

GRADUATE PROGRAM IN COMMUNITY DEVELOPMENT AND PLANNING (CDP)

STUDENT HANDBOOK 2011-2013

<http://clarku.edu/departments/idce/programs/cdp/>

CDP Overview

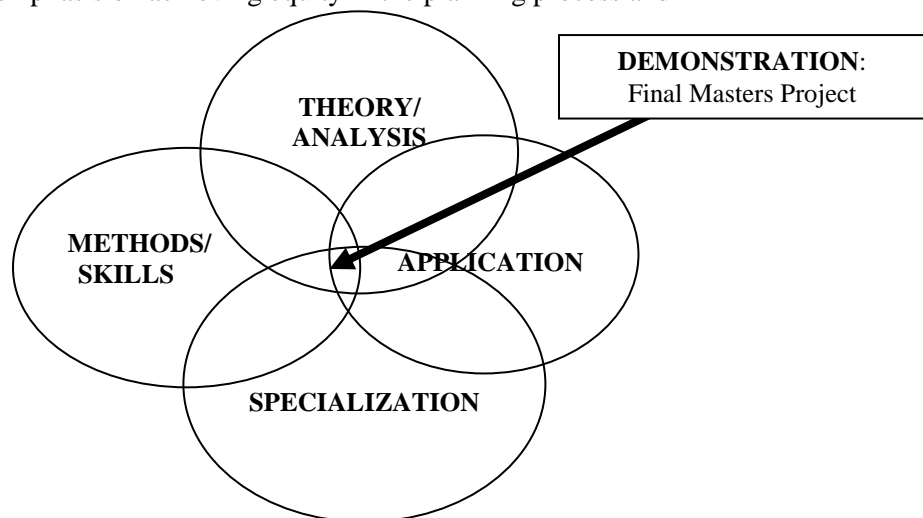
We believe that preparing graduate students to become effective community development practitioners requires three main forms of teaching, learning, and training. First, students need to understand the legacy of community development policies in diverse social, political and cultural contexts, as well as the conceptual debates shaping such policies. Second, they need to acquire a diverse range of skills in areas such as theory application, community organizing, finance, geographic information systems, planning and zoning, public engagement, and non-profit management. Finally, students must engage in critical thinking about diverse forms of power inequality, including gender, race/ethnicity, class, environmental, political, sexual preference, religious belief, among others. To this end, the CDP program integrates theory, methods, skills, opportunities for practice, and reflection through a core curriculum, high-quality internships, studio and practicum courses, and by incorporating the insightful participation of practitioners and community leaders in small seminar style courses.

In CDP, students can design their own area of specialization or focus their studies on one of the following areas:

- **Community Planning** – examining the history and contemporary practices of the planning field in the United States with a particular emphasis on achieving equity in the planning process and acquiring skills in areas such as planning, public participation, zoning, and geographic information systems (GIS).

- **Enterprise Management and Housing & Economic Development** – understanding theories behind both people and place-based strategies to improve the economic viability of neighborhoods, cities, and regions and gain skills needed to manage mission-driven nonprofit organizations.

- **Community-Based Development and Social Change** – focusing on the struggles of youth and underrepresented ethnic groups that have been marginalized in the development process and learn strategies and techniques of community development and mobilization used by formal non-profit organizations as well as more informal grassroots movements.



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.

CDP Handbook Table of Contents

CDP Course of Study	3
CDP Guide for Course Registration	6
CDP Program Faculty	7
Choosing and Working with Your Advisors	8
Academic Standards	9
Research, Academic Support, and Internships	10
Graduate School of Management Partnership (GSOM)	12
Enterprise Management Concentration	
M.A. CDP/M.B.A. Dual Degree	
CDP Final M.A. Project	13
General Timeline for CDP Final M.A. Project	16
IDCE Internship Requirements for Graduate Students	17
IDCE Internship Proposal	19
IDCE Internship Report	21
Internship Supervisor Evaluation	23
Course Checklist (2-year students)	24
Course Checklist (Accelerated students)	25
IDCE Intent to Graduate Form	26
IDCE Graduate Student Guide	27
Planners Network Disorientation Guide	Appendix

CDP Course of Study

The Master's program in CDP requires a minimum of 12 graduate course units. These include 4.5 core CDP course units (including the Final Masters Paper credit for your final M.A. project), 2.5 units of skills courses, and five units of electives (for CDP Accelerated Masters students, 2 of these electives are internship units). You should tailor your skills and electives courses toward your area of specialization. A sampling of classes and how they connect to CDP specialization areas can be found on the following page.

