



Program in Survey Methodology

**Student Handbook
2019/2020**

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Welcome to the Program in Survey Methodology

We promise to make every effort to provide a high-quality learning experience, and an enjoyable time at the University of Michigan. This handbook includes a lot of generally useful information, although some of it may not apply to you.

The first year of your graduate career will present you with your greatest opportunity to develop a sense of collegiality and community with your peers. Collegiality will be most important within the program, but is also an important facet of cross-disciplinary interaction. The University and PSM provide many opportunities that help to enhance this important aspect of your graduate career. It is up to you, however, to take advantage of these opportunities.

The Program in Survey Methodology office is located in Room 4050 on the fourth floor of the Institute for Social Research. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. If you have any specific needs or questions not addressed in this book, you can always approach one of the staff members below.

Fred Conrad, Director, Rm 4009, 936-1019

James Wagner, Associate Director, Rm 4053, 647-5386

Jill Esau, Educational Programs Administrator, Rm 4042, 647-4620

Nancy Oeffner, Survey Methodology Program Administrator, Rm 4005, 615-6226

Patsy Gregory, Student Administration Assistant, Rm 4050, 647-3592

Sumi Raj, SMP Administrative Assistant, Rm 4006, 764-4369

Elisabeth Schneider, Student Administrative Assistant, Rm 4050, 763-2359

Jodi Holbrook, Student Services Assistant, Rm 4050, 764-6595

Stephanie Bolz, Contract and Grant Specialist, Rm 4007, 647-3545

The Teaching Staff

The teaching staff at the Program in Survey Methodology brings together faculty and scientists from the social and behavioral sciences in the College of Literature, Science, and the Arts; the School of Public Health; and the Institute for Social Research. Moreover, the quantitative strengths of disciplines such as communication studies, economics, education, political science, psychology, sociology, and statistics are integral to the empirical underpinnings of the program. With its depth and breadth of curriculum; faculty who are outstanding researchers, teachers, and mentors; exceptional research opportunities at the Institute of Social Research; and the extraordinary range of course offerings at the University of Michigan, the program offers qualified students superb educational opportunities.

This guide contains important information to help make the transition to life as a graduate student at the University of Michigan easier. It represents the collected wisdom of staff, graduate students, and faculty.

The Institute for Social Research has its own facilities separate from the University. Descriptions of services of both ISR and of UM are presented in this handbook.

Facilities

Building and Bay Access

Students are given the opportunity to receive 24-hour/7 days access to the ISR building and the PSM/SMP bay and Commons. To receive access you must sign the ISR key building access request form. Building access will link to your MCard. Please contact department staff if you have any questions.

The Commons

A shared Commons area is located between the Bays 4050 and 4026. This space is for the use of PSM/SMP students, faculty and staff. Students may use the refrigerator, microwave, toaster oven, tables, chairs, and couch. It is a convenient spot for students to meet, socialize, study, or have lunch. All students are responsible for cleaning up after themselves after using the Commons. Contact Sumi Raj if supplies are low.

Conference Rooms

The PSM/SMP area has two small conference rooms, 4036 and 4121. The rooms may be used by PSM students for meetings or for a quiet place to have a phone conversation or study if they are not being used by faculty or SMP staff. There are also several conference rooms on the sixth floor of ISR and several other rooms throughout the building that may be reserved. Contact Jodi Holbrook to reserve a room.

Duplicating Department

PSM students may pay for coursework or personal copying in the ISR Duplicating Center in room 160, in the basement of Wing I. Duplicating Services hours are 7:30 a.m. to 4:00 p.m., Monday through Friday. Students with questions regarding ISR Duplicating Service can contact them at (734) 647-1406 or isr-duplicating@umich.edu.

Market Twenty 4 Seven

A small self-serve market is located on the first floor of ISR. It offers a variety of prepared and fresh foods, snacks and beverages around the clock. The secure self-checkout technology identifies each product by barcode. Payment is by credit card. Cash can be accepted if you setup an account prior to the purchase, the forms are located in the market. Receipts can be sent via email. For added security, the store is equipped with a closed-circuit camera.

Department

Email

Your unqiename will be added to a group of all PSM PhD or MS students in the program. We use these email groups to send information regarding items that may be of interest to graduate students, such as job opportunities and university events.

ICPSR Data Access

Students have campus wide access to ICPSR's vast data archive through *ICPSR Direct*. *ICPSR Direct* is a service that provides direct access to the ICPSR data holdings for all students, faculty, and staff at ICPSR member institutions. With *ICPSR Direct*, any user with an authorized UM login may download data from ICPSR, without going through a local campus representative. Information can be found at <http://www.icpsr.umich.edu> .

Mail

Mail is picked up in the morning and distributed once a day, Monday-Friday. Intercampus mail envelopes are available near the mail boxes. First class stamps are available for purchase at the ISR information desk on the first floor.

Printing

SMP printers are to be used only for research project work. Personal and course-related printing should be done using your UM login at any of the public computing access sites.

PSM Office

The Program in Survey Methodology (PSM) is a part of the Survey Methodology Program (SMP). The programs are encompassed in the Survey Research Center (SRC), the largest unit within the Institute for Social Research (ISR). The department office is located in Wing 1 of the ISR building.

Social Events

Regular PSM social events occur throughout the term. There are occasional parties sponsored by PSM. We will notify you of such events as they are scheduled. Program sponsored events are great chances not only to mingle with other graduate students, but also to see faculty outside of the classroom setting. Attendance is highly recommended. Reply, RSVP, to all events in a timely manner so we may plan appropriately.

