

MASTER OF INDUSTRIAL DESIGN STUDENT HANDBOOK

2022 - 2023

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The purpose of this document is to provide information, specifically for use by the graduate students in the Master of Industrial Design concerning regulations and procedures applicable to the daily function of the School of Industrial Design. This manual is not intended to be an exhaustive set of rules. The policies and procedures of the Board of Regents of the University System of Georgia, both present and future, as well as those issued by the upper administration of the Georgia Institute of Technology, automatically supersede the contents of this manual

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The MID program and degree offering resides in the School of Industrial Design and is under the purview of the Chair of the School of Industrial Design, who has final administrative responsibility on all matters. The day-to-day oversight of the MID program lies with the Graduate Program Coordinator who has been appointed by the Chair for assistance with administrative issues.

The role of Academic advisement offered in the School of Industrial Design is to address and assist with all matters pertaining to program requirements, course registration, student records and petitions. All queries related to these issues should be directed to the ID Graduate Academic Advisor.

Formal communications are handled through Georgia Tech email. It should be checked daily. The School Chair, Graduate Program Coordinator, and Graduate Academic Advisor will all send out important information about courses, deadlines, meetings, etc.

1. INTRODUCTION

The Master of Industrial Design degree program was initiated in 1952. Industrial design is the professional service of creating and developing concepts and specifications that optimize the function, value, and appearance of products and systems for the mutual benefit of both user and manufacturer. The industrial designer's work touches all of our lives in the form of home products and furnishings, communication devices, healthcare equipment, rehabilitation technologies, and a myriad of other consumer and industrial products and services. While giving form to the efforts of industry, the designer is at the same time a consumer advocate, providing the humanizing link between technology and people. As such, the industrial designer's central responsibilities include fitting the artifact, system, or service to the person through considering appropriate aesthetics and ergonomics, technical processes, requirements for manufacture, marketing opportunities, and economic constraints.

1.1 Impact Driven Design Output

At the graduate-level, Georgia Tech's Master's of Industrial Design (MID) focuses on an inclusive and human-centered design approach that is dedicated to the creation and development of products, systems, services and environments that are usable by all segments of the population. With the growing diversity of the population, inclusive design is becoming increasingly important to designers of tomorrow to ensure that design is responsive to the individual and collective needs of all people.

Capitalizing on Georgia Tech's rich traditions in technology and research, the MID program stresses a human-centered design process and evidence-based design practice that offers students unique opportunities to explore the design of new and existing technologies. Faculty members, who are practicing designers and experts in their fields, maintain active research programs in tangible products within communication technologies, enabling environments, supportive product systems, rehabilitation technologies, and healthcare systems technologies.

The Georgia Tech MID program offers a well-rounded course of study with early emphasis on exercising design principles and developing project-based design skills. Design projects stress realistic design situations, where students can have the opportunity to be involved in sponsored and/or funded projects. Within this model, the program encourages students to expand individual disciplinary talents and respond to changing opportunities in the field.

1.2 Two Year vs Three Year MID Program

Students who have an undergraduate degree in industrial design or design-related from an undergraduate ID program similar to Georgia Tech's can complete a two-year program consisting of a minimum of 48 graduate credits. This includes a foundation year or studio and elective courses, and a second-year focus on thesis/project work along additional electives.

Students who do not have an undergraduate degree in industrial design or design related will need to first complete an additional 24 industrial design credits successfully, at the end earning a Certificate in Industrial Design Fundamentals. Students who complete the Certificate then continue with MID course of study. The determination for the need of a Certificate year of study is based upon the application materials and determined by ID admissions review committee prior to an offer of acceptance to the program.

2. APPLICATION TO THE PROGRAM

The application and application materials are submitted electronically (<https://grad.gatech.edu>). Frequently asked questions are answered on the School of Industrial Design's website on the [MID page](#). Application deadlines are also provided on the program website.

2.1 Requirements

Consistent with Institute requirements, applications are judged based on:

Undergraduate GPA:

As a reflection of historical academic performance and achievement as detailed in official transcripts.

TOEFL and IETLS

There are three forms of the TOEFL test (Internet based/computer based/paper based). Each version is scored differently: up to 120 for Internet-based, up to 300 for computer based and up to 677 for paper based. A minimum overall score of 90/233/577 is required.

Scores on the IETLS (International English Language Testing System) range from 0-10 and are rounded to half point increments. We look for a minimum overall score on this test of 7.0 with no individual section score below 6.5.

GRE

The program looks for GRE scores of around 160 in or better on each of verbal and quantitative reasoning tests and for a minimum of a 4.00 score on analytical writing unless a student's record documents substantial professional or scholarly achievement as evidence of exceptional ability.

In addition, full consideration is given to:

Statement of Purpose:

The statement of purpose should express clear reasons and/or goals for wanting to pursue graduate studies, academic goals, and the Program would be a good fit in achieving those goals

Letters of Recommendation:

Students are only asked for the contact emails for the 3 recommenders, who will receive an email when the application has been submitted, asking them to complete a form as well as enter comments

Portfolio

The portfolio of other creative and design work is a primary indicator of depth of understanding of design. Portfolios are evaluated with respect to areas such as execution and consistency, simplicity and organization, demonstration of ID skills, knowledge and use of different design methods. However, the most important are attributes that demonstrate an applicant's ability to present and frame problems, and that show clarity in decision making. Works presented in the portfolio should show how and why results were reached, including a description of the design problem, limitations, the solutions, lessons learned, and what was the applicant's role/contribution (if collaborative).