Required Core Courses (4.5 units)

Theory, Methods, Application, Demonstration	Course # and Title	# of Units	Who is required to take it?	When should I take it?
Theory	IDCE 344 Going Local: Perspectives on Community Development and Planning	1.0	Accelerated Masters students	Fall of senior year
Theory	IDCE 30250 (One Unit) People and Places: Theories of Community Development and Planning	1.0	Two-year Masters students	First semester
Application	IDCE 346 Practicum in Community Development and Planning OR IDCE 30240 Planning Studio	1.0	All CDP students	Accelerated students take in spring of senior year Two-year students take in spring of first year
Methods/Skills	IDCE 30289 Community Development Finance	1.0	All CDP students	Offered every fall
Methods/Skills	IDCE 390 CDP Research Seminar	0.5	All CDP students	Accelerated students take in fall of 5 th year Two-year students take in spring for first year
Demonstration	IDCE 30213, Final Masters Project	1.0	All CDP students	All students must register for 0.5 units with their first reader in the semester they take the Research Seminar.

CDP Specialization Areas: A sampling of skills (2.5 units required) and electives (5 units required)			
	Community Planning	Enterprise Management and Housing & Economic Development	Community-Based Development and Social Change
Analysis	GEOG 356: Utopian Visions/Urban Realities: Planning Cities for the 21 st Century GEOG 354 Urban Transportation: Problems and Prospects SOC 247: Cities and Suburbs SOC 267: Poverty and Social Policy	IDCE 341 Management of NGO Organization (Fernando) IDCE 30252: Green Business Management IDCE 30258: Controlling Capitalism IDCE 30261: Knowledge-driven Industries IDCE 30239: Microfinance, Gender & New Liberalism SOC 247: Cities and Suburbs	GEOG 348: Social Justice in the City IDCE 304: International Comparative Community Development IDCE 30293: Youth and Community Development IDCE 30221: Education and Development IDCE 30321: Ecology of Resistance and Transformation GEOG 380: Urban Ecology PSYC 357: Special Topics in Peace Psychology IDCE 30248 Gender and Health IDCE 309 Roots and Routes: Immigrants, Diasporas and Travel IDCE 30265 Social Movements: Quest for Justice SOC 247: Cities and Suburbs SOC 267: Poverty and Social Policy
Methods/ Skills	IDCE 334: Planning and Zoning for CDP IDCE 310: Intro GIS IDCE 388: Advanced Vector GIS IDCE 30244: Advanced Planning IDCE 30238: Public Communication Seminar IDCE 30212 Introduction to Quantitative Methods IDCE 30281 Community Needs and Resource Analysis IDCE 30218 Negotiations in Community Development	IDCE 30296: Non-Profit Management (Tigan) IDCE 30225: Grant writing IDCE 30204: Advanced Finance ECON 4004: Mgmt Economics STAT4006: Mgmt Dec Models Financial Mgmt ACCT4100: Foundations of Accounting MGMT4707: Intl Mgmt (1/2 unit) IDCE 30203 Program Evaluation IDCE 30238: Public Communication Seminar IDCE 30281 Community Needs and Resource Analysis IDCE 30218 Negotiations in Community Development	IDCE 335: Strategies for Community Organization IDCE 366: Principles of Conflict Negotiation IDCE 30225: Grant writing IDCE 30238: Public Communication Seminar IDCE 30229: Monitoring & Evaluation IDCE30203: Program Evaluation IDCE 30296: Non-Profit Management (Tigan) IDCE 310: Intro GIS IDCE 30281 Community Needs and Resource Analysis IDCE 30218 Negotiations in Community Development
Application	IDCE 30240: Community Planning Studio IDCE 30393: Social Applications of GIS	IDCE 30186: Social Enterprise Practicum	IDCE 346: CDP Practicum

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.