Supplies

Supplies in the supply closet in Bay 4050 are paid by research projects and are not to be used by students for course work or personal use.

Trash and Recycling

There are numerous trash bins (clear liners) and recycling bins (blue liners) throughout the office and building. The University encourages everyone to recycle. Trash bins are emptied on a limited basis so please take odiferous items to the large trash bin located in the hallways near the elevator. Small trash bins are emptied once a week.

Video Compressed Technology

Many PSM courses are offered simultaneously in College Park, Maryland through the Joint Program in Survey Methodology (JPSM). The partnership between the Program in Survey Methodology (PSM) and the Joint Program (JPSM) establishes a second site for PSM in the Washington, D.C. area. This partnership enriches course offerings in Ann Arbor through the use of compressed video technology enabling a course to be taught simultaneously in both locations. University of Michigan faculty and staff, most associated with the Survey Research Center, teach in the Joint Program, sometimes at the College Park campus, sometimes in Ann Arbor. Several classrooms at the Institute for Social Research in Ann Arbor (**ISR rooms 368, 1017, 1070, 4036 and Perry Room G300**) and several in the Joint Program offices in College Park, are equipped with this technology. An instructor in Ann Arbor or College Park can see, hear, and communicate with students at the remote site. Instructors travel between the host site and the remote site on a regular basis to have face-to-face contact with students at both locations.

Please keep in mind that since we have this partnership with JPSM we do not follow all of the University of Michigan calendar dates. For example, JPSM does not have a Fall study break so classes will continue during this time. The course syllabus is the best resources for class schedules.

Workstation Etiquette

Space in ISR is always at a premium, and that is especially true in the PSM/SMP area. Students working on ISR projects are assigned to small work stations in SMP; some students may have to share their workspace with another student due to increasing numbers in the program. The work stations are in close proximity to one another. Therefore, we ask that you be considerate of others and avoid prolonged, loud conversations either in person or on the telephone, playing music without a headset, or spilling your belongings beyond your space.

Computing

Account Information

Each student is given a university-wide computer account. At the University of Michigan your unickname becomes a gateway to computing, information, and many services that will be used throughout your career at U-M. . The Information Technology Services (ITS), formerly known as ITCS, is a good place to learn about general computer resources at the university, <http://www.its.umich.edu/>.

Unique name and password

The first step for you in accessing university services will be to acquire a "username" and password, <http://www.itcs.umich.edu/username/>. Three days after you accept the offer of admission you will receive an e-mail from ITS that will help you set-up your Username and Basic Computing Package. The e-mail will include a "one-time identifier" and steps to create the Username. If you have not received this email message before the PSM orientation, consult one of the PSM staff members.

Once you have established your account and its associated username, you will have an e-mail address in the form <username>@umich.edu, and will be able to use public computing sites and printing. Some university offices will begin sending email to your U-M account to share important information or to request that you complete some important transactions online. Often email is the only method of notification.

Your username is your University of Michigan computing ID and will be part of your permanent email address. That means it is public information. It will be with you as long as you are affiliated with the university, even after graduation.

Keep your unique name and UMICH password secure. Your password proves you are who you say you are. Never tell anyone your UMICH password. The University of Michigan will never ask you for your password, nor will the university send you email requesting your password information. Ignore all email messages requiring you to provide such information.

Computing at ISR

ISR uses a Microsoft network that is overseen by the Survey Research Center (SRC) computing staff. The members of the computing staff strive to make computing as easy and trouble-free as possible, but their services are not free. **Please do not contact the SRC computing section for help without first obtaining permission from Nancy Oeffner.**

Students working on ISR projects will be assigned to a workstation and computer, as well as a username and password for the ISR network. Each computer must have a profile set up for the individual using the machine before you can login to the network. Students not employed at ISR are welcome to use non allocated workstations in PSM student bays. Printing is limited to your work as paper is a resource shared with SMP research projects. If you are assigned to a computer please make sure you download all critical Windows updates as they become available. Students are responsible for backing up their hard drive. Downloading software unrelated to your work is not permitted.

Wireless Access

U-M WiFi networks allow campus and guests to connect wireless devices, <http://its.umich.edu/enterprise/wifi-networks/wifi>, to the internet and to U-M networks. There are three WiFi networks on the Ann Arbor campus.

- **MWireless**
Students, faculty, sponsored affiliates and staff with a valid U-M email address and password should use MWireless when on campus because it is secure and encrypted. MWireless users may be blocked from visiting known malicious websites.
- **eduroam**
eduroam is available when visiting other universities and colleges, and should be configured with the WiFi setup tool before visiting other institutions. Full access to U-M resources is available when using MWireless or eduroam.

- **MGuest**
MGuest provides basic internet access for university guests. Access to certain university resources, including academic journals, is limited. Guests must agree to the university's terms of service and devices that cannot display a captive portal are not able to connect. MGuest users may be blocked from visiting known malicious websites.

Wireless Security

MWireless provides the most secure network, using the strongest level of encryption available today. Members of the campus community are strongly urged to use MWireless when working on campus. You are also encouraged to install the latest antivirus software and security patches on your devices. The ABCs of Registration and Enrollment.