3. MASTER OF ID PROGRAM REQUIREMENTS

The Master of Industrial Design program requires a minimum of 48 credits to complete, which is equivalent to two years of full-time study. The typical time for completion is 2 years. Students are required to successfully complete all MID requirements (coursework + completion of thesis or project) within 6 consecutive calendar years. Courses taken more than 6 years prior to graduation may no longer be credited toward degree requirements and may need to be retaken or will require a petition to the faculty of the Institute to ask permission to include them in the degree.

MID Year 1	
Fall Semester	
ID 6211: Graduate Studio 1	4 credits
ID 6100: Intro to Graduate Studies in ID	3 credits
ID 6216: Service Design, Brand, and Value Creation	3 credits
Elective course	3 credits
<i>Total Semester Credits</i>	<i>13 credits</i>
Spring Semester	
Graduate Studio 2 (select one of the options below)	4 credits
ID 6212: Grad Studio 2: Health and Wellness	
ID 6213: Grad Studio 2: Interactive Products	
ID 6101: Human Centered Design	3 credits
ID 6403: Intro to Thesis Studies	3 credits
Elective course	3 credits
<i>Total Semester Credits</i>	<i>13 credits</i>

MID Year 2	
Fall Semester	
ID 6400/ID 7000: Master Project/Master Thesis	6 credits
Elective course	3 credits

Elective course	3 credits
<i>Total Semester Credits</i>	<i>12 credits</i>
Spring Semester	
ID 6400/ID 7000: Master Project/Master Thesis	6 credits
Elective course	3 credits
Elective course	3 credits
<i>Total Semester Credits</i>	<i>12 credits</i>
Total MID 2 Year Program Credits:	48-50 credits

4. CERTIFICATE PROGRAM REQUIREMENTS

See the table below to understand the minimum program requirements and milestones for the Certificate Program. On completion, students earn a Certificate designation on their transcript and then start their first-year study in the Master of Industrial Design program.

Certificate Year	
Fall Semester	
ID 6102: Graduate Studio A	4 credits
ID 6104: Rapid Design Visualization	2 credits
ID 6105: Brand and Visual Design	3 credits
ID 6109: Human Factors and Ergonomics	3 credits
<i>Total Semester Credits</i>	<i>12 credits</i>
Spring Semester	
ID 6103: Graduate Studio B	4 credits
ID 6106: 3D Design Methods	2 credits
ID 6107: Integrated Product Design	3 credits
ID 6108: Survey of Industrial Design History	3 credits
<i>Total Semester Credits</i>	<i>12 credits</i>
Total Certificate Year Credits	24 credits

5. Academic Advising

MID students are encouraged to meet with an Academic Advisor for advising during their first semester and at least once each semester thereafter. The Academic Advisors are readily available to provide advisement for curricular requirements, course registration, academic progress and student support services.

5.1 Core Courses

Core classes can only be taken on a letter grade basis. Students must pass all core classes with a B or higher letter grade. Sections 3 and 4 list the core courses required for the Master of Industrial Design and Certificate Program respectively.

5.2 Electives

As part of the MID program, students must take 18 hours of electives. The availability of electives will vary from semester to semester. Elective courses must be taken at the 6000 level or above and on a letter grade basis. However, six credit hours of electives can be taken at the 4000 level. Students must receive a letter grade of B or higher to count towards a degree.

The School of Industrial Design is only able to grant permits for ID courses. If you are looking for a permit for a non-ID course, please reach out to the school that manages the course you need assistance with.

This table lists the recent set of electives available to graduate students. Please contact the Graduate Academic Advisor for the current semester electives.

Course	Title
ID 6402	Visual Communication Interaction
ID 6506	Parametric Product Modeling
ID 6508	Shape Grammars
ID 6515	Interface Prototyping
ID 6520	Crafting Design Methods
ID 6620	Soft Goods Product Design
ID 6763	Design of Interactive Environments
ID 6830	Wearable Tech for Health
ID 7655	Designing for Curiosity
ID 8803	Special Topics (Adv Immersive Experiences)
ID 8803	Special Topics (CoDe Craft Group)
ID 8803	Special Topics (Evidence Based Design)
ID 8803	Special Topics (Culture of Objects)
ID 8803	Special Topics (Game Play User Experience)
ID 8803	Special Topics (Health Care Design of the Future)
ID 8803	Special Topics (Professional Practices)
ID 8803	Special Topics (HMI Lab UX Interior Project)
ID 8803	Special Topics (Tech of Poetic Objects)

5.3 Independent Studies

Students can also work with individual faculty members to take an independent study course. Prior to signing up for the course, students must fill out a Proposal for Independent Study form and submit it to the Graduate Coordinator for approval. The Graduate Academic Advisor will then create the independent study course and section number.

6. MASTER THESIS/PROJECT

All MID students will develop an independent masters-level thesis or project. The thesis/project will engage problems in design which may be theoretical, applied, or innovative in nature. All

master students demonstrate through the thesis/project the ability to define a design challenge or research question which is framed within an existing body of knowledge, conduct design research to objectively investigate the challenge/question, develop and implement methods to objectively investigate the question, demonstrate the ability to apply results of investigations to design practice, and communicate the results in written and verbal form.

