Carnegie Mellon University
Human-Computer Interaction Institute

Student Policies and Procedures Handbook
Fall 2013

Welcome Note from Professor Justine Cassell, Director of the HCII

It is with great pleasure and pride that I welcome you to the Human-Computer Interaction Institute of Carnegie Mellon University. Unique in our commitment to building bridges between disciplines – Design, Computer Science and the Social and Behavioral Sciences – we are also unparalleled in our commitment to building a community based on collaboration among disciplines and among cultures, predicated on teamwork and respect. This is a community of learning. We are a community of learners. We expect that you will grow and change while you are here and we expect this growth and change to be catalyzed by your interactions with both your student colleagues and with the faculty.

Please know that my door is always open to you. I look forward to learning along with you, and to sharing the excitement of being members of this exceptional community.

Welcome once again, and congratulations on your matriculation at Carnegie Mellon's HCII.

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INTRODUCTION TO THE HCII

MISSION
The Human-Computer Interaction Institute (HCII) is an interdisciplinary community of students and faculty at Carnegie Mellon University. The HCII's mission is to understand and create technology that harmonizes with and improves human capabilities, goals, and social environments, through interdisciplinary research and education joining design, computer science, and behavioral and social sciences.

While the HCII is headquartered within the School of Computer Science, members of the HCII community represent a broad spectrum of the CMU campus including the College of Humanities and Social Sciences, Graduate School of Industrial Administration, College of Fine Arts, Tepper School of Business, Carnegie Institute of Technology, as well as the School of Computer Science. Collaborators and sponsors come from other universities in Pittsburgh and around the world, and a range of industry partners from small startup companies to multi-national corporations.

HISTORY
The idea for a Human-Computer Interaction Institute at CMU can be traced back to 1967, and to the very origins of the computer science program here.  Founders Allen Newell, Herbert A. Simon, and Alan J. Perlis – an interdisciplinary team if ever there was one –believed that the new discipline of computer science should include the study of phenomena surrounding computers, not just the theory and design of computation devices themselves
(Letter to Science, vol. 157, no. 3795, 9/22/67, pp. 1373-1374).

In 1985, Bonnie John (still a graduate student at the time!) opened the first user studies laboratories for faculty and student use. Originally built to observe and record individual users of the ZOG system (an early hypermedia system), the labs are now used for training in usability analysis and for carrying out a large range of studies in human-computer interaction. In 1993, Bonnie John offered the first CMU course in Human-Computer Interaction. Soon after, a committee drawing on faculty across the campus founded the Institute.

By 2000, the CMU faculty/staff directory listed over 60 faculty, staff, and postdoctoral researchers affiliated with the HCII. HCII research and educational programs span a full cycle of knowledge creation. The cycle includes research on how people work, play, and communicate within groups, organizations, and social structures. It includes the design, creation, and evaluation of technologies and tools to support human and social activities. The HCII has a record of evaluating and monitoring the immediate and longer-term usability and social aspects of new technologies and tools. This work informs new technologies and tools.

RESEARCH
Research carried out at the HCII addresses all of the areas in which people live and work, communicate and collaborate, learn and change with and through technology. Some examples are user-interface software tools, cognitive models, dialogue systems, data visualization, gesture recognition, intelligent agents, visual interface design, human-robot interaction, computer-supported cooperative work, computer music and drama, intelligent tutors, technical writing, assistive technologies, and the organizational and social impact of technology. Our methodologies are as varied as the research we carry out.  HCII faculty and students are often solicited as collaborators, by academia and industry. Our industry alliances range from an individual company working with a small group of students to multi-company consortia seeking multi-national solutions.

ACADEMIC PROGRAMS
The Human-Computer Interaction Institute (HCII) at Carnegie Mellon University is pleased to offer multidisciplinary undergraduate and graduate educational programs that emphasize understanding, implementing and evaluating technologies for the benefit of people and society. Each academic program has prepared materials specific to that program and which are available as an addendum to this handbook.