The ABCs of Registration and Enrollment

Books

Barnes & Noble College- The University has entered a contractual agreement with Barnes & Noble College to be the University's preferred provider for textbooks and course materials. This establishes an online portal for selecting, purchasing, picking up and returning textbooks. The store will no longer automatically stock textbooks. There are two on-campus Barnes & Noble locations — one at North Campus' Pierpont Commons and one on Central Campus (a temporary location in the lower level of the Shapiro Undergraduate Library). In the winter of 2020 the Central Campus location will move back to the Michigan Union. Students can opt to have textbooks shipped to designated campus locations or to their homes. There will be free shipping for students who send their purchases to Barnes & Noble designated pick-up locations. Students will have a link in Wolverine Access or they can go directly to the new site, www.umichtextbook.com, to view their textbook lists and order their materials, if they choose to order from Barnes & Noble College.

Ulrich's Bookstore - Due to South University construction the bookstore has temporarily relocated to 1200 S. University Avenue, (734) 662-3201

Course Materials

Most survey methodology courses will have materials available on Canvas, <https://ctools.umich.edu/gateway/>. Canvas is an advanced web-based course and collaboration environment. It is a set of tools designed to help instructors, researchers and students create sites on the web.

Credit System

Most graduate courses at Michigan are one term long and are given a value of three credit hours. Credit hours reflect the number of hours a student attends discussions and does outside reading each week during a four-month term. Most graduate courses are classified as proseminars, and they usually meet two hours a week.

Full-time Enrollment and F1 Visa Holders

Students with F1 US visas must be registered full-time. Full-time is defined as eight credit hours for certificate, master's, and pre-candidate graduate students. For pre-candidates and candidates with a relevant master's degree, or 21 or more hours completed toward their PhD degree, or who hold a 0.25 graduate assistantship, the total for full time status is six credit hours. This rule is mandated by federal immigration regulations and monitored by Rackham's International Admissions Office.

Grades

Graduate courses are graded on a nine-point scale with the highest grade being A+. Students must take all courses counting toward their degree for a letter grade. A student must earn a cumulative Grade Point Average (GPA) of a B (3.00 on a 4 point scale) and must receive a minimum of a B in a required course. A student falling below this minimum in a given term or half term will be placed on academic probation for the following term or half term of enrollment. Failure to meet this requirement could result in the department recommending to the University any of the following actions:

1. admit a student on probationary status;
2. place a continuing student on probation;
3. require a student to withdraw from the University; or
4. not confer a degree or certificate.

All students are responsible for being familiar with the Rackham Graduate School Academic policies including those relevant to Coursework, Grading and Academic Standing found at the following link: <http://www.rackham.umich.edu/current-students/policies/academic-policies/section4#45>.

Avoid receiving grades of ED (unofficial drops), which are computed as failing grades on a transcript. EDs are given because an official drop was not correctly processed or because an instructor did not turn in a grade or an incomplete. Take the initiative to find out why an ED was given and work with the instructor to have it removed from your record.

Please see **Appendix A** for the Program in Survey Methodology Grade Requirement Policy.

Helpful Hints

1. The beginning and end of each term are the **busiest times for campus resources**, services and campus computing sites. If you can get to these places as early in the day as possible (9:00 a.m.), you will have better luck beating the undergraduate crowd.
2. Given the busy nature of most professors' schedules, it is sometimes better to **use e-mail** to contact them.
3. Classes will start at the time printed in the Time Schedule, Michigan time has been discontinued.

Late Registration

After the third week of the term, students must go to the Registrar's office to make changes in schedules, including late registration, dropping, adding or modifying classes. For more information on altering your enrollment, please contact the PSM staff. During the first three weeks of Fall or Winter term, you may drop a class for any reason. You can complete this process online through Wolverine Access and you will not receive a W. From the fourth week to the ninth week, you can still drop a class for any reason, but you will receive a W on your transcript. In order to drop a class after the ninth week, you must petition the Academic Standards Board. *If you elect a course and never attend, you must drop the course, or an ED (unofficial drop/failure) will be generated by the Registrar. Always check to make sure that a drop has been properly processed.*

Late Registration Fee

If you are not registered before the first day of class, a late registration fee will be assessed to your account.

Rackham Graduate Student Handbook

All graduate students need to review the Rackham Graduate School Student Handbook and become familiar with the policies and procedures of the Graduate School:

<http://www.rackham.umich.edu/policies> .

Student Identification Cards or “M-Cards”

M-Cards are issued from 8am-5pm at the Student Activities Building (SAB), 515 E Jefferson Street, room 1011. Consider this card as your passport to the University. You should carry it with you at all times. It gives you access to the library system, recreation facilities, Ann Arbor buses, student-priced tickets for University musical, sports, and theatrical events, as well as entry to some controlled-access campus computer sites. You can ride the AATA (Ann Arbor Area Transportation Authority) buses for free by showing your yellow MCard.

Tips on Classes

- Most graduate courses are small, but sometimes courses become crowded. Check with the instructor about signing up for the wait list or receiving permission (formerly known as an “override”) to register, if necessary.
- Courses in other Rackham departments may be elected as cognates. When you sign up for a cognate, make sure that you sign up for graduate credit. You can do this by checking the graduate catalog for a list of other departments' graduate courses and using the graduate-level course number when courses are cross-listed.
- Grading is on a nine-point scale with the highest grade being A+ (9.0). PSM students are required to maintain a B (5.0) in SurvMeth courses to remain in good academic standing. Students are strongly encouraged not to take a grade of Incomplete in a course. A student has two semesters, including spring/summer, to make up incomplete work.

Transcripts

Official copies of transcripts may be obtained from the Registrar or ordered through Wolverine Access. Wolverine Access will also allow you to print unofficial copies of your transcript online.

