting them on the web at www.wlimo.com. Be sure to make your reservations early.

Alternative ways to get to Logan Airport, Boston: In addition to Worcester Airport Limousine Service, Logan is accessible from Worcester by bus and commuter rail. If you're in Boston already, you can use the subway or "T".

Student Health Services and Insurance

Health Services is located at 501 Park Avenue and is open Monday through Friday, 9 a.m. to 5 p.m. There are no services during the summer or school vacations. As a primary care setting, Clark University Health Services provides acute illness care, gynecological and contraceptive services, allergy desensitization, as well as health counseling and education. The professional Health Services staff includes nurse practitioners, registered nurses and part-time physicians. Students are also referred to a number of excellent specialists from an extensive referral network.

By law, Clark cannot release information about your health or health records without your authorization—even to your parents. Please be sure to give Health Services your permission each time before your parents call us.

Whenever you have a health-related problem, an appointment with the Health Services staff will help you identify the problem and give you the information needed for you to make the best choice for treatment. Clark Health Services also provides information for international students as well as information about insurance and health forms and medication requirements.

The Clark University Health Service is a primary care outpatient clinic offering a variety of services and programs including:

- Diagnosis and treatment of acute and sub-acute episodic illnesses and injuries
- Ongoing and follow-up care of pre-existing chronic conditions such as diabetes, asthma, colitis, etc.
- Diagnostic laboratory testing
- Contraceptive counseling and gynecological services
- Sexually transmitted disease (STD) health education
- Immunization to prevent diseases
- Desensitization (allergy injections)
- Sports medicine
- Stress reduction
- Eating disorders and nutrition counseling
- Smoking cessation

Clinical Services are provided by nurses, nurse practitioners, physicians and support staff. Physicians affiliated with the major teaching hospitals in the Worcester area are present in the Health Service every day.

Other Health Services

Worcester is home to two community health centers. Each is a comprehensive, multicultural, community health center with medical, dental, and mental health services, available to families and individuals of all ages regardless of the ability to pay. Health Centers pay special attention to chronic disease management, including diabetes, HIV and AIDS, and cardiovascular diseases. Services can be arranged in the following languages: Spanish, Portuguese, Vietnamese, Albanian, and others by appointment. Family Health Center of Worcester, Inc. is within a mile walking distance. For services visit: www.fhew.org. Great Brook Valley Health Center is located at 19 Tacoma Street, Worcester.

Further, the University of Massachusetts Medical School and UMass Memorial Health Care, located in Worcester, are world class institutions that provide medical education and care. The University of Massachusetts Medical School and UMass Memorial Health Care share a common campus and a common

goal: to serve the people of the region through excellence in education, patient care, biomedical research and public service.

Obtaining a Social Security Number

Changes made to Social Security regulations during the past year now require international students studying in the U.S. on F-1 and J-1 visas to present evidence that they have secured a job in order to be eligible for a social security number. All necessary information regarding a Social Security Number application will be presented during the **International Graduate Student Orientation**.

Please note that newly admitted students who are eligible for a SSN will not be able to obtain all the necessary documents and submit their SSN application until the second week of their first semester (due to immigration regulations as well as processing time within the Social Security Administration and the University).

Receiving Mail at IDCE

All IDCE students have a mail folder in the Student Lounge area file cabinet inside the IDCE House. This file is primarily for internal use. Faculty and students will often communicate through the mail folders and campus mail will be delivered to your file. Both campus and off-campus mail is usually delivered to the IDCE House from the Clark University Mailroom twice a day. Students living off-campus should have all mail delivered to their home address.

Students Living in On-Campus Housing: The only option for students living in on-campus housing is to have their mail delivered to IDCE. All personal mail of students living on campus will be placed in these files. It is the student's responsibility to check the file frequently. Please keep in mind that the file cabinet is not locked. Your address is as follows:

NAME

Clark University - IDCE Department

950 Main Street

Worcester, MA 01610

Packages: As with regular mail, all packages for students living on-campus will be delivered to the IDCE House. Anyone else expecting a package to be delivered to IDCE should inform a staff member.

Clark University Checks: All Clark University payroll checks and reimbursement checks for IDCE students are delivered to IDCE from Clark University Accounting and Payroll Offices. They are delivered on alternating Fridays. Checks can be picked up in the IDCE Student and Academic Affairs Office on that same Friday or the following Monday. Please pick up your statement even if you have an automatic deposit set-up. Make sure that your address is correct and updated with Glenn Godfrey in the Payroll Office on Downing St.

Summer Mail: Mail is not forwarded in the summer. It will accumulate in your mail folder. If you are in the area, please check your folder periodically.

After Graduation: All students who graduate are asked to remove their folder from the file. This will remind us that you are no longer in the area. Mail is forwarded for three months after graduation. After that it is "Returned to the Sender." **IMPORTANT!!!** Please notify any agency, friend, family member, magazine subscription, or other mail contact of your new address once you leave IDCE.

Remember that the IDCE website is a great communication tool while you are completing your studies. You can find information on faculty, alumni, research activities, as well as download our program's handbook, check out events, and much more: www.clarku.edu/idce.

Administration and Staff

Director of IDCE
William F. Fisher, Ph.D.

Assistant Director of IDCE
Dave Bell, Ph.D.

Program Coordinators
IDSC: Anita Häusermann Fábos, Ph.D.
ES&P: Jennie Stephens, Ph.D.
CDP: Laurie Ross, Ph.D.
GISDE: Yelena Ogneva-Himmelberger, Ph.D.

To contact other IDCE faculty, please see their office hours on their office doors or visit their webpage for contact information.

Admissions Coordinator
Paula Hall

Admissions Assistant
Lisa O'Neill

Student and Academic Affairs Coordinator
Dilma Lucena

Assistant to the Director/Office Manager
Jacqueline Murphy

Marketing and Publications Manager
Jillian Johnstone