Overview

The Master of Science program in Geographic Information Science for Development and Environment (GISDE) teaches students to become professionals in careers where they apply the world’s most advanced computer mapping and spatial analysis technologies to address crucial issues concerning socioeconomic development and environmental science and policy.

A collaborative program between the Department of International Development, Community and Environment (IDCE), the Graduate School of Geography and Clark Labs, the GISDE program is unique in a variety of ways. It focuses specifically on applications of geospatial technologies to problems of sustainable development and the environment, such as:

- Conservation GIS
- Public health and environmental justice
- Global change and earth system monitoring

- Land use / land cover change
- Food security and humanitarian assistance
- Climate change adaptation
Clark University also has a 30+ year history of software development for GIS and remote sensing. Clark Labs (www.clarklabs.org) produces the TerrSet geospatial monitoring and modeling system that includes the IDRISI GIS and Image Processing System, the Land Change Modeler and the Earth Trends Modeler. The software has been distributed to over 100,000 users worldwide. Therefore, GISDE students have a unique opportunity to learn the analytical power of raster GIS using TerrSet/IDRISI in their course work and research. In the past, many GISDE students have had the opportunity to work at Clark Labs as software testers, programmers or researchers, depending on each student’s qualifications and the needs of Clark Labs.

Numerous opportunities exist for students to conduct collaborative research with IDCE and Geography faculty as they pursue their research on issues such as Conservation GIS, public health, water resources, land use change, software system development, environmental degradation, and environmental justice. Many GISDE students have co-published findings of their research with faculty members in respected journals in the field.

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GISDE Course of Study

Prerequisite: Proficiency in general computer skills, including file management in MS Windows, word processing (e.g., MS Word) and spreadsheet skills (e.g., MS Excel).

The Master’s degree in Geographic Information Science for Development and Environment requires 12 graduate course units. These include 4-4.5 core GISDE course units (including the Final Masters Paper credit for your final M.S. project), 4 or more units of GIScience elective courses and other electives to make up the total of 12 course units. The elective courses allow students flexibility to take courses that will best help them meet their objectives and strengthen areas that they would like to focus on. We encourage students to take advantage of the diversity of courses offered throughout Clark University, and consider enrolling in courses offered in the other programs in the Department of International Development, Community, and Environment, and in other departments (particularly geography, economics and biology) as approved by the student’s academic advisor. This design allows full-time students to complete the program in four semesters.

Required Core Courses (4 or 4.5 course units)
The GISDE required courses include four core courses plus one required unit devoted to facilitating the completion of the final M.S. project. The core courses provide GISDE graduate students with a common academic foundation in GI Science. In order to enroll in Advanced Raster GIS or Advanced Vector GIS, students must: 1) pass a proficiency exam that typically occurs at the end of the pre-semester GIS training in August, or 2) must pass Introduction to GIS course for graduate students in the first semester.

IDCE388 Advanced Vector GIS (offered every semester; 1 course unit)
This course builds upon the concepts of GIS introduced in Introduction to GIS, and focuses on the more advanced analytical vector GIS tools. Topics include exploratory spatial data analysis, spatial statistics, interpolation techniques, 3D data presentation and analysis, network analysis and multi-criteria decision making. Concepts in lectures are illustrated using the ArcGIS software. Final project is required.

GEOG397 Advanced Raster GIS (offered spring semester only; 1 course unit)
This course builds on Introduction to GIS by delving deeper into raster GIS. Topics include image time-series analysis, uncertainty assessment, multi-objective decision making, land-change modeling, and spatial statistics. Concepts in lectures are illustrated using the TerrSet/IDRISI software system. Final project is required.

GEOG383 Introduction to Remote Sensing (offered fall semester only; 1 course unit)
Introduces basic concepts and analytical methods of satellite remote sensing as applied to environmental systems (e.g. land-cover classification, vegetation monitoring, etc.). Emphasizes processing and analysis of digital satellite images, especially Landsat, SPOT, and AVHRR data, for classification of land cover, land cover/land-use change analysis, and other geographic topics.
IDCE391 GISDE Professional Seminar (offered spring semester only; 0.5 course unit; should be taken during your 2nd semester)
This seminar gives a foundation for the Master of Science program in Geographic Information Sciences for Development and Environment and requires students to complete research proposals or internship applications. Students also examine topics concerning the current state of GIS profession and develop professional skills.