Tuition Bill

Tuition waivers are usually credited directly toward student accounts by the middle of the term. Do not be alarmed if a tuition bill arrives in late September. Some fellowships may not cover registration and other student fees, so it is your responsibility to pay the fees by the due date on your bill in order to avoid being assessed late charges. The University does offer a tuition payment plan. Please find details at the following link:

<http://www.finance.umich.edu/finops/student/payments>.

Registration fees are approximately \$80 per term. You can check the fees you owe through Wolverine Access.

Visiting (Auditing) a Course

With permission of the advisor and the course instructor, a student may enroll in a course as a visitor (auditor), rather than for credit. A visit (audit) will not be counted toward degree credit requirements. Full fees will be assessed at the current rate of tuition. After registering for the course online via Wolverine Access, the student must register for this status in person at the Registrar's Office, and present a Drop/Add form with the signatures of both the instructor and the student's department graduate chair or advisor.

Wolverine Access

Wolverine Access provides a summary of course availability, academic records, financial aid status, and your tuition bill. Your username and password will get you into the system,

<https://wolverineaccess.umich.edu/f/u241s13/normal/render.uP>.

Some Advice about Getting Advice

Please be careful about whom you ask for advice. You will have many questions about the program, financial aid, specific courses, and so forth once you have entered the program. Your best course of action is to go directly to the people who are responsible for the area about which you have questions. The following is a list of helpful sources of information that can provide you with accurate answers.

Advising

Each new semester you are required to schedule an appointment with you advisor. Your advisor is there to help guide you with your graduate career.

Campus Information

The University of Michigan maintains an information desk. While the Michigan Union is being renovated the helpdesk has relocated to the **Michigan League at 911 N University**. The desk is open all year, 19 hours a day. They can be reached via the Internet at <https://campusinfo.umich.edu>, or by phone at (734) 764-INFO (4636). They are a good source for information regarding campus units' hours of operation, locations, services, events, directions, transportation to/from/around Ann Arbor, UM history and trivia, the academic calendar, etc.

Faculty Areas of Interest

If you are interested in studying with a specific professor or studying a particular topic, you should speak directly with that professor. You should inquire about their plans as far as what courses they intend to teach and their availability for supervising the type of program in which you are interested. You will also find information about faculty research interests in the faculty section of the webpage.

Financial Aid

- Financial Aid Office (Student Activities Building)
- PSM Director
- PSM Assistant Director

Program Requirements

- PSM Director
- PSM Assistant Director
- PSM Website www.isr.umich.edu/gradprogram
- PSM Course Planning Guide

Rackham Graduate School Requirements

<http://www.rackham.umich.edu/current-students/policies/academic-policies>

Words of Wisdom

Remember that course work is just the start of your education and career. Other words of wisdom for first year students include:

- Join professional organizations like the American Statistical Association (Survey Research Methods Section) and you will receive *The Amstat News* and *STATS: The Magazine for Students of Statistics*. One-year student memberships are \$25 per year. Please visit the ASA's website at <http://www.amstat.org/> for further information. Also, look into joining the American Association for Public Opinion Research (AAPOR). You will receive *Public Opinion Quarterly* and most AAPOR mailings. A one-year full-time student membership requires a copy of valid student ID or a letter from an advisor required with application. First year is \$10. Second year is \$15. Third year is \$25. Please visit AAPOR's website at <http://www.aapor.org/> for further information.
- Plan on attending departmental events in relevant subfields. These include lecture series, brown-bag presentations, and job talks. Join e-mail groups that include presentations from other units such as the Psychology and Sociology Departments, or area centers at ISR. Please note that PSM offers several brown bag lectures in the fall and winter terms. **PSM students are expected to attend all of these JPSM/MPSM Seminar Series sessions.**
- You may also wish to join other relevant professional organizations in your field in order to receive their journals and take part in their annual meetings.
- Start a filing system to outline the articles you read for each class. These can be used in the future to review for preliminary examinations or as a start for preparing a bibliography for teaching your own classes. They are absolutely essential to the successful completion of your graduate work.
- There are opportunities to attend meetings and conventions, such as those offered by the following organizations:

- **Midwest Association of Public Opinion Research**, <http://www.mapor.org> The MAPOR Annual Conference takes place each November.
- **American Association of Public Opinion Research**, <http://www.aapor.org> , The AAPOR Annual Conference takes place each May.
- **American Statistical Association**, <http://www.amstat.org>. The ASA Annual Joint Statistical Meeting takes place each August.

Financial Matters

There are a number of financial aid offices around campus, each with a specific purpose. Some are listed here with the hope of helping you avoid confusion later.

Office of Financial Aid

2500 Student Activities Building (SAB), 515 E. Jefferson Street, (734) 763-6600. This office handles applications for National Direct Student Loans, Guaranteed Student Loans, and also maintains a list of work-study positions available through the University, <https://studentemployment.umich.edu/>.

Rackham Office of Fellowships and Recruitment

0120 Rackham, 915 E. Washington Street, (734) 764-8119, <http://www.rackham.umich.edu/funding>, This office administers the Barbour Scholarship, Rackham Merit Fellowship, Rackham Predoctoral Fellowships, University Fellowships, One-Term Rackham Fellowships, and Research Partnerships. In all cases except the Research Partnerships, a student must be nominated by the department to be considered for the award. The department will keep you apprised of forthcoming scholarships, fellowships, or grants. Please see Patsy Gregory with any questions regarding fellowship opportunities.