Students in the MID program have the option to complete the program of study with or without a thesis. Students completing a thesis must follow the requirements and deadlines outlined by the Institute Office of Graduate Studies. Students completing the program without a thesis must undertake and successfully complete an individual master level design project.

A successful master thesis or project in Industrial Design will demonstrate a students' ability to:

- Define a design problem or challenge related to a chosen topic of interest that can be investigated
- Demonstrate understanding of previous work and the current state of the art in the chosen area
- Demonstrate ability to develop and implement valid methods to investigate the problem/challenge
- Demonstrate the ability to analyze and interpret data from the investigation and draw valid conclusions
- Persuasively present conclusions and impacts from the results orally and in writing

Students have \$500 budget to be used for their master thesis/project. The funds can be used to cover the cost of supplies, materials, research participant compensation, etc. More detail information on reimbursement, allowable payment methods, documentation, etc. is cover under section 11.3 Thesis/Project Funds.

Below is a general outline of the process for the master thesis/project. Detail information about each step is provided in the following sections.

MID Year 1 – Spring Semester

- Thesis/Project Subject
- Thesis/Project Advisor
- Thesis/Project Proposal
- Thesis/Project Proposal Submission

MID Year 2 – Fall Semester

- Thesis/Project Course
- IRB Submission (if required)
- Thesis/Project Advisory Committee
- Thesis/Project Progress Review

MID Year 2 – Spring Semester

- Thesis/Project Report
- Thesis/Project Defense
- Thesis/Project Examination Outcome

- Thesis/Project Documentation

6.1 Thesis/Project Subject

During the Spring Semester of MID Year 1, students take Intro to Thesis Studies. The course will help students explore possible subjects for a thesis or project. Students will also learn about the different faculty members and their areas of expertise or research. Students are expected to schedule meetings with individual faculty to talk about their possible subjects and to receive feedback. This also gives students the opportunity to ask if the faculty member would like to be thesis advisor.

6.2 Advisor-Student Relationship

The relationship between a master student and faculty advisor is a central to component of the MID degree and at the core of the pursuit of new knowledge that extends beyond the shared knowledge base of the profession, or the course-based curriculum for which faculty are collectively responsible. All MID students must identify and confirm an advisor before enrolling in a thesis or project course. This is typically done by the end of the first year (MID Year 1 – Spring Semester).

An Advisor is an ID faculty member responsible for academic supervision of a student through the process of completing a thesis or project. An advisor/student relationship is formed by mutual agreement. Typically, the advisor will work with the student to guide the development of a thesis/project proposal. It is the responsibility of the student to seek out an advisor that can supervise a thesis/project based on a specific topic of interest.

Students can find out about a faculty's research interest and areas of specializations at: <https://id.gatech.edu/faculty-specializations> Please note that it is the student's responsibility to pick and identify a thesis/project subject that is with the research interest and area of specialization of the ID faculty. If the students cannot find a faculty advisor, then the student may have to identify a different thesis/project subject so they can work with an ID faculty.

Students will complete the required thesis/project credit hours under the selected advisor. The advisor selection becomes formal when the thesis/project proposal is turned in. This document names the advisor and possible committee members. The advisor should:

- Be selected before undertaking thesis or project credits
- Advisors must be a member of the School of Industrial Design (tenured professors, tenure track professors, lecturers, senior lecturers, professors of practice or adjunct faculty). Note: an adjunct faculty member can serve as an Advisor for the specific purpose of advising graduate students at the discretion of the School of Industrial Design Chair.
- 2 semesters of project/thesis work must be completed with the same advisor.

Extenuating situations may arise between the advisor and student. Please see the Appendix section: [A.1 Advisor-Student Extenuating Situations](#)

6.3 Thesis/Project Proposal

A proposal for thesis/project work must be submitted and approved before enrolling in thesis/project credit hours. Initial development of proposals will typically begin in the second semester of MID within the class 'Intro to ID Thesis Studies'. The goal of this class is to both begin exploring the development of a viable topic as well as to identify a faculty advisor. The final proposal should be worked on in conjunction with the chosen advisor as early as feasible. All proposals should follow the ID proposal template and include:

- Title page
- One page introduction to the project
- One page (at least) of referenced background literature (with images if necessary) and specific aims
- One-page overall methodology description (with visuals if necessary)
- One-page timeline for the project/thesis completion

6.4 Thesis/Project Proposal Submission

The proposal (for both a thesis and project) must be accompanied by the Request for Approval of Master Thesis topic:

- Thesis and Dissertation forms.
- Signed/approved by the faculty advisor.
 - This signature is what officially designates the faculty member as the advisor and that the contents of the proposal have been reviewed and approved.
- Signed/approved by the ID graduate program coordinator
- Thesis students submit this form to the Office of Graduate Studies.
 - Project students turn this form into the ID Graduate Academic Advisor
- The form must be completed and submitted in time for registration of thesis/project hours of the semester that the thesis/project work will begin.

6.5 Thesis/Project Course

During the second year of the MID program, students sign up for either ID 7000 level course for students with a master thesis or an ID 6400 level course for students with a master project. The Graduate Academic Advisor will give a student permission to sign up for their advisor section. This information is obtained from the signed and submitted thesis form.

