Graduate and Professional Programs (GAPP)

New Faculty Orientation

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What is GAPP?

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

Master’s Programs
- Recruitment and conversion strategy for all MS program
- Manage Viterbi International Offices (Beijing, Shanghai and Bangalore)

Student Services
- Approval of OPT, CPT, petitions
- Work with departments on issues / opportunities
- Advisement is handled at the department level
- Build a sense of community and positive experience for MS students
- Events (commencement, orientation, etc..)

- Track and address academic performance
  - Monitor and send probation letters to all who below 3.0
  - Work with departments on evaluating students who should be reviewed for dismissal
  - Academic integrity issues

- Enrollment trends and tracking
DEN@Viterbi

- **DEN@Viterbi** is a *delivery mechanism* for graduate engineering education

- **Programs delivered:**
  - 40+ M.S. degrees
  - 5 graduate certificates
  - Over 80% of M.S. courses are available via DEN

- Approximately 850 students enroll in the same MS degree programs and take their courses completely on-line via DEN

- Courses are streamed live via the internet and available as an archive via streaming video, download, podcast, etc..

- **DEN operations**
  - 7:30 – 10:30 Monday – Friday
  - 13 DEN equipped studio classrooms, ICT Auditorium, SGM Auditoriums
  - Faculty Support Center
  - Help Desk available 7 days per week
  - Support 140+ courses / semester
Professional Programs (non-credit)

Aviation Safety Program – Established in 1952
- 20 courses to nearly 1000 students each year in a personal, hands-on, format.
- Students gain the knowledge to establish safety programs, investigate aircraft accidents, become expert witnesses, and deal with human factor issues.

School wide effort launched in 2008
- Custom Courses – including QUALCOMM, Cyber Command, GE, Boeing, Northrop Grumman, Saudi Aramco
- Open Enrollment Short Courses – Fully DEN@Viterbi Supported
  - Short Course Highlights Include: Lean Six Sigma White Belt, Lean Green Belt, Six Sigma Green Belt, Six Sigma Black Belt, Patient Safety Management Systems, Process Improvement for Healthcare, Construction Management Fundamentals, Financial Management for Engineers, Basics of Invention & Innovation
- Conference and Seminars
Doctoral Programs

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

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

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

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

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

School-wide TA training
- Offered every Fall and Spring
- Complements training offered by USC Center for Excellence in Teaching (CET)
Key GAPP Team

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

Nora Sandoval – Senior Advisor, Master’s Programs
- Any current student related matters
- norasand@usc.edu

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

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

Located in the Graduate and Professional Programs (GAPP)
Office in Olin Hall (OHE) 106