Student Financial Services

2226 Student Activities Building (SAB), 515 E. Jefferson Street, (734) 764-7447 or toll-free at (877) 840-4738. This office is a division of Student Financial Operations and handles billing questions and disbursement issues, <http://www.finance.umich.edu/finops/student> .

Tuition Rates

Tuition rates are based on full-time enrollment. Information on your personal student account is accessible through Wolverine Access. General information regarding tuition rates for current and future terms is available on the Office of the Registrar website <http://ro.umich.edu/>

Employment Matters

Pledge of Confidentiality

Each year you are **required to review** the Institute for Social Research's Policy on Safeguarding Respondent Confidentiality and **sign** the associated Pledge. The policy and pledge may be viewed and signed online at <https://sites.isr.umich.edu/privacypledge/>.

The scientific mission of the Institute for Social Research (ISR) is to plan, conduct and disseminate high quality research. The Institute's confidentiality policy and annual pledge

applies to all oral, written, electronic and other forms of data and to the management and application of data collection, storage, processing, analysis, retrieval and dissemination. Sponsors, federal laws and regulations require assurance of confidentiality. Failure to comply by the policy may result in discipline and termination. It is important to sign the policy as soon as you can to comply with all relevant sponsor requirements.

PEERRS Training

Certification may be **required** for participation on a study or project team, depending on your role, funding source, and the type of research. PEERRS is the University of Michigan's online Program for Education and Evaluation in Responsible Research and Scholarship, <http://my.research.umich.edu/peerrs/>. PEERRS courses provide training required per university, state, and federal regulations regarding responsible conduct of research (RCR). To identify the required course(s) for certification log in to My LINC (the university's online Learning and Information Center) with your uniusername and UMICH password. Navigate through all the pages in a course and pass the certification test (if applicable). After passing the test record your course completion in My LINC.

Individual Taxpayer Identification Number (ITIN)

Some international students, scholars, faculty, or staff may need a U.S. tax number for themselves or for their spouses and children. A U.S. tax identification number is required for employment, filing tax returns, claiming treaty benefits, and for students with scholarships or fellowships. The Internal Revenue Service (IRS) issues an Individual Taxpayer Identification Number (ITIN) to individuals who are required to have a U.S. taxpayer identification number but who do not have, and are not eligible to obtain, a Social Security Number (SSN) from the Social Security Administration (SSA).

Please check the **International Center's** website, <https://internationalcenter.umich.edu/resources/tax/getting-itin>, and the **Internal Revenue Service (IRS)** website, <https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin> for complete information.

Research Positions

All Master degree students are offered employment as a part time research assistant as part of the offer of admission. Assignments will be made at the beginning of each fall term. A member of the administrative staff will contact you with the paperwork necessary for your employment.

Summer Internships

Master's level students are required to complete an internship at a suitable organization during their first summer. More information about this will be provided at the appropriate time.

Timekeeping

Proper timekeeping for the work that you do as a research assistant is essential. You are expected to keep track of the work that you complete and report the time you have worked accurately.

Students employed on research projects at ISR will complete electronic timesheets either biweekly or monthly. You will be given a login and access to charge to the account established for your project. Timesheets are approved by Nancy Oeffner. Some PhD students may be directly appointed to a project and will not be required to complete a timesheet. Those students, however, will be asked to certify their effort in writing after

completing a mandatory education module. More information on the certificate process will be given to those affected.

A few hints:

1. Within the Institute for Social Research, you will utilize what we refer to as ET (electronic timekeeping.) You will be provided an account that corresponds to the project you are working on, this is the account you should use to charge your time worked. Reporting your hours worked is how you receive a paycheck.
2. If you work outside ISR, you may have a different process for reporting your time.
3. You should only charge **actual time worked**.
4. No student should work more than 20 hours per week without Program permission. International students are limited to 20 hours per week during the academic year due to visa policies.

Campus Services

Counseling and Support Services

There is a 24-hour emergency telephone service, (734) 936-5900 and (734) 996-4747, for immediate psychiatric emergency assistance. For non-emergency counseling, referral and information services (CAPS), call (734) 764-8312, <https://caps.umich.edu/>.

Discrimination or Harassment Issues

The Program in Survey Methodology and the Institute for Social Research are dedicated to ensuring a safe environment in which to work or study. Discrimination or sexual harassment will not be tolerated. If, at any time, you are uncomfortable with a faculty member, staff or another student, you are encouraged to seek assistance from PSM administrative staff. Your concerns will be kept confidential and given our highest priority until the problem has been resolved. You may also take your concerns directly to the UM Office of Institutional Equity, 2072 Administrative Services, 1009 Greene Street, (734) 763-0235. Our goal is to make sure your experience in the Program in Survey Methodology is free from discrimination or harassment so you are able to concentrate fully on work and study while you are with us. <https://hr.umich.edu/about-uhr/service-areas-offices/office-institutional-equity>

Emergencies

Dial **911** to call the Ann Arbor Police or Fire Departments for any life-threatening emergency. For other types of emergencies on campus, such as being locked out of your office or car, losing your purse or wallet, etc., contact the Campus Department of Public Safety at **(734) 763-1131**. (Dial **3-1131** from a campus phone or text **377911**.)

The office evacuation is a team effort. Notify everyone and assist with the office closedown. If time permits turn off computers, shut doors and take your valuables. People that need help should stand in designated areas in the stairwells if a fire, or the nearest bathroom if a tornado. They should ask people to notify the Department of Public Safety (DPS) or someone wearing an official orange vest, that they need assistance. Give DPS their name and location. See <http://www.compute.isr.umich.edu/ISREAP/index.html> for additional information.