HCII ADMINSTRATIVE CONTACT INFORMATION


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CARNEGIE MELLON CODE

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical and moral conduct possible. These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

The discovery, advancement and communication of knowledge are not possible without a commitment to these standards. Creativity cannot exist without acknowledgment of the creativity of others. New knowledge cannot be developed without credit for prior knowledge. Without the ability to trust that these principles will be observed, an academic community cannot exist. The commitment of its faculty, staff and students to these standards contributes to the high respect in which the Carnegie Mellon degree is held. Students must not destroy that respect by their failure to meet these standards. Students who cannot meet them should voluntarily withdraw from the University.

~Reprinted from The Word
(http://www.studentaffairs.cmu.edu/theword/code.html)


REASONABLE PERSON PRINCIPLE

We believe that quality does not come from rules and structure, but from high standards and a vigorous and exciting environment. Consequently the department has a bare minimum of rules and requirements. Instead, as in other parts of the Institute and School, we rely on the reasonable person principle is. This principle says in essence that we should all operate under the assumption that we are reasonable and intelligent adults in a cooperative community, and that we will operate in all situations as a reasonable person would. Everyone is expected to know that the lack of a specific rule is not a license to game the system, subvert its intent, or do something outside what any reasonable person would see as right. When something is not clear, ask first!

COMMUNITY STANDARDS, POLICIES & PROCEDURES

Carnegie Mellon is a community of diverse members committed to maintaining an environment that encourages personal and intellectual growth that promote our traditions of innovation, leadership, responsibility to society, learning, dedication, commitment to quality and commitment to each other. We are a community with high standards and high expectations for those who choose to become members, including established community standards intended to foster behavior that is consistent with a civil and educational setting.

It is the responsibility of each community member to become familiar with the standards and expectations of the Carnegie Mellon community. In general, each member should:

• Respect the rights of others
• Respect the property of individuals, groups and Carnegie Mellon
• Know, understand and abide by all Carnegie Mellon community standards, policies and regulations, as well as all local, state and federal laws.
• Engage in behavior that does not interfere with individual, group or Carnegie Mellon regular activities and/or operation
• Ensure that guests behave in a manner consistent with and in accordance with the expectations of our community. At the core, the standards, policies and regulations of the Carnegie Mellon community are designed with one or more of the following four purposes: to promote and protect the rights of members of, or visitors to, the community; to promote and protect the health and safety of members of, or visitors to, the community; to promote and protect the academic integrity of the community; and to promote the respect of and protect the property of the community members and University.

COMMUNITY STANDARDS VIOLATIONS
As members of the University community, Carnegie Mellon students are expected to respect the rights of all students, faculty and staff and adhere to the policies outlined in the Student Handbook contained in The Word, available at http://www.studentaffairs.cmu.edu/theword/ and any applicable college, department or graduate program handbooks. If a student has observed a violation of university policy or law, or feels harmed by another student's misconduct (e.g. affecting his/her welfare, property, safety or security) he/she should file a report with the Dean of Student Affairs, the Student Life Office, and/or University Police as appropriate.

The procedures for adjudicating community standards violations and for appealing the results are available at


http://www.studentaffairs.cmu.edu/theword/comm_standards/standards.html

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For more information about community standards and disciplinary procedures, please contact the Student Life Office at (412) 268-2142 or visit the Community Standards website (http://www.cmu.edu/student-affairs/theword//comm_standards/standards.html)

STUDENT POLICY LINKS:

http://www.cmu.edu/policies/StudentPolicy.html

Policy on Equal Employment Opportunities/Affirmative Action

http://www.cmu.edu/policies/documents/EEOAA.html

Alcohol & Drugs

http://www.cmu.edu/policies/documents/DrugAlcohol.html

Grading Policies

http://www.cmu.edu/policies/documents/Grades.html

Privacy Rights of Students

http://www.cmu.edu/policies/documents/StPrivacy.html

Copyright Policy

http://www.cmu.edu/policies/documents/Copyright.html

Student Health Insurance Policy

http://www.cmu.edu/health-services/student-insurance/

DISCIPLINARY ACTION FOR CHEATING OR PLAGIARISM

While there is a university-wide disciplinary committee which handles serious disciplinary matters referred to it, the responsibility for establishing disciplinary guidelines rests with each department. It is felt that the following set of rules can be uniformly and fairly applied in the Human-Computer Interaction Institute.

