Graduate & Professional Programs (GAPP)

New Faculty Orientation

Kelly Goulis
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What is GAPP?

- Supports the lifecycle of the Viterbi Graduate Student
- Liaison in Viterbi and the rest of the university on any issues related to graduate programs, students, policies etc.
- DEN@Viterbi (Online Delivery Method)
- Corporate and Professional Programs (Executive Education)
- Manage Viterbi International Offices (Bangalore, Shanghai)

Master's and Graduate Certificate Programs
- Recruitment, Admissions and Conversion
- Manage Viterbi International Offices (Beijing, Shanghai and Bangalore)
- Student Services
  - Approval of OPT, CPT, petitions,
  - Work with departments on issues / opportunities
  - Academic Advisement is handled at the department level
  - Build a sense of community and positive experience for MS students
  - Program 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
  - Maintain all enrollment data and systems used by many departments for graduate enrollment planning

DEN@Viterbi

- DEN@Viterbi is a *online 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@Viterbi

- Courses are streamed live via the internet and available as an archived during the enrolled academic semester (available for download and mobile viewing)

- 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
Executive Education – Non-Credit Programs

Aviation Safety Program – Established in 1952

- 50+ courses to nearly 1000 students each year in a personal, hands-on, format; Available on-site and LAX

- Students gain the knowledge to establish safety programs, investigate aircraft accidents, become expert witnesses, and deal with human factor issues

- Visit https://aviationsafety.usc.edu/ for offerings

Corporate and Professional Programs – Viterbi Executive Education effort launched in 2008

- **Custom Courses**

  - Client Driven

    - Past Clients include: (US Army Cyber Command, Boeing, Northrop Grumman, Saudi Aramco, Hyperloop One, etc.

  - Available on-site, on campus or online

- **Open Enrollment Short Courses**

  - Available on campus or online

  - **Short Course Highlights Include:** Data Analytics Boot Camp, Essentials of Composites Manufacturing, Six Sigma Green Belt, Six Sigma Black Belt, Process Improvement for Healthcare, Construction Management Fundamentals, Basics of Invention & Innovation

- **Visit http://viterbiexeced.usc.edu for offerings**

USC Viterbi
School of Engineering

University of Southern California

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)

GAPP Contacts (Student Services)

Master's Student Services

Binh Tran – *Associate Dean, Master's Services*
- Any master's related matters including DEN@Viterbi
- Email: binhtran@usc.edu

Nora Sandoval – *Director Master's Student Affairs*
- Any current student related matters
- norasand@usc.edu

Doctoral Programs Student Services

Jennifer Gerson – *Director, Doctoral Programs*
- jgerson@usc.edu

Tracy Charles – *Doctoral Programs Coordinator*
- tcharles@usc.edu

GAPP Contacts (cont.)

GAPP Student Recruitment and Conversion Teams

On-Campus and International Students (Graduate Programs)
- Camillia Lee - *Assistant Dean, Graduate & International Recruitment*
- camillil@usc.edu

DEN@Viterbi, Corporate and URM Students (Graduate Programs)
- Candace House Teixeira – *Executive Director, Corporate & Professional Programs*
- housec@usc.edu

Executive Education

Aviation Safety and Security Program
- Thomas Anthony – *Program Director* | thomasa@usc.edu

Corporate and Professional Programs
- Candace House Teixeira – *Executive Director, Corporate & Professional Progams* | housec@usc.edu