Fire Alarm

The fire alarm is low and soft in tone. Take the stairs and exit to the street. Stand across the street from the building. Do not reenter the building until advised to do so. Fire extinguishers are located near the stairwells.

Tornado or Extreme Weather Alarm

Notification is by email and word of mouth. Go to the basement. Stay away from windows and large open spaces. Please note that Ann Arbor tests their emergency siren at 1:00 pm, every Second Tuesday of each month, March – November. You do not have to evacuate for the test siren.

Health Services

Payment of tuition entitles you to the use of the University Health Service (UHS) facilities, 207 Fletcher Street, (734) 764-8320. If you wish to purchase health insurance, contact the UHS Managed Care and Student Insurance Office, room 2109, (734) 764-5182 or (866) 368-0002. There are also reduced-cost dental clinics operated by the Dental School, (734) 763-6933, <http://www.dent.umich.edu/patients> .

The **Emergency Department** is located at 15000 E. Medical Center Drive. Call (734) 936-6666 to contact the Emergency Department. Call **911** if you need immediate emergency medical assistance.

International Students

International students should contact the International Center, 1500 Student Activities Building (SAB), 515 E. Jefferson Street, (734) 764-9310. The staff at the Center will be able to help with visa problems and with virtually all other matters of concern. The center also helps international students obtain a Social Security number and a driver's license.

Legal Services

Student Legal Services (SLS), a Division of Student Affairs, is a full-service law office available to currently enrolled students at the University of Michigan-Ann Arbor campus. SLS is staffed by attorneys who are licensed to practice in the State of Michigan, as well as the United States District Court and the Sixth Circuit Court of Appeals. SLS is located at 715 N. University Avenue, Suite 202, Ann Arbor MI 48104-1605, (734) 763-9920.

The services provided by SLS are funded through a student fee which you pay at the time of enrollment. There are no additional fees charged for the services of the attorneys. The student, however, is responsible for postage, long distance calls, and all costs of litigation including court filing fees and service fees.

Areas covered include landlord/tenant disputes, other property related matters, criminal defense, driver license restoration, divorce/family law, employment grievances, wills, consumer problems, auto repair disputes, collection, bankruptcy, insurance, notary service, and true copy service.

Libraries

A complete listing of all campus libraries with hours of operation is available at <https://www.lib.umich.edu/library-information-technology> . The Rackham website <http://www.rackham.umich.edu/students/campus-guide/libraries> will provide detailed information about using the libraries, <https://www.lib.umich.edu/libraries-and-departments> .

The following libraries are a few often used by PSM graduate students:

Harlan Hatcher Graduate Library
Information/Reference Desk, (734) 764-0400

Kresge Business Administration Library
701 Tappan, Room 3330, (734) 764-1375

Law Library
S-180 Legal Research Building (734) 764-4252

University Reserves (Shapiro Undergraduate Library)
Circulation, (734) 764-7490

Night Transportation

University Bus Routes and Schedules: <https://ltp.umich.edu/transit/routes.php>
Parking and Transportation information may be found at <http://ltp.umich.edu/>

In addition to the UM bus system and taxi cabs, the University of Michigan and the City of Ann Arbor provide several alternatives to walking alone at night from campus to your residence. <https://campusinfo.umich.edu/article/night-transportation-0>

Night Ride is a \$5 shared-ride taxi service within the city of Ann Arbor. This program runs from 11:00 p.m. to 6:00 a.m. Monday through Friday and from 7:00 p.m. to 7:30 a.m. Saturday and Sunday. To request a ride, call the SafeRide number (734) 647-8000 and select menu option three or 734-528-5432.

SafeRide is a free service for those who live within a one mile radius of campus. This service is available Monday-Sunday from 2:00am - 7:00am. To use this service, an MCard must be presented. Riders can be picked up at the Shapiro Undergraduate Library, the Duderstadt Center, or the Cancer Center. Call (734) 647-8000.

State Street Ride is a service from campus to the South State Street Commuter lot. This service is available Monday through Friday, 10:00 p.m to 6:00 a.m. To request a ride, contact Blue Cab: (734) 547-2222.

Emergency Ride Home is a free taxi service that provides a ride to a vehicle or home in an emergency situation. This service is available 24/7. To request this service, contact U-M Police Department: (734) 763-1131.

Arriving and Getting Settled in Ann Arbor

Additional Expenses

Your first few months will be the most expensive. In order to avoid hardship during that period, we suggest that you arrange for sufficient funds.

Emergency Loans are available from the Office of Financial Aid, Room 2500, Student Activities Building. Call (734) 763-6600. Up to \$500 may be provided in a short-term (90-day), interest-free loan.

Airport Transportation

A number of shuttles travel from the Blake Transit Center in Ann Arbor to the Detroit Metro Airport. A few include **AirRide**, <http://www.theride.org/Services/Airport-Service> and the **Michigan Flyer**, <http://www.michiganflyer.com>.

Taxis

Ann Arbor is home to many different taxi cab companies. There are several options for reaching local cab companies available on the Ann Arbor Convention Visitors Bureau's List, <https://www.visitannarbor.org/about/transportation/taxi>. Taxis such as **Reliable Airport Service**, (734) 260-8615, and **Blue Cab**, (734) 547-2222.

Banking

There are a variety of banks in the Ann Arbor area. A few examples are listed below.

PNC Bank will open checking accounts for no monthly fee. Funds may not be available for immediate withdrawal. Contact PNC at (734) 995-7830 or <https://www.pnc.com/en/personal-banking.html>.