IDCE30213 Master’s Final Research Requirement (0.5-1 course unit; must be taken during your 3rd semester)
This course involves collaboration with internship or research advisor to complete a final M.S. project. Internship track students must register for 0.5 credit unit; research track students must register for 1 credit unit. The grade designation for this credit will not be given until the student has completed and submitted their final M.S. project.

GIScience Elective Courses (minimum of 4 course units required)
IDCE302 Python Programming (7-week course)
IDCE 30274 Computer Programming for GIS (7-week course)
IDCE 30262 Web mapping and Open Source GIS
IDCE 30393 Social Applications of GIS (7-week course)
IDCE 30306 GIS for International Development (7-week course)
IDCE 30360 Spatial Analysis for Health
GEOG 311 Introduction to Quantitative Methods
GEOG 347 Intermediate Quantitative Methods
GEOG 382 Advanced Remote Sensing
GEOG 332 Landscape Ecology
GEOG 345 Remote Sensing of the Cryosphere
GEOG 346 Geospatial Analysis with R
GEOG 349 Advanced Topics in Spatial Analysis
GEOG 360 GIS and Land Change Models
GEOG 379 GIS and Map Comparison
GEOG 386 Special Topics in Raster System Development
GEOG 391 Innovations in Earth Observation
GEOG 392 Remote Sensing of Global Environmental Change

Other Elective Courses
Other elective courses provide students the flexibility of designing much of their coursework to suit their own needs and to provide depth in a chosen area of focus. Students may take courses offered by the Graduate School of Geography or the other three graduate programs in IDCE (International Development and Social Change, Community Development and Planning and Environmental Science and Policy) or in other departments, as approved by their academic advisor. Please view Clark’s official Academic Catalog www.clarku.edu/academiccatalog for a complete listing of course offerings.
Directed Study and Internships: Students can take up to a total of two units of directed study or internship with a specific faculty member who agrees to guide the independent work. So, in addition to the Master’s Final Research Requirement, students may opt to have an additional course of directed study or internship as an elective.

GISDE Program Faculty

RONALD EASTMAN, Ph.D.
GISDE Program Coordinator
Professor of Geography
Director, Clark Labs
Research interests: Geospatial software development, Geographic Information Science, Remote Sensing, Earth system monitoring, land change modeling, Conservation GIS, climate change

ARTHUR ELMES, Ph.D.
Adjunct Professor of IDCE
Research Interests: Remote sensing of urban areas and landscape disturbances, Geographic Information Science and big geodata, urban forestry and ecosystem services, invasive species, machine learning and statistical analysis

LYNDON ESTES, Ph.D.
Assistant Professor of Geography
Agricultural development in sub-Saharan Africa, Conservation, Remote Sensing, Agricultural modeling, Open source software development with an emphasis on R

YELENA OGNEVA-HIMMELBERGER, Ph.D.
Associate Professor of IDCE
Research interests: Health applications of GIS and remote sensing; environmental justice and GIS; spatial statistics; urban applications of remote sensing; land-use change and environmental degradation

ROBERT GILMORE PONTIUS JR., Ph.D.
Professor of Geography
Research interests: Geographic Information Science, quantitative environmental modeling, land change science, spatial statistics

JOHN ROGAN, Ph.D.
Professor of Geography
Research interests: GIS, Remote Sensing, Landscape Ecology, land cover change monitoring, fire

FLORENCIA SANGERMANO, Ph.D.
Visiting Assistant Professor of Geography
Research interests: Conservation Biology, GIS, Remote Sensing and Landscape Ecology

Choosing and Working with Your Advisors

You will have two advisors in the GISDE program—your academic advisor and your final M.S. project advisor. You will be assigned an academic advisor when you arrive. Your academic advisor is one of the core faculty in GISDE and will help you chart a course for your time in the program. You will meet with your academic advisor
to help you choose courses and help you select an appropriate final M.S. project advisor, also known as your first reader.

Your choice of the final M.S. project advisor 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 2nd semester, you should get to know different faculty members so that you can make a good choice when the time comes.

In order for a faculty member to know if there is a match between your interests, you will be expected to prepare a final M.S. project proposal, as part of IDCE 391 during your 2nd semester. The format for the proposal will be provided by the instructor of IDCE 391. You should feel free to consult with faculty as you develop your proposal.

Once you have secured your final M.S. project advisor and he/she has approved of your proposal, you will submit a copy of it — signed by your final M.S. project advisor — to the GISDE program coordinator by the end of the 2nd semester. If your topic and/or advisor changes, you will submit a new, signed proposal to the GISDE program coordinator.

