Viterbi Admission and Student Engagement (VASE)

New Faculty Orientation

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What is VASE?

• Supports the lifecycle of the Viterbi Student (UG, MS and PhD)
• Liaison to the rest of the university on any issues related to all students and programs, including, policies etc.
• Manage Viterbi International Offices (Bangalore, Shanghai)

Areas of Responsibility:
• Undergraduate Admissions in coordination with central USC Admissions
• Master’s Admissions including DEN@Viterbi
• Support PhD Admissions
• First Year Advisement for undergraduate students
• Student engagement programs
• Student services not handled by the dept (CPT, academic probation, academic integrity)
• Doctoral Program – PhD fellowship and funding tracking, PhD progress
• Events (commencement, orientation, scholarships, community building)
• Career Connections
• Executive and Professional Education
• Data, Enrollment trends and tracking
  – Maintain all enrollment data and systems used by many departments for enrollment planning
Undergraduate Student Programs

Centralized Advisement/Academic Services
- First Year Excellence Program
- Summer Orientation
- Viterbi Academic Resource Center (VARC)
- Departmental Student Affairs staff support
- Interface with Provost Office on school-wide advisement and initiatives
- Academic Success Workshops

Freshmen Academy Program
Merit Research Program
International/Overseas Programs
- International Exchange Programs
- Summer Overseas Programs
- International Research Programs
Undergraduate Student Programs

• Merit Research Program
  – Awards provided to a select group of undergraduates for work with faculty in research settings
• KIUEL – Klein Institute for Undergraduate Engineering Life
  – Leadership Development
  – Community Building
  – Cross Disciplinary Programs
  – Service (Viterbi Impact)
• Student organization and student design team support
• Undergraduate Scholarship Programs
• Grand Challenge Scholars Program
• Viterbi Honors Program Support
Undergraduate Student Programs

• Progressive Degree Program
  – Provides an opportunity for undergrads to pursue an accelerated MS program starting as early as their junior year.

• Women in Engineering & Undergraduate Programs
  – WIE develops support programs specifically for our female students, both undergraduate and graduate students designed to bring female students together for community building, mentorship and professional development

• Career Connections (grad & undergrad students)
  – Connect students early in their academic careers
  – Career Fair, Career Conference, job postings, employer relations, internships, resume review, career counseling
  – Work closely with central Career Center in supporting all students
Faculty Partnerships

• **Explore USC/Discover USC** – on-campus conversion programs for admitted students (12)
  – Parent Dinners
  – Lab demos
  – Class visits for admitted students in spring
• **Scholarship interview panels and committees**
• **Freshmen Academy Faculty**
• **Honors Program advisors**
• **Grand Challenge Scholar mentorship**
• **Undergraduate Research positions**
• **Attend events to facilitate out-of-classroom experiences**
• **Evaluation of syllabi for transfer credit and course equivalence**
DEN@Viterbi

- DEN@Viterbi is an online delivery mechanism for graduate engineering education.

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

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

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

- DEN operations
  - 7:30 – 10:30 Monday – Friday
  - 13 DEN equipped studio classrooms, ICT Auditorium, SGM Auditoriums
  - Faculty Support Center
  - Support 140+ courses / semester
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 and external fellowships (GOOGLE, INTEL, others).

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 2019
- Recruitment tool for potential future Ph.D. students

School-wide TA training

- Offered every Fall and Spring
- Complements training offered by USC Center for Excellence in Teaching (CET)
Professional Programs
Executive Education – Non-Credit Programs

Aviation Safety Program – Established in 1952
- 50+ courses to nearly 1000 students each year in a personal, hands-on, format; Available on-site and LAX
- Students gain the knowledge to establish safety programs, investigate aircraft accidents, become expert witnesses, and deal with human factor issues
- Visit https://aviationsafety.usc.edu/ for offerings

Corporate and Professional Programs – Viterbi Executive Education effort launched in 2008
- **Custom Courses**
  - Client Driven
    - Past Clients include: (US Army Cyber Command, Boeing, Northrop Grumman, Saudi Aramco, Hyperloop One, etc.
  - Available on-site, on campus or online

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

- Visit http://viterbiexeced.usc.edu for offerings
Master’s Student Services
Nora Sandoval – Director Master’s Student Affairs

- Any current student related matters
- norasand@usc.edu

Doctoral Programs Student Services
Jennifer Gerson – Director, Doctoral Programs

- jgerson@usc.edu

Graduate Admissions

On-Campus and International Students (Graduate Programs)

- Camillia Lee - Assistant Dean, Graduate & International Recruitment
- camillil@usc.edu

Corporate Engagement (including DEN@Viterbi Recruitment, Career Connections, Executive Education)

- Candace House Teixeira – Associate Dean, Corporate Engagement and Programs
- housec@usc.edu
Where Are We?

RTH 1st Floor - Undergraduate Admissions and Student Engagement

RTH 2nd Floor – Career Connections and Student Engagement

OHE 106 – Graduate Student Affairs

SC Tower 15th Floor – Viterbi Graduate Recruitment and Admissions