Graduate and Professional Programs (GAPP)

New Faculty Orientation

Binh Tran
Associate Dean, Master's Services
Graduate and Professional Programs
binhtran@usc.edu
213-821-1322

What is GAPP?

- Support Viterbi students seeking a graduate degree (MS and PhD)
- Your liaison in Viterbi and the rest of the university on any issues related to graduate programs, students, policies etc.
- DEN@Viterbi
- Professional Programs
- Manage Viterbi International Offices (Bangalore, Shanghai)

Master's Programs

- Recruitment and conversion strategy for all MS program
- Manage Viterbi International Offices (Beijing, Shanghai and Bangalore)
- Student Services
  - approval of OPT, CPT, petitions,
  - work with departments on issues / opportunities
  - Advisement is handled at the department level
  - Build a sense of community and positive experience for MS students
  - Events (commencement, orientation, etc..)
- Track and address academic performance
  - Monitor and send probation letters to all who below 3.0
  - Work with departments on evaluating students who should be reviewed for dismissal
  - Academic integrity issues
- Enrollment trends and tracking

DEN@Viterbi

- DEN@Viterbi is a *delivery mechanism* for graduate engineering education
- **Programs delivered:**
  - 40+ M.S. degrees
  - 5 graduate certificates
  - Over 80% of M.S. courses are available via DEN
- Approximately 850 students enroll in the same MS degree programs and take their courses completely on-line via DEN
- Courses are streamed live via the internet and available as an archive via streaming video, download, podcast, etc..
- DEN operations
  - 7:30 – 10:30 Monday – Friday
  - 13 DEN equipped studio classrooms, ICT Auditorium, SGM Auditoriums
  - Faculty Support Center
  - Help Desk available 7 days per week
  - Support 140+ courses / semester

Professional Programs (non-credit)

Aviation Safety Program – Established in 1952

- 20 courses to nearly 1000 students each year in a personal, hands-on, format.
- Students gain the knowledge to establish safety programs, investigate aircraft accidents, become expert witnesses, and deal with human factor issues.

School wide effort launched in 2008

- **Custom Courses**

- **Open Enrollment Short Courses – Fully DEN@Viterbi Supported**
  - **Short Course Highlights Include:** Lean Six Sigma White Belt, Lean Green Belt, Six Sigma Green Belt, Six Sigma Black Belt , Patient Safety Management Systems, Process Improvement for Healthcare, Construction Management Fundamentals, Financial Management for Engineers, Basics of Invention & Innovation

- **Conference and Seminars**

Doctoral Programs

Jennifer Gerson
Director, Doctoral Programs
Graduate and Professional Programs
jgerson@usc.edu
213.740.6241

Doctoral Programs

Ph.D. Student Outreach

- Outreach, recruitment, and conversion events coordinated with the Viterbi Marketing and Recruitment team
- Mentoring events for Ph.D. students, such as preparing for a career in academia.

Admission, Financial Aid, and Conversion

- Your liaison to other offices at USC for Ph.D related matters; student admission; coordinate the selection process for internal (Viterbi Dean's Doctoral Merit Fellowships, AMI Fellowships, Chevron, others) and external fellowships (GOOGLE, INTEL, others).
- Manages Dean's fellowship obligations year to year.

Student Progress Monitoring

- Monitor academic progress; retention issues; qualifying and defense; time to degree; and approves faculty committees for qualifying examination and defense on behalf of the Graduate School.

Doctoral Programs

International Ph.D. Students

- Internships; I-20 extensions; immigration issues; off-campus employment
- Signs requests for DS-2019s for visiting Ph.D. students on J-1 visas

Summer Undergraduates Research Experience (SURE)

- Five distinct programs with approximately 70 students in Summer 2016
- Markets programs; mentors students together with USC graduate students and researchers
- Recruitment tool for potential future Ph.D. students
- Tours of JPL, ISI, ICT

School-wide TA training

- Offered every Fall and Spring
- Complements training offered by USC Center for Excellence in Teaching (CET)

Doctoral Programs

Jennifer Gerson – Director, Doctoral Programs

- **Email: jgerson@usc.edu**
- Phone: 213.740.6241

Tracy Charles – Doctoral Programs Coordinator

- **Email: tcharles@usc.edu**
- Phone: 213.740.0114

Located in the Graduate and Professional Programs (GAPP)

Office in Olin Hall (OHE) 106