GIS Resources

The GISDE Laboratories offer access to:

- High performance computers workstations
- High resolution color scanner
- Laser and color ink jet printers
- GPS receivers

The GISDE Labs supports the entire MS Office software package as well as the following GIS and other software:

- TerrSet/IDRISI
- ArcGIS Desktop
- ERDAS Imagine
- SPSS
- QGIS
- GeoDa
- CrimeStat
- R
- SAM
- TileMill
- GWR4
- OsGeo4w

GISDE students have access to the GISDE labs for four semesters. At the end of the fourth semester each student must delete his/her data from the GISDE computer he/she was using, clean his/her desk, and return the GISDE lab key to the IDCE Assistant to the Director.
The GISDE program offers three options for fulfilling the final Masters project requirement. Students are encouraged to select the option that best suits their anticipated professional aspirations. Each GISDE student must complete a final M.S. project for which the student earns credit in IDCE 30213. There are three options for the final M.S. project. All three final project options require an oral presentation and a written paper.

**Option 1. Final M.S. Research Project (Research Track)**
For this option, the student develops a research proposal as part of IDCE 391 during the second semester. This proposal must be signed for approval by the selected research advisor (also known as the first reader). The research is then performed under the guidance of the research advisor in the context of IDCE 30213 in the student’s third semester. This final research project results in a paper that has a length and format appropriate for a professional peer-reviewed journal article. The format for the paper will be provided to students as part of IDCE 391. This option is appropriate for students who want to engage in the creation of new methods in GIS or innovative applications of existing GIS methods. This option is recommended for students who envision working in a research setting or who may wish to eventually pursue a Ph.D.

**Option 2. Final M.S. Practitioner Project (Internship Track)**
For this option, the student applies to GIS-focused internships as part of IDCE 391 during the second semester. During that semester, the student must complete an Internship Proposal form and obtain approval from a GISDE faculty member who will serve as student’s internship advisor. The student will perform the internship during the summer. The student produces a paper that gives an overview of current GIS applications in the relevant field, describes how GIS was used in the internship, and how GIS could be used more effectively. The paper is completed in IDCE 30213 in the third semester under the guidance of the internship advisor. The format for the paper will be provided to students as part of IDCE 391. This option is recommended for students who view this Master’s degree as a terminal degree and plan to spend a career in applied GIS.

**Option 3. Professional Portfolio (Portfolio Track)**
The professional portfolio option is a non-research based project option that provides a capstone experience based on 12 credits of course work. Students choosing this option take 12 credits of coursework and are not required to take the final project course (IDCE30213). Student choosing this option are also required to assemble a professional portfolio of term papers, class project work, and other coursework materials. This portfolio is developed instead of a stand-alone, research-based or internship-based final project. The goal of the portfolio is to showcase four semesters of the student’s work as a GISDE graduate student and to help him/her in the job search process. Students work with their academic advisor to craft a portfolio that will make them more competitive for the work they aim to do after graduation; the portfolio should be a document that will impress a prospective employer. There will be a two-page portfolio summary of the materials describing them and explaining how they demonstrate particular knowledge and skills, and how materials are inter-related as a coherent whole. Each assignment included in the portfolio will also have a brief summary (1-page long) and accompanying documents (e.g. series of professionally designed color maps showing steps and results of the analysis; graphs; etc.). The portfolio can be compiled as a hard copy (in a binder) or digitally and will be examined by the academic advisor of the student. Approval of the Professional Portfolio by the academic advisor is a graduation requirement. The format will be: Portfolio Summary (2 pages), Assignment #1 (one page description, maps, and graphs), Assignment #2 (one page description, maps, and graphs), etc.