- 101 S. Main Street
- 1100 S. University Avenue

University of Michigan Credit Union (UMUC) is a not-for-profit institution that offers competitive rates with few or no fees. Contact UMCU at (734) 662-8200 or <https://www.umcu.org/>.

- 333 E. William Street
- 2601 Plymouth Road
- 2725 South State Street

Campus Maps and Information

Select maps of Ann Arbor and campus are located at the back of this handbook. Interactive maps are located at <https://campusinfo.umich.edu/campusmap>. Campus maps and information about the University are available at the Campus Information Center (CIC). While the Michigan Union is being renovated the information desk is at the Michigan League, 911 N University Ave Ann Arbor, MI 48104.

New Student Programs and Tours

Check in with the Office of New Student Programs, <http://www.onsp.umich.edu/>, at 2011 Student Activities Building, for orientation programs and walking tours.

Parking on Campus

Parking is difficult in Ann Arbor. Please note that many streets are one-way. Parking costs approximately \$1.70 per hour. Check <http://rpsa2.com/Location-and-Rates> for locations and rates.

Republic Parking: <http://rpsa2.com/>

City Parking: <http://www.a2gov.org/services/Pages/Parking.aspx>

University Visitor Parking: <https://ltp.umich.edu/parking/visitors.php>

Maize and blue meters belong to the UM and have the same times of enforcement. Most meters around Central Campus (Michigan Union area) are two-hour meters. You can find some four-hour meters on Madison Street between Packard and State.

Gray parking meters belong to the City of Ann Arbor and are enforced Mondays through Saturdays between 8 a.m. and 6 p.m., except holidays. Most meters around Central Campus (Michigan Union area) are two-hour meters. You can find some four-hour meters on Madison Street between Packard and State. All city parking meters are enforced between 8 a.m. and 6 p.m. Check the meter to see how long you have to pay for parking. All city meters are free on Sundays. You do want to be careful to feed your meters. An expired city meter parking ticket ranges between \$15.00 and \$70.00 depending on when you pay it. If you have even one unpaid city ticket, your car may be towed regardless of where it is parked.

Many meters have been converted to solar-powered "**e-park**" pay stations. Each pay station is located near a group of spaces. You can pay and add time at any machine. E-park machines accept coins and credit or debit cards. Meter cash cards can be purchased at the **Republic Parking office** at 324 Maynard or at the Ann & Ashley structure.

In addition to street parking, for-fee parking is located at the following locations:

- Maynard Structure, 324 Maynard Street. There is also an entrance on Division.
- Liberty Square Structure, 510 E. Washington Street.
- Library Lane Structure, 319 S. Fifth Avenue.
- Fourth & Washington Structure, 123 E. Washington Street.
- Fourth & William Structure, 115 E. William Street.
- Forest Structure, 650 Forest Street.
- Ann Ashley Structure, 220 N. Ashley Street.
- South Ashley Lot, 305 S. Ashley.
- First & Huron Lot, 201 W. Huron Street.
- Fifth & Huron Lot, 115 S. First Street.
- First & William Lot, 300 First Street.
- 415 W Washington Lot, 415 W Washington

Ann Arbor Area and Campus Community

The University of Michigan is located right in the middle of Ann Arbor. There are no formal boundaries between the campus and the community. University properties and facilities are spread throughout the city, with the four campus areas placed among commercial and residential areas. Several of Ann Arbor's shopping areas are interspersed with campus buildings. The downtown area is a shopping and business district, which covers just a few blocks and is easily accessible on foot, by bicycle, or by bus.

About half of Ann Arbor's residents are University affiliates—students, faculty, and staff members. Ann Arbor provides a variety of attractions to its residents. Some of Ann Arbor's attractions, such as the Botanical Gardens, the Arboretum, and many cultural events, are affiliated with the University. Other events, such as the Summer Festival and the art fairs are joint ventures between the city, the University, and private organizations and businesses.

Athletic Opportunities

The University's varsity sports schedule kicks off in the fall in the country's largest college football stadium. Student tickets for home games should be purchased immediately after registration at the Athletic Ticket Office (1000 S. State). Bring both your ID card and the

athletic coupon that you receive at registration. Football tickets are sold on a first-come, first-served basis. The University of Michigan athletic website is <http://www.mgoblue.com/>.

Participation in volleyball, swimming, basketball, paddleball, racquetball, tennis, golf, track, softball, and many other sports are available to students through an informal sports and intramural program. For a fee, you can play golf at the University course on Stadium Blvd. Runners of all sorts can find races in the area. The Ann Arbor Bicycle Touring Society has an extensive ride calendar. There are also university-sponsored groups for sailing and aviation.

Access to the University recreation facilities is granted to any student currently enrolled at the University. The Central Campus Recreation Facility (CCRB) is located at 401 Washtenaw Avenue, near Geddes and the Hill Area Dorms. Most recreational buildings include indoor track facilities, exercise rooms, weight rooms, tennis courts, basketball courts, handball and squash courts, saunas, and swimming pools. Admission is free for enrolled students during the academic year; a small fee is imposed for spouses, and a locker purchased in any one facility entitles you to a transient locker in any other facility. Call the Central Campus Recreational Building hotline, (734) 763-3084, for details.