A total of 12 credit hours for either ID 7000 or ID 6400 course must be taken as part of the requirements for the MID program. Students usually take 6 hours in the fall semester and 6 hours in the spring semester. However, other combinations of credit hours can be taken depending on student's graduation requirements or course workload. Please see the

Appendix section [A.2 Enrollment Requirements](#) (for international students?) to learn about exceptions and how to change the credit hours for either course.

6.6 IRB Submission

During the Spring semester in ‘Intro to ID Thesis Studies’ course, students will learn about the Institutional Review Board (IRB) requirements involving human subject studies. Students must pass the IRB introduction course and receive a certificate. A copy of the certificate should be sent to the Graduate Coordinator.

As early as possible, students need to submit their IRB application for approval (<https://researchintegrity.gatech.edu/irb>). Students work with their thesis advisor to define the research and testing requirements for their MID thesis/project. Supporting materials such as sign-up flyers need to be developed and submitted with the application.

6.7 Thesis/Project Advisory Committee

The faculty advisor will work with the student to identify and confirm the makeup of the thesis/project advisory committee. The committee is the group that will evaluate the final thesis/project work. All committees must be made up of a *minimum* of 3 members made up of the primary advisor plus two additional members.

The committee members should be selected as early in the thesis/project as possible. Ideally, they should be available to provide additional guidance and input in conjunction with the primary advisor (such as providing additional subject matter expertise related to the topic). See some of the committee criteria below:

- The thesis/project advisor acts as chair of the examination committee
- Committee members should be identified at the time of the project proposal, or not later than the end of fall semester (MID Year 2 – Fall Semester).
- At least 50% of committee members must be academic faculty members from the School of Industrial Design (tenured professors, tenure track professors, lecturers, senior lecturers, professors of practice or adjunct faculty).
- Committee members can be other academic or research faculty in or outside of GT and/or industry experts, etc.)
- Students should discuss committee member composition with and be approved by the primary advisor

Once finalized, an updated proposal (6.4 Thesis/Project Proposal Submission) needs to be resubmitted that identifies all the committee members and gives them an opportunity to sign off on the proposal.

6.8 Thesis/Project Progress Review

At the end of the first semester of thesis/project work, students will give a presentation of their current progress to a forum of ID faculty. Presentations will be done in a forum that will be scheduled/announced near the end of the semester. The goal of the forum is to provide additional outside input, identify any potential refocus of the thesis/project work,

and give students an opportunity to practice presenting their work in an environment similar to a final defense presentation with advisory committee. Students will give a 5 – 10 minutes presentation with additional 5 minutes questions. The presentation should include:

- Brief description of their thesis/project
- Information on what has been accomplished (Initial design, IRB submissions, literature review, surveys, etc.)
- Schedule update and what needs to be accomplished
- Concerns/issues

If any major issues are raised, it is expected that the students will work with their advisor to address the issues and develop a plan of action. This should be reported back to the Graduate Coordinator.

6.9 Thesis/Project Report

Throughout the thesis year, students are expected to be working on their thesis/project report. The outcome of the master thesis/project defense is based primarily on the written submission of the project. The completed writeup must contain all relevant information related to the planning, development, execution, analysis, results, and conclusions of the thesis/project.

The style between a thesis and project report varies greatly. A thesis report must fit the Institutes requirements while the formatting for a project report is handled at the School of Industrial Design. Examples of each type of report is available from the Graduate Coordinator.

All thesis or project work must be delivered in the appropriate templates:

- Thesis work must be presented in the [Institute thesis template](#)
- Projects should follow the ID Project template
- Cover template on shared ID drive in:
 - ID\COMMON\GraduateProgram-curriculum&programs\Thesis guidelines and procedures\Current

Thesis/project report should be delivered to Advisor and committee members for review 2 weeks before the scheduled presentation date. Since schedules are often full near the end of a semester, this allows everyone to review the work and to be prepared. These 2 weeks are for committee review, feedback, and student updates before the defense

6.10 Thesis/Project Defense

The process of defending a master thesis or project is initiated by the student in conjunction with his/her advisor, with the agreement of each member of the advisory committee, sending a notice to the program coordinator, that the thesis is ready to be defended. This notice is copied to the academic advisor and placed on file.

At this stage, any committee member who has reservations about the thesis can outline these reservations in writing as part of the notice. The Graduate Coordinator will then

review the situation with the advisory committee to determine the appropriate way forward. The defense is conducted once a materially complete draft of the thesis or project has been submitted to the committee and the advisor has recommended the thesis or project for defense.

The defense of the master thesis/project is an open and public presentation to the advisory committee, GT community including faculty, staff and students, friends, and family. Students should contact the Graduate Academic Advisor to find out available times and location for the defense. It must be announced publicly at least two weeks in advance. An announcement template can be provided by the Graduate Academic Advisor or found at the [graduate website](#).

The announcement should include:

- Candidate's Name
- Title of Your Thesis or Project
- Date
- Location
- Abstract
- Committee members

The presentation is a summative presentation of the student's thesis/project work. It can include any type of media but must reflect the content presented in the thesis/project report. The presentation is open to the public until the later stages as noted below. At the start of the presentation, the advisor will announce the following procedure to the student, committee members and all in attendance. The total time for the presentation is 60 minutes.