**All M.S. final projects should:**
- Contain a correctly and consistently formatted bibliography of relevant sources.
- Reflect professional or graduate-level standards in terms of writing quality, style and content of the final project.
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<tr>
<th>Semester</th>
<th>Activities</th>
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<tbody>
<tr>
<td>Fall Year 1</td>
<td>Begin thinking about possible research topics and/or potential internships.</td>
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<tr>
<td>Spring Year 1</td>
<td><strong>Internship track</strong>&lt;br&gt;Confirm faculty advisor for the internship.&lt;br&gt;Submit your signed proposal to the GISDE Program Coordinator.&lt;br&gt;Submit your Internship Proposal form to the Student and Academic Affairs Office.</td>
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<tr>
<td></td>
<td><strong>Research track</strong>&lt;br&gt;Confirm faculty advisor.&lt;br&gt;Submit your signed proposal to the GISDE Program Coordinator.</td>
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<td></td>
<td><strong>Professional Portfolio track</strong>&lt;br&gt;Meet with your academic advisor to discuss the content of your portfolio.&lt;br&gt;Collect relevant materials from two semesters of coursework (write summaries of course final projects, select maps to be included in portfolio) and start creating a digital version of portfolio.</td>
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<tr>
<td>Summer Year 1</td>
<td>Start working on your research project or complete your internship.</td>
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<tr>
<td>Fall Year 2</td>
<td><strong>Research and internship tracks</strong>&lt;br&gt;Register for IDCE 30213 with your faculty advisor.&lt;br&gt;Complete first draft of your final M.S. project, which is due to your faculty advisor before the end of the semester.</td>
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<tr>
<td></td>
<td><strong>Professional Portfolio track</strong>&lt;br&gt;Meet with your academic advisor at the end of the semester to discuss materials from 3rd semester for portfolio.</td>
</tr>
<tr>
<td>Spring Year 2</td>
<td><strong>Internship track</strong>&lt;br&gt;Final version of your internship paper must be completed and approved by faculty advisor by March deadline.</td>
</tr>
<tr>
<td></td>
<td><strong>Research track</strong>&lt;br&gt;Final version of your research paper must be completed and approved by faculty advisor by March deadline.</td>
</tr>
<tr>
<td></td>
<td><strong>Professional portfolio track</strong>&lt;br&gt;Final version of your portfolio must be completed and approved by your academic advisor by March deadline.</td>
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<tr>
<td></td>
<td><strong>All tracks</strong>&lt;br&gt;Final versions of the final M.S. project is due mid-March in the IDCE Student and Academic Affairs Office.</td>
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**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!**
GISDE 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, or Career Development email messages 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. After your faculty sponsor has signed this form, please submit it to the Director of Career Development in Room 203 of the IDCE House.

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 22 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.

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<thead>
<tr>
<th>Student Name: ________________________________</th>
<th>Program: ______________________</th>
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<tr>
<td>Semester of Internship (circle one): Fall Spring Summer YEAR: ____________</td>
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<tr>
<td>Student Address during internship: ____________________________________________________</td>
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<tr>
<td>Campus address: ________________________________________________________________</td>
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<tr>
<td>Telephone: ___________________________ E-mail: ________________________________</td>
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Sponsoring Organization

| Name of Organization: ________________________________________________________________ |
| Address: ________________________________________________________________ |
| Telephone: ___________________________ E-mail: ________________________________ |
| Website: ________________________________________________________________ |
| Description of the Organization: ____________________________________________________ |
| Internship Supervisor: ___________________________ IDCE Alum? Yes No |
| Title and Department: ________________________________________________________________ |
Internship Title: ____________________________________________________________

Internship 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 (please print): ________________________________________________

Department: ________________________________________________________________

_________________________________________________        _______________________
Faculty Signature for Approved Internship                              Date Signed

_________________________________________________        _______________________
Director, Career Development Signature                                     Date Signed

After your faculty sponsor has signed this form, please submit it to the Director of Career Development in Room 41 of the IDCE House.
GISDE 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.S. 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.
GISDE Internship Supervisor Evaluation

Student Name: ____________________________________________________________

Internship: ______________________________________________________________

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

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

Name of Supervisor: ________________________________

Name of Organization: ________________ __________________________

Address: _____________________________________________________________

Telephone: _______________ E-mail: ________________________________

Website: _____________________________________________________________

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

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

3) Was the intern receptive to feedback?

4) Were there any areas in which a need for improvement was evident? Any particular problems? If so, 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: __________________________
Academic Integrity

Academic integrity is highly valued at Clark. Please refer to the following link for more details on academic integrity: [http://www.clarku.edu/offices/aac/integrity.cfm](http://www.clarku.edu/offices/aac/integrity.cfm). Because of the seriousness of plagiarism, we include the direct text from the above website on this issue:

Several ways in which academic integrity may be violated are outlined below.

**Cheating** has three principal forms:

- Unauthorized use of notes, text, or other aids during an examination or in performance of course assignments.
- Copying the work of another.
- Handing in the same paper for more than one course unless the faculty members involved give their explicit permission to do so.

**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.

**Unauthorized collaboration** refers to work that students submit as their own but which was arrived at through a process of collaboration without the approval of the professor. Since standards on appropriate or inappropriate collaboration may vary widely among individual faculty, students should make certain they understand a professor's expectations before collaborating on any class work.