Internships and Directed Studies

We recommend students do an internship with a community organization to provide training in practical skills (two internship credits are required for Accelerated Masters students). Internship guidelines can be found on page 17.

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.

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.

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 30289 Community Development Finance (year one or two) • Electives/Skills 	<ul style="list-style-type: none"> • IDCE 346 Practicum in Community Development and Planning OR • IDCE 30240 Community Planning Studio • IDCE 390 CDP Research Seminar (other research seminars are possible, with permission of your advisor) • IDCE 30213 (0.5 unit) Final MA Paper credit with first reader • Electives/Skills
YEAR TWO OF THE PROGRAM	<ul style="list-style-type: none"> • IDCE 30289 Community Development Finance (year one or year two) • IDCE 30213 (0.5 unit) Final MA Paper 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 	<ul style="list-style-type: none"> • IDCE 346 Practicum in Community Development and Planning One additional elective
YEAR TWO OF THE PROGRAM	<ul style="list-style-type: none"> • IDCE 30289 Community Development Finance • IDCE 390 CDP Research Seminar (other research seminars are possible) • IDCE 30213 (0.5 unit) Final MA Paper credit with first reader • One internship unit 	<ul style="list-style-type: none"> • IDCE 30213 (0.5 unit) Final MA Paper credit with first reader • One internship unit • Electives/skills

CDP Program Faculty

CDP CORE FACULTY

Ramón Borges-Méndez, Ph.D.

Associate Professor

Coordinator, Program in Community Development and Planning

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

Associate Director, International Development, Community and Environment

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

Matthew Wiley, M.A.

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 members 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 share the research proposal you develop in the CDP Research Seminar. You should also feel free to consult with faculty as you develop your overview. If you are not taking the Research Seminar, you will need to produce a proposal following the guidelines laid out in the CDP Research Seminar syllabus.

Once you have secured your first reader and he/she has approved your proposal by signing off on it, you will submit a copy of the proposal 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 Ferguson, 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. You may also contact Ramón Borges-Méndez or Mark Tigan for other possibilities.

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.

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 IDCE 30213 a course unit in which the student is devoting their time to their final M.A. project. IDCE 30213 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. The CDP Research Seminar is specially designed to help student develop their proposal and the relevant components of it: research question/practical problem, methodological protocol, relevant bibliographic, organization of data, writing and faculty feedback. We also want to remind you that most research requires Human Subjects review by Clark's Institutional Review Board follow the following link for guidelines:
www.clarku.edu/offices/research/compliance/humsubj.

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 including digital sources (Using APA style, Chicago?).
- Reflect professional or graduate-level standards in terms of writing quality, style and content of the final project.
- Avoid plagiarism (Abiding by academic codes of conduct regarding plagiarism and human respect).

Procedure and Timeline for Research Paper or Practitioner Paper

1) 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.

- Accelerated Masters students start this process in spring of senior year.
- Two-year Masters students start this process during their first semester.

2) Students meet with the proposed first reader to explore the topic and whether the faculty member is available to help. Through the CDP Research Seminar and work with first reader in their first 0.5 unit Final Masters Project course, 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. A template for the proposal can be found on the Cicada site. The first reader must approve this proposal. The signed proposal should be submitted to the student's first reader, faculty advisor, and to the CDP coordinator for approval. This proposal must be uploaded on the Cicada site. If doing a Practitioner Paper, students may wish to establish an internship with the partner organization.

- Accelerated Masters students must submit their proposal by October 30th of their 5th year s
- Two-year Masters students must submit the proposal by April 30th of their 2nd semester

3) Once the proposal is approved by the first reader, 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.

4) Work on the first draft continues. Students should enroll in their second 0.5 unit 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. Both units of the Final Master's Paper course are graded once the final paper is completed.

5) By the beginning of February, 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.)

- Accelerated Masters students who aren't planning on graduating in May can take the entire spring semester to complete the first draft of the paper

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 10-minute presentation on the design and 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 working 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. One of the readers should attend the presentation to the organization.

6) 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 Project¹

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 • 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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • GRADUATE!!!

¹ Please note: this timeline is slightly condensed for Accelerated Masters students. They should work with their advisor and first reader to modify this for their needs.