- At the advisors' discretion, the candidate is given 15 - 20 minutes to present their thesis/project.
- Each committee member is given time to raise questions, make comments and offer criticisms (10 minutes total).
- At the conclusion of the committee member remarks, the audience may be invited to offer comments or pose questions at the advisors' discretion (5 minutes total).
- Everyone but the advisory committee is asked to leave the room.
- In a closed session, the advisory committee discusses and determines the outcome of the student's thesis/project defense (10 minutes total).
 - The decision is taken by majority.
- The student is invited back into the room and the advisor announces the result of the committee's decision (5 minutes total).
- Possible outcomes of the committee decision are outlined in section [6.11 Thesis/Project Defense Outcome](#).
- Individual committee members are invited to provide additional comments and feedback (10 minutes total).

- The remainder of the audience is invited back and the results of the committee's decision is announced (5minutes total).

6.11 Thesis/Project Defense Outcome

The possible outcomes of the defense are:

- **The thesis/project is acceptable** as it stands.
 - All of the advisory committee signs the approval form.
- **The thesis needs minor editing** for grammatical or other small errors.
 - Everyone signs the approval forms except the advisor who withholds his or her signature until the corrections are implemented.
- **The thesis needs substantive but limited improvements** that can be implemented subject to the advisor's supervision and final approval.
 - Everyone signs the approval forms except the advisor who withholds his or her signature until the corrections are implemented.
 - The student is offered an explicit and precise statement regarding the required changes.
 - The statement is agreed upon by most of the advisory committee.
- **The thesis needs major revision** and should be resubmitted for full examination by the advisory committee.
 - The approval document is not signed.
 - The student is offered a written evaluation of their work with recommendations for its development and revision.
 - The evaluation and recommendations are agreed upon by most of the advisory committee.
- **The thesis is unsatisfactory**, and the committee recommends that the student be discouraged from further work on the subject.

Upon completion of the presentation, the student must complete all requested updates or revisions. To qualify for graduation during the current semester, all signatures and deliverables must be completed and turned in according to the [timeline](#) posted by graduate studies.

Thesis students must ensure that all items are delivered to the Office of Graduate Studies. Project students must turn in all deliverables to the ID office.

6.12. Thesis/Project Documentation

The recommendation for the award of the degree is forwarded to the Institute when:

- The thesis approval form is signed by all members of the advisory committee and the graduate program coordinator
- The final and approved thesis document is submitted to the Institute in the [required format](#)

Project students must upload a digital copy of the final project to SmarTECH (<https://smartech.gatech.edu/>). Thesis students must upload the required submission to ETD Submission System (<http://thesis.gatech.edu/>).

All ID students are expected to deliver the following documentation of the final thesis or project work to the graduate program coordinator or graduate academic advisor prior to graduation:

- Thesis/Project Report
 - A PDF version with High Quality Print settings
 - Two printed copies
 - One copy is for MID archival purposes
 - One copy is for the advisor
 - Printed copies must be perfect bound
 - No spiral binding is allowed
 - Students should allow one week for printing
 - Printing can be done externally or through GT printing and copying services
- Thesis/Project Poster
 - Size: 30" x 40" either vertical or horizontal orientation
 - Include your name, faculty advisor and date (month/year)
 - A PDF version with High Quality Print settings
 - One printed copy on semi-gloss paper
- Thesis/Project Screen Slides
 - Size: 9 x 16 proportion, 100 dpi minimum, horizontal orientation
 - Overlay your name and date (month/year)
 - Two to three slides summarizing thesis/project
 - Format: PNG, PDF and mp4
 - One-to-two-minute videos can be used

7. Exit Survey

Once a student has successfully submitted all the required documentation, an Exit Survey will be sent out by the Graduate Coordinator. An Exit Survey helps the school understand a student's experience and ways to improve the program.

<https://www.academic effectiveness.gatech.edu/surveys/institute-surveys>

8. Graduate Research/Teaching Assistantships

Graduate assistants have a mutual benefit between the School of Industrial Design and students. Faculty who have a research project or large class can have students help with the research or teaching/grading. In return, students are paid a stipend and receive a tuition waiver. In either case, the School of Industrial Design hires the graduate student by semester. The day-to-day responsibility of the graduate student is directed by the faculty member. During the semester, the faculty is asked to evaluate the student's performance.

Two possible assistantships are available: research (GRA) and teaching (GTA). Responsibilities are outlined below. To be hired as a GRA or GTA, students must be full-time. Students are hired at either 15 hours per week or 20 hours per week. In 2022, monthly compensation rates are \$1,200 or \$1,467, respectively. The School of Industrial Design follows the College of Design stipend rates as well as the guidelines for stipend levels found in the GT Policy Library.

Call for Applications:

- Fall 2022: Sent July 12, 2022
- Spring 2023: Will send email to students in Mid-October
 - Apply here: <https://forms.office.com/r/aPS3Swt8Xj>
- Summer 2023: Will send email to students in April 2023

Evaluation Criteria

- Knowledge of the course materials
- Communication
- Ability to work with others
- Ability to facilitate
- Ability to work independently
- Quality of work
- Attendance/Punctuality
- Initiative/Innovation
- Worked required 15 hours weekly

8.1 Graduate Research Assistant

Many of our faculty have outside research funding and can employ students as Graduate Research Assistants (GRA's) from their research funds. These positions are typically made available directly by the individual faculty member and applications for GRA positions are made directly to the faculty member.