**Alteration or fabrication of data** includes the submission or changing of data obtained by someone else or not actually obtained in the performance of an experiment or study, except where allowed by the professor. It also includes the changing of data obtained in the performance of one's research.

**Participating in or facilitating dishonest activities** includes, but is not limited to:

- Stealing examinations
- Forging grade reports or grade change forms, or altering academic records
- Sabotaging the work of another student
- Selling, lending, or otherwise distributing materials for the purpose of cheating
- Forging or altering Graduation Clearance forms
- Forging letters of recommendation
- Forging signatures on any official university documents

There are serious sanctions for violating academic integrity. We urge you to visit the above website for all of the necessary information.
1. First offence - the student gets no credit for the specific assignment and is called in for "warning/reprimand" meeting with the Assistant Director of IDCE. The student is presented the evidence of academic dishonesty and is read the policy. An internal note is placed in their file with the Student and Academic Affairs Office.

2. Second offence (at any point during their time at Clark) - immediate failure in that particular course. The student is required to meet with the Director and Program Coordinator and is then reported to the Graduate Dean for further sanctions.

3. Third offence - dismissal from the program and the student cannot receive a degree from Clark in future.

From the Graduate School Code of Conduct:

Academic Dishonesty

Where a student is found responsible for academic dishonesty, sanctions may be imposed. Sanctions may include but are not limited to one or a combination of the following responses:

1. Letter of warning.
2. Grade of zero for the particular assignment.
3. Grade of F (Fail) for the course.
4. Academic probation.
5. Notation of sanction on the student’s academic record.
6. Suspension from the University.
7. Expulsion from the University.

Academic integrity is highly valued at Clark. Research, scholarship and teaching are possible only in an environment characterized by honesty and mutual trust. Academic integrity requires that your work be your own. Because of the damage that violations of academic integrity do to the intellectual climate of the University, they must be treated with the utmost seriousness and appropriate sanctions must be imposed. The maintenance of high standards of academic integrity is the concern of every member of the University community.

Several ways in which academic integrity may be violated are outlined below.

If you have questions concerning academic integrity, contact the professor teaching a course and/or your academic advisor.

1. Cheating has three principal forms:
   - Unauthorized use of notes, text, or other aids during an examination or in performance of course assignments
   - Copying the work of another
   - Handing in the same paper for more than one course unless the faculty members involved give their explicit permission to do so.

2. 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.

3. Unauthorized collaboration refers to work that students submit as their own but which was arrived at through a process of collaboration without the approval of the professor. Since standards on appropriate or inappropriate collaboration may vary widely among individual faculty, students should make certain they understand a professor's expectations before collaborating on any class work.
4. Alteration or fabrication of data includes the submission or changing of data obtained by someone else or not actually obtained in the performance of an experiment or study, except where allowed by the professor. It also includes the changing of data obtained in the performance of one's research.

5. Participating in or facilitating dishonest activities includes, but is not limited to:
   a. Stealing examinations
   b. Forging grade reports or grade change forms, or altering academic records
   c. Sabotaging the work of another student
   d. Selling, lending, or otherwise distributing materials for the purpose of cheating
   e. Forging or altering senior clearance forms
   f. Forging letters of recommendation
   g. Forging signatures on any official university documents

GISDE Academic Probation Policy

The first semester a student falls below a 3.0 minimum GPA, the student will receive a letter from the Assistant Director stating they are on academic probation. If the GPA is less than 2.7, the Assistant Director will meet with the student, hand-delivering the letter. The Associate Director will also give the student the minimum grades they need to achieve the 3.0 that returns their status to good academic standing.

If it is impossible for them to return to good academic standing, they are academically dismissed. In rare cases, exceptions are given if there are other issues at play in a student’s situation (medical or mental health issues for example – in these cases the Assistant Director consults with the Dean of Students).

The Registrar’s Office will provide a list of IDCE students who hold two or more incompletes and those that earn a B- or below in any course at the request of the department. This will aid in identifying students in academic trouble prior to academic probation status.

All communication to student regarding Academic Probation will be copied to the Dean of Graduate Studies to be placed in their official Clark file.

Academic Support

IDCE’s Writing Tutors and Clark University’s Writing Center are excellent resources for help with writing. We urge you to make an appointment with either to review your work. We may refer you to these resources if we notice that there are areas where your writing could be strengthened.

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.