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, IDCEALL 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, please return two copies to the IDCE Student and Academic Affairs Office in Room 24 of the IDCE House* 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 **IDCE Student and Academic Affairs Office in Room 24 of the IDCE House**. 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: _____

Director of Career Development and External Relations: _____

After your faculty sponsor signs, please return two copies to the IDCE Student and Academic Affairs Office in Room 24 of the IDCE House.

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.

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

6) 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: _____

**Community Development and Planning (CDP)
Checklist for 2-year Master's Degree Program**
(updated Spring 2010)

Core Courses (4.5):

Core Course Name	Course number	Semester Completed	Taught by
1. People/Places	IDCE 30250		
2. Practicum or Studio	IDCE 346 or IDCE 30240		
3. Community Development Finance	IDCE 30289		
4. CDP Research Seminar .5 unit— must be taken in SPRING of your FIRST YEAR (or choose one of the other courses listed to the side with permission from your advisor). NOTE: ½ Unit, must be taken in conjunction with ½ unit Final Master's Credit with First Reader	IDCE 314, IDCE 30291 IDCE 390 –		
5. Final Masters Project –done as full unit in one semester or two .5 units in two semesters	IDCE 30213		

Skills Courses (2.5 units)—(should preferable complement area of specialization)

Skill Course Name	Course number	Semester Completed	Taught by
6.			
7.			
<i>Additional space of any are taken as half credits</i>			

Elective courses (5 units)

Core Course Name	Course number	Semester Completed	Taught by
8.			
9.			
10.			
11.			
12.			
<i>Additional space of any are taken as half credits</i>			

Community Development and Planning (CDP)
Checklist for Accelerated Master's Degree Program(BA/MA)
(updated Spring 2010)

Core Courses:

Core Course Name	Course number	Semester Completed	Taught by
1. Going Local	IDCE 344		
2. Practicum or Studio	IDCE 346 or IDCE 30240		
3. Community Development Finance	IDCE 30289		
4. CDP Research Seminar –.5 units TAKE FALL of 5 th YEAR (or choose one of the other courses listed to the side with permission from your advisor). NOTE: ½ Unit, must be taken in conjunction with ½ unit Final Master's Credit with First Reader	IDCE 314, IDCE 30291 IDCE 390 –		
5. Final Masters Project –done as full unit in one semester or two .5 units in two semesters	IDCE 30213		

Skills Courses (2 units)—(should preferable complement area of specialization)

Skill Course Name	Course number	Semester Completed	Taught by
6.			
7.			
<i>Additional space of any are taken as half credits</i>			

Elective courses (3 units)

Core Course Name	Course number	Semester Completed	Taught by
8.			
9.			
10.			
<i>Additional space of any are taken as half credits</i>			

Internships (two 210 hour internship units required)

Name of Organizations	Course Number	Semester Completed	Advisor
11.			
12.			

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.

Graduate Grading Policies

The grades of A and B (with "+" and "-") are acceptable for graduate credit; anything lower than a B- is not acceptable. A Pass/Fail grading option is possible, where P (pass) signifies that the student has performed at a B- or above. Incompletes are awarded at the discretion of the instructor for a period not exceeding one year.

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.

Mosakowski Institute: Universities conduct a great deal of research that seeks to both advance our knowledge and to enable us to make a positive difference in our world. Too often, however, this knowledge remains in the academy and does not find its way into the hands of those who could use it to improve public policies and programs and the lives of people they affect. The mission of the Mosakowski Institute for Public Enterprise is to improve through the successful mobilization of use-inspired research the effectiveness of government and other institutions in addressing social concerns.

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. Kasperon 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.

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.fhcw.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).

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.

Associate Director of IDCE
Laurie Ross, Ph.D.

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

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

Student and Academic Affairs
Erika Paradis

Cindy Gabriel

Admissions Manager
Paula Hall

Admissions Assistant
Brittany Crompton

Budget Manager/Assistant to the Director

Administrative Assistant for

Heather Peloquin

Departmental Operations
Hien Nguyen

Marketing and Publications Director
Barrett Director

Careers Development & External Relations Sarah
Sharon Hanna