8.2 Graduate Teaching Assistant

The ID department also has several courses that have available Graduate Teaching Assistant (GTA) positions available. Available GTA positions are typically advertised to all MID students before the start of each semester. Interested students may apply through an application form sent by the ID office.

Applications will be delivered to the course instructor, and he/she will contact, interview and select candidates who best meet the requirements for each position. Typically, instructors are looking for candidates who have related experience and expertise and are familiar with the course materials. For more detailed information on course materials, please consult the GT Course Catalogue at https://oscar.gatech.edu/pls/bprod/bwckctlg.p_disp_dyn_ctlg

9. MID Fellowships

Students have the ultimate responsibility for securing funding for their time at Georgia Tech. All admitted MID applicants are considered for any available funding by the MID admissions committee. Any student who receives funding upon admission is notified by letter at the time of admission. For in depth information regarding graduate student funding and financial assistance, visit the [Assistantship's, Fellowship's and Scholarship's page](#).

It is important to understand that not all MID students coming into the program receive funding upon admission, however, there are new opportunities from the School of Industrial Design that are available each year and students are notified of any potential funding opportunities that may open. Students must be full time and good academic standing.

9.1 Dean's Fellowship

The Dean's fellowship is a one-time \$10,000 fellowship awarded to an outstanding incoming graduate student each year. The fellowship can be split among several students or rewarded to a single student.

9.2 Libowsky Fellowship

The Libowsky Fellowship is presented to incoming graduate students based on factors articulated in application to the program. Typically, four incoming MID and Certificate students are awarded \$5,000 each, half of which is paid in the fall and the other half in the spring semester.

9.3 Herbert Haley Fellowship

The Herbert Haley Fellowship is awarded to current MID students to recognize significant accomplishments and outstanding academic achievement in the program. Typically, one student is awarded \$4000, which is paid in two disbursements over two semesters.

9.4 Advisory Fellowship

The Advisory Haley Fellowship is awarded to current MID students to recognize significant accomplishments and outstanding academic achievement in the program. Typically, one student is awarded \$5000, which is paid in two disbursements over two semesters.

10. Scholarships and Financial Aid

Students have the ultimate responsibility for securing funding for their time at Georgia Tech. Besides the GRAs, GTAs and MID Fellowships, Georgia Tech offers other scholarships and financial aid.

10.1 Office of Scholarships and Financial Aid

The Office of Scholarships and Financial Aid (OSFA) helps students and families apply for and receive financial resources. They administer funds and programs to help students meet the educational expenses to attend Georgia Tech. They also advocate for strategic financial support for Georgia Tech students.

<https://finaid.gatech.edu>

10.2 Office of International Education

The [Office of International Education](#) (OIE) supports Georgia Tech's international education and engagement goals through student and scholar mobility, on-campus internationalization, and intercultural experience. OIE collaborates with campus and partners across the world to expand the Institute's global learning and innovation network to develop cross-culturally competent, globally minded leaders.

Within OIE, International Student and Scholar Services (ISSS) serves as a resource and advocate for the large and diverse population of international students and scholars at Georgia Tech. ISSS provides a variety of support for international students holding an F visa, as well as J Exchange Visitors who are either enrolled at Georgia Tech as a non-degree seeking exchange student, degree-seeking student, student intern, short-term scholar, research scholar or professor.

<https://issss.oie.gatech.edu/content/financial-assistance-international-students>

10.3 Other Scholarships Fellowships

Additional scholarships and fellowships are available internally and externally to Georgia Tech. Please see the list at the following website:

<https://id.gatech.edu/assistantships-fellowships-scholarships>

11. School Education and Research Funding

11.1 Conference and Travel Request

The School of Industrial Design and College of Design offer support for students who are presenting a research paper or research poster or are speaking engagement related to research. The School of Industrial Design offers up to \$300 for domestic travel or virtual registration or up to \$500 for international travel. Additionally, the College of Design offers up to \$300 for domestic travel or up to \$500 for international travel.

To apply for funding, please complete the [Request for Conference Funds form](#) and submit the form, along with a confirmation of your paper/poster/speaker acceptance to Amy Fortson at amy.fortson@design.gatech.edu. If the School of Industrial Design has approved your request, we will email the College of Design on your behalf if additional funding is needed. Upon return, you will submit a trip report to broaden perspectives of the larger faculty. This support can only be used by an individual once per fiscal year.

Additionally, the Georgia Tech Student Government Association has funding for travel grants for students. It is subject to various rules and there is a separate application process. Information and the application process can be found at this website: <https://www.sga.gatech.edu/conferencefunds/>

Regardless of funding source, students are required to provide a report within one week after the trip is completed. The report should include information about the conference attended, presentations given (including electronic copies of papers, PowerPoint files, posters, etc.), any rewards/honorable mentions, and pictures. The report should be submitted to the Graduate Coordinator or School Chair.

Travel Guidance

After you receive confirmation of your travel support from the ID office, please work with Amy Fortson to coordinate your travel.