Entertainment and Nightlife

Ann Arbor enjoys a lively theater and music scene. Local bands perform regularly in various bars, nightclubs, and coffeehouses. The Ark is a familiar stop for nationally-known blues, folk, and jazz musicians. The Michigan Theater and State Theater offers art films, classic films, and live concerts. The University Musical Society provides a wide variety of concerts, orchestras, soloists, chamber groups, dance, jazz, and drama from around the world. The departments of Music, Dance, Theater, and Drama at the University of Michigan have many performances, from operas to dance concerts to interactive theater. During the summer, the Summer Arts Festival hosts a variety of well-known performers, while Top of the Park offers free movies and live bands in an outdoor setting. During the third week in July the city hosts the Ann Arbor Art Fairs that sprawl across 30 city blocks in downtown Ann Arbor. Ann Arbor also offers an incredible selection of restaurants.

Leisure and Recreation

Kelsey Museum of Archaeology is located at 434 S. State. This museum displays exhibits on the ancient civilizations of the Mediterranean world and the Near East, (734) 764-9304.

Matthaei Botanical Gardens has interesting nature trails and a greenhouse. Matthaei is located at 1800 N. Dixboro Road between Plymouth and Geddes Roads, (734) 647-7600.

Nichols Arboretum, also known as “the Arb,” is within walking distance of campus, and is located on Geddes Road. There are three entrances. The Arb has native and exotic trees and shrubs masterfully crafted into a naturalistic landscape. There are broad valleys and intimate dales and glens.

University of Michigan Museum of Art (UMMA) is located at 525 South State Street. The museum displays work from the University’s permanent collection as well as regular special exhibitions, (734) 764-0395.

University of Michigan Museum of Natural History is moving to the new Biological Sciences Building (BSB). The museum will be closed until 2019. This museum displays material on the origin and evolution of the universe, planetarium shows, natural history and one of the Midwest’s largest dinosaur displays, (734) 764-0478.

Traditions

Founded in 1817, the University of Michigan has a long and colorful history, <https://campusinfo.umich.edu/article/history>. The University of Michigan has many rich traditions. Along with the famous Winged Helmet, Maize and Blue are some of the most recognizable icons in college history. Since the turn-of-the-century, Michigan athletes have worn Maize and Blue on the playing field. As early as 1861, the students and alumni began referring to themselves as "Wolverines." Michigan's famous fight song, the Victors, was written in 1898 by Louis Elbel, a music student at the University. Victors was first played in public by John Philip Sousa's band in May of 1899 in Ann Arbor. Sousa later called it the "best college march ever written." The Yellow and Blue is the [alma mater](#) of the [University of Michigan](#), written by Charles M. Gayley. Gayley composed the lyrics in 1886 while he was a professor of English and Latin at Michigan. <https://mgoblue.com/sports/2017/6/16/trads-mich-trads-html.aspx>

Students have established many traditions that have remained with the university today. A few include the following:

Don't step on the M! Campus legend says that if you step on the block M on the diag you will fail your first blue book exam.

Spin the Cube for Luck! The sculpture, by alumnus Bernard "Tony" Rosenthal, spins on its axis. It's said that spinning the Cube brings good luck, and the president of the university spins the cube to start the day every morning on his way to work.

Painting the Rock! If you walk by the giant rock sitting at the corner of Washtenaw and Hill, it will be painted differently each time. The Rock was **originally placed** at the corner of Hill and Washtenaw in 1932 as a monument to commemorate the bicentennial of George Washington's birth.

Public Art

The University of Michigan has a wealth of public art. The collection includes both permanently installed and temporary artworks that span across a range of media. http://www.public-art.umich.edu/the_collection/

Weather in Ann Arbor

Ann Arbor enjoys typical mid-western American weather. Summers highs are in the 80s or 90s, lows in the 60s. Winters high temperatures are in the 30s or 40s and lows in the 20s. Monthly precipitation averages between two and three inches of rain or snow.

Appendix A: Grade Requirement Policy

Cognate Course Grade Expectations

Students must complete the necessary cognate and elective coursework with the grade of a B- or better.

Program in Survey Methodology Guidelines

Students enrolled in study within the Program in Survey Methodology must adhere to the following minimum standards:

- Must take all courses used toward degree requirements for a letter grade
- Must earn a B or better in all required coursework
- Must earn a B- or better in all cognate area coursework
- Must have a cumulative grade point average of 3.00 (B) or better.
- Must be making satisfactory progress toward the completion of degree requirements and be within the time limits of the degree program, including approved extensions
- Must demonstrate ability to succeed in the degree program

A degree is conferred based on the recommendation of the Program in Survey Methodology to Rackham Graduate School. Failure to meet these minimum standards may result in a student not being recommended for a degree.

It is each student's responsibility to see that all requirements are met and recorded by the last day of classes in the term they have applied for degree/diploma.

Rackham Graduate School Guidelines

To maintain satisfactory academic standing, graduate students must make satisfactory progress toward their degrees and have a minimum Rackham cumulative grade point average (GPA) of B (3.00 on a 4.00 point scale). Programs may have requirements above the Rackham minimum for maintaining satisfactory academic standing. Students who fall below the GPA requirement of their graduate program or Rackham are placed on academic probation. Courses in which grades of D or E are earned cannot be used to fulfill degree requirements.

For additional detail on the Rackham Graduate School guidelines:

http://www.rackham.umich.edu/policies/academic_policies/section4/

Required Course Grade Expectations

All students must earn a minimum grade of a B in a required course. A required course is any Survey Methodology (SurvMeth) or other department course (Biostat or Stat) that is taken as part of the degree requirements. Ultimately, a required course is any non-cognate or non-elective course taken to fulfill degree requirements.