First, cheating in any form is not permitted as an ethical or professional behavior and will not be tolerated. Cheating includes, but is not necessarily limited to:

• The use of unauthorized materials including computer programs in preparation of an assignment or during an examination.
• The submission or use of falsified data.
• The submission of work that is not the student's own.
• Plagiarism- use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. (See below)
• The use of an alternate/stand-in/proxy during an examination.
• Supplying unauthorized data to another student for the preparation of an assignment or during an examination.
• Collaboration in the preparation of an assignment, unless specifically required or allowed by the instructor, will usually be viewed as cheating. Each student, therefore, is responsible for understanding the policies of the instructor offering any course as they refer to the amount of help and collaboration permitted in preparation of assignments.
Should any student be found guilty of cheating on a quiz, exam, homework or project, at minimum a zero grade will be recorded and then averaged in with the other grades (should there be any) for the term. Depending on the circumstances, and at the discretion of the instructor and the Department Head, the student may be failed in the course and may be expelled from the University. In any case, the University will be notified of any case of cheating or plagiarism. A repeated occurrence of cheating will be treated as an automatic failure (R grade) and expulsion from the University.

A subtler form of cheating arises in the form of plagiarism, which is defined as "passing off as one's own the ideas or works of another." Making use of reference material and failing to note (either at all or properly) the original source constitutes plagiarism. When two or more people work together on an individual project and each then turns in his/her individual report as though no collaboration was involved, this also is plagiarism. Simply rewriting another's words or thoughts, or rearranging another's materials, is in every sense plagiarism - unless the student properly and completely references such material, each and every time it is used and to the full extent of usage.

Should a case of plagiarism arise, the initial responsibility for judging the seriousness of the offense will rest with the instructor. If the instructor feels

that the student was simply sloppy in referencing the material used and plagiarized, a judgment of sloppy professionalism rather than cheating will be made. The grade for the paper, project or thesis will be lowered by at least one grade point. On the other hand, if the instructor feels that the student plagiarized flagrantly, and intentionally meant to mislead the instructor into thinking that the work was the student's own original work, the grade for the report, project or thesis will be recorded as zero.

It should be emphasized that any group collaboration that involves individual take-home projects, papers or theses should be carried out only with considerable discretion. That is, students are encouraged to discuss and collaborate among themselves on the various principles which are exposited in class or covered in the reading material, etc.; but any group discussion or collaboration which involves any specifics of take-home projects, papers or theses should be avoided - unless the ideas or efforts of others are properly noted. Put differently, when individual work and thinking is called for, group thinking and/or work is entirely inappropriate and is a form of plagiarism.

In any case of cheating or plagiarism, the student may request a review of the instructor's decision by the department head, who will then make the final decision for the department. The student, of course, can appeal any faculty decision to the University Committee on Discipline. In a case of flagrant cheating by a graduate student on a thesis, the matter will be forwarded to the Disciplinary Committee for stronger action.

University Policy on Cheating and Plagiarism
University Academic Disciplinary Actions Overview for Graduate Students

DISCRIMINATORY HARASSMENT
Carnegie Mellon is firmly committed to intellectual honesty, freedom of inquiry and expression and respect for the dignity of each individual. Acts of discriminatory harassment or intimidation will not be tolerated, whether based on race, ancestry, color, national origin, gender, disability, religion, creed, belief, age, veteran status or sexual orientation.

Graduate Students with concerns or grievances related to discriminatory harassment or intimidation by another student should contact the Dean of Student Affairs for resolution. Acts of harassment or intimidation by a student may be referred the University Committee on Discipline.

Graduate Students with concerns or grievances related to alleged discriminatory harassment or intimidation by a faculty or staff member should contact the University Ombudsman and Assistant Vice President for Diversity and Equal Opportunity Services (412) 268-1018. In cases of discriminatory harassment where the alleged actor is a faculty or staff member, the process will follow (as closely as appropriate under the circumstances of the case) the process outlined for resolution of claims of sexual harassment.

SEXUAL HARASSMENT
Graduate student grievances or concerns relating to sexual harassment will be handled according to the University's Policy Against Sexual Harassment. Any member of the university community, whether faculty member, student, or staff member, who believes she or he has been subjected to sexual harassment or knows of the occurrence of probable sexual harassment is strongly urged to immediately contact one of the sexual harassment advisors or policy coordinators directly or with the help of the sexual harassment hotline (412268-7445).