- If you are an employee at Georgia Tech, an approved Spend Authorization is required for any travel outside the state of Georgia, including international travel on behalf of Georgia Tech.
- **Air Travel:** Georgia Tech requires that all flight arrangements be made through our approved vendor, Travel Inc. If you make your own flight arrangements, or pay for them through your personal credit card, you will not be reimbursed. This includes anyone travelling on GA Tech business; employees, visitors, and students. If you expect GA Tech to pay for flights they have to be through Travel Inc. Travel Inc. can also assist with booking hotels, rental vehicles, or other travel needs.
- **Lodging:** Rental of a private residence is unallowable and should not be considered as a lodging option by travelers. This includes properties available through online private rental services (Air B&B, VRBO, HomeAway, etc). This applies to faculty, students, staff, etc. <https://policylibrary.gatech.edu/business-finance/lodging>

- **Hotels:** When booking hotels, any hotel costs anticipated to be over \$500 per night require specific approval from Procurement. The \$500 limit includes all fees, taxes and other charges. You can work with the business office to secure the necessary approval.
- **Car Rental:** Georgia Tech is under mandatory statewide contract with two car rental vendors:
 - Enterprise - for car rental within the state of Georgia
 - Hertz - for car rental at Georgia, national and international airports locations
 - Account Info: Hertz (CDP#: 2018737), Enterprise (CDP#: 03W1179). <https://policylibrary.gatech.edu/business-finance/rental-vehicles>
- **Ubers and Lyfts:** Reimbursement of rides for students is allowed if there is a Georgia Tech business purpose. The Georgia Tech campus (or roughly the same distance) should serve as the pick-up or drop-off location, unless the ride is taken on the weekend. A point-to-point explanation is required for each item reimbursed.
- **Per Diem:** Meals are reimbursable on a per diem basis (not actual expenses) for overnight official business travel outside the Traveler's primary work or educational location. Georgia Tech's financial management system will provide the proper per diem amounts based on travel to specific cities.
 - Daily meal allowances are divided into breakfast, lunch and dinner amounts, and include taxes and tips. Travelers should deduct specific meals where required, as outlined in the "Required Meal Claim Deductions" section below.
 - Per diem expenses do not require receipts to be provided.
 - A formal written agenda which includes session times and any meals provided is required as supporting documentation for conferences, meetings and training.
 - For all travel, both in and out of state, travelers are eligible for only 75% of the total day's per diem rate on the first and last day of travel.

11.2 Grad Studios

Faculty who are teaching graduate studios have access to funds to support their projects and decide on how to spend the funds. Graduate studios (including the certificate year studio) have a budget of \$500/semester.

11.3 Thesis/Project Funds

There is a budget of \$500/year per student that can be used to reimburse prototyping costs and materials for their Master thesis or Master project (Graduation year only). See page 2 of attached [Reimbursement Request Form – Thesis-Project.doc](#) for guidelines and more details.

12. Graduate Studio Space

The Graduate Studio Space provides students with a common area to take studio courses, have meetings, work on projects, use computer resources and relax. Please note the following guidelines when using the space:

- Students in a studio course have their own desk.
- Lockers are available to store and lock personal belongings.
- Students working on their master thesis/project can use any open desk or reserve one to keep and work on projects.
- A common storage area is available for studio or student supplies. Make sure to place your name on any item.
- Computers, printers, scanners, and 3D printers can be used on a first come basis.
- Please make sure to keep doors to the studio space closed and always locked
- While studio courses are taking place, please keep noise and conversation at a low level

13. Resources

A wide variety of resources are available to graduate students. This includes resources at the School, College and Institute levels.

13.1 School Resources

MID Frequently Asked Questions: <https://id.gatech.edu/mid-faq>

Faculty Specializations: <https://id.gatech.edu/faculty-specializations>

Computer Resources: <https://id.gatech.edu/computing-resources>

Printing Resources: <https://id.gatech.edu/printing-resources>

Prototyping Resources: <https://id.gatech.edu/prototyping-resources>

Registration Resources: <https://id.gatech.edu/registration-resources>

Research Resources: <https://id.gatech.edu/research-resources>

Shop Resources: <https://id.gatech.edu/shop-resources>

Software Resources: <https://id.gatech.edu/software-resources>

13.2 College Resources

Design Shop: <https://id.gatech.edu/design-shop-access>

13.3 Institute Resources

Office of Graduate Education: <https://grad.gatech.edu>

Graduate Lounge: <https://studentcenter.gatech.edu/graduate-student-lounge>

Institutional Review Board: <https://researchintegrity.gatech.edu/irb>

14. RULES AND REGULATIONS

Master students are subject to the Institute-wide rules and regulations, as these are described in the [Grad Policies and Regulations](#) page of the GT Academic's website.

MID and Certificate students should be aware of the following rules, among others:

- [General description of the MID degree](#)
- [Institute Requirements for the Master Degree](#)
- [Student honor code and code of conduct](#)
- [Format of Master Thesis](#)
- [Institute policies on advisement and thesis advisory committees](#)

In addition, students studying for the Master of Industrial Design degree are subject to the stipulations of this handbook as it stands the year of their first registration with the program. The handbook is updated at the beginning of every academic year.

When handbook changes are significant, students already enrolled with the program will be offered appropriate options as to whether to continue under the provisions applicable at the time of their first registration, or to transition to the new handbook.

Appendix

A.1 Advisor-Student Extenuating Situations

Extenuating situations may arise between the advisor and student. For example:

- Students cannot work with one advisor the first semester and a different advisor in the last semester
- Students might not be able to take their same topic to a new advisor (such as if it was a funded)

If the advisor and examination committee chair leaves the faculty of the Georgia Institute of Technology after the thesis topic is approved, and both the advisor and the student wish to continue in the advising relationship, there will be no change of advisor. Where the continuation of the advising relationship is not possible, the committee will be reconstituted and one of its members will assume the advising role. The program coordinator will facilitate the process.

If a member of the advisory committee other than the advisor is unable to continue in this role, for any reason, the advisor will work with the student to identify a new member for the committee. In accepting to serve in this role, the new member of the committee will often sign on the thesis topic and thesis proposal documents as they were previously approved. However, they may also request that the proposal be modified in some of its details. It is important to read the [institute advisement policies](#).

A.2 Enrollment Requirements

Full-time enrollment is considered 12 credit hours. Students should visit the Office of International Education website (<https://isss.oie.gatech.edu/content/enrollment-requirements>) to learn how Audit Credit Hours, Pass/Fail Credit Hours and Summer Term effect a student's hours towards enrollment.

A.3 Reduced Course Loads

Students with F1 and J1 visa holders are required to enroll full-time each term (12 credit hours) unless approved for an authorized reduced course load. Students may face two special situations, Academic Reduced Course Loads and Medical Reduced Course Loads, during or starting a semester. Students should review the information carefully at the Office of International Education website (<https://isss.oie.gatech.edu/content/enrollment-requirements>) and follow the required steps and submit the appropriate information. If applying for an Academic Reduced Course Load, please inform the Graduate Coordinator of the situation so coordination with the faculty advisor can be made.

A.4 Changing Thesis or Project Hours

Students must change the number of credit hours in the section that they register. Normally, students take 6 hours of thesis or project work each semester during MID second year. To change the number of hours, go to the Registration system (Oscar) > Student Services & Financial Aid > Change Class Options.

A.5 ID 8900 Proposal for Independent Study Form

School of Industrial Design
College of Architecture

ID 8900 PROPOSAL FOR INDEPENDENT STUDY

Student: _____ GTID# _____

Instructor: _____ Semester: _____

Student should complete this form for the proposed Independent Study Project describing it in detail. The instructor must approve the project and return the form to the Department office for the Director's approval. If necessary attach additional pages. (THIS FORM MUST BE TYPED)

PROJECT TITLE:

OBJECTIVES:

PROJECT DESCRIPTION:

METHODOLOGY:

RESOURCES: (People/Books/Etc.)

OUTCOMES:

CONTACT HOURS:

Number of Credits: _____

Student's Signature: _____

Instructor's Signature: _____

Director's Signature: _____

A.6 Reimbursement Request Form

[Reimbursement Request Form – Thesis-Project.doc.](#)



MASTER THESIS/ PROJECT REIMBURSEMENT REQUEST FORM

Date: _____

Student Name: _____ Student GTID: _____

Purpose of Purchase(s): _____

Instructor's Name (Print)		Instructor's Signature		Worktag (account to charge)	
RECEIPT #	VENDOR	DATE	DESCRIPTION If item is unusual (ex, a toy, kitchen appliance, apparel, etc) explain how it was used for the project	REIMBURSEMENT STATUS (New request or paid already)	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
					<u>TOTAL \$</u>

A.7 Request for Conference Funds Form

[Request for Conference Funds form](#)

		
REQUEST FOR CONFERENCE FUNDS		
APPLICANT INFORMATION		
Name: _____		
Email: _____	GTIQ# _____	Phone: _____
Degree Candidacy: _____		
Supervisor: _____	Supervisor's Signature: _____	
FUNDING SOURCE		
<i>Do you have any other funding source? (Department/ Advisor/Self/Other, SGA)</i>		
FUNDING	AMOUNT	
1. _____	\$ _____	
2. _____	\$ _____	
3. _____	\$ _____	
PRESENTATION		
Title Oral or Poster Presentation: _____		
Departure Date: _____		Return Date: _____
Conference Name: _____		
Destination: _____		
ESTIMATED TRAVEL EXPENSES		
Type of Expense	Your Estimate	Other Pertinent Information
Airfare	\$ _____	
Ground Transportation	\$ _____	
Rental Car (Georgia Tech contract)	\$ _____	
Personal Car (mileage)	\$ _____	
Hotel Cost (Nightly Rate) \$	\$ _____	
Registration	\$ _____	
Dining	\$ _____	
Other	\$ _____	
The information provided here is true and correct to the best of my ability.		
Signature of applicant: _____		Date: _____
<i>For Office Use:</i>		
Application Approved: _____		Not Approved: _____
Signature: _____		Maximum Support up to: \$500 – International \$300 – Domestic / Virtual

A.8 GRA and GTA Interest form Form

Questions	Responses
<h3>GRA and GTA Interest Form- Spring 2023</h3> <p>Typically, instructors are looking for candidates who have related experience and expertise and are familiar with the course materials. For more detailed information on course materials, please consult the GT Course Catalogue at https://oscar.gatech.edu/pls/bprod/bwckctlg.p_disp_dyn_ctlg</p>	
1. First Name *	<input type="text" value="Enter your answer"/>
2. Last Name *	<input type="text" value="Enter your answer"/>
3. Email Address *	<input type="text" value="Enter your answer"/>
4. Are you interested in serving as a GRA or GTA? *	<p><input type="radio"/> GRA</p> <p><input type="radio"/> GTA</p> <p><input type="radio"/> Either</p>
5. Please describe your skills and abilities that you feel are applicable to a GRA or GTA position. *	<input type="text" value="Enter your answer"/>
6. Please list out a specific research area of interest, if any.	