For further information about the processes contemplated by the University's Policy Against Sexual Harassment, see, Policy Against Sexual Harassment http://www.cmu.edu/policies/documents/SexHarass.html and Sexual Harassment Advisors


http://www.cmu.edu/policies/documents/HarassSupplement.html

CULTURAL AWARENESS AND RESPECT
The HCII is an extremely diverse department. This year you will join students from more than 10 different countries, with whom you will work and live as a community. Working with colleagues from different backgrounds than your own is an invaluable learning experience, and an integral part of education. We expect that students from different cultures will have different attitudes, including attitudes toward gender, race, age, religion, sexual orientation, and disability, and encountering and discussing these differences may form the subject of some of your most valuable learning moments. And yet, regardless of your attitudes or those of your peers, respect must govern every one of your actions. That is, we expect that students and faculty, regardless of background, age or rank, will deal with each other respectfully, without insult or antagonism. Because of the importance of respect in the intensely collaborative environment of the HCII, violations will be dealt with severely. Repeated infractions may result in a student's termination from his/her program, in which case no tuition refund will be available.

ABSENCES

The HCII views attendance as an individual student responsibility. Students are expected to attend classes, task and team meetings, presentations, seminars, and so forth. For meetings where the student's absence could hinder the performance of the group, such as task meetings, team meetings and group presentations, it is the student's responsibility to provide satisfactory evidence to the appropriate Director (PhD, MHCI or BHCI) to substantiate the reason for the absence. Among the reasons absences are considered excused by the program are the following:

• Death or major illness in a student's immediate family. Immediate family refers to: mother, father, sister, brother, grandparents, spouse, child. If unclear, check with your program director in advance of your absence.
• Illness of a dependent family member.
• Illness that is too severe or contagious for the student to attend (to be determined by Health Center or off-campus physician).
Leaves of Absence

Students who wish to leave their program temporarily (outside of industrial research internships) may request a leave of absence by submitting a request to their program director. If granted, leaves are initially extended for a period of no more than one year. However, an extension of up to one additional year may be granted under exceptional circumstances. When an extension is granted, the conditions for return must be negotiated with the advisor and approved by the program director prior to returning to the program. Further extensions of leave will not be granted. Students should be in good standing in order to be granted a leave of absence.

Students on leave of absence must contact their program coordinator two months prior to the end of the leave to indicate their plans. While a leave can in principle start at any time, university regulations allow students to return only at the beginning of a semester (usually late August or January).

INTELLECTUAL PROPERTY DISPUTES
Disputes concerning rights to intellectual property must be resolved according to the procedures set forth in the University's Intellectual Property Policy, available at: http://www.cmu.edu/policies/documents/IntelProp.html

RESEARCH MISCONDUCT
Carnegie Mellon University is responsible for the integrity of research conducted at the University. As a community of scholars, in which truth and integrity are fundamental, the University has established procedures for the investigation of allegations of misconduct of research with due care to protect the rights of those accused, those making the allegations, and the University. The procedures for handling allegations of research misconduct are set forth in the Policy for Handling Alleged Misconduct in Research at Carnegie Mellon University, available at http://www.cmu.edu/policies/documents/ResrchMisc.html.

For graduate students found responsible for research misconduct, the President of the University may impose specific sanctions up to and including expulsion. The imposition of sanctions is subject to the procedures for approval and/or appeal prescribed for community standards violations, available at http://www.studentaffairs.cmu.edu/theword/comm_standards/standards.html

GRADUATE STUDENT CONCERNS & GRIEVANCES

Graduate students are encouraged to discuss any concerns or grievances initially with the faculty or staff member(s) involved. If no resolution is obtained, students are expected to seek informal resolution of grievances through consultations within the academic unit, department or program (including the academic advisor, program director and/or department head). Students may also seek assistance with the informal resolution of a grievance through the designated college ombudsperson or the Assistant Vice Provost for Graduate Education.

If a grievance cannot be resolved informally with the faculty or staff member, or through consultation with the program director or department head, students should follow the Computer Science grievance policy and procedure:

http://www.cmu.edu/policies/StudentPolicy.html

All points laid out in this handbook follow the policies of the School of Computer Science (SCS) and/or university policies, as defined on the official CMU Policies website (http://www.cmu.edu/policies/ ).