

# Design ↳ Health

## **Graduate Handbook 2023-2024**

### **Master of Arts in Design focused on Health**

### **School of Design & Creative Technologies**

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## **I. Academic Program**

The M.A. in Design focused on Health brings together expert designers and health design specialists to teach courageous health care leaders and professionals the latest design methods underpinning revolutionary solutions for health's most wicked problems.

The M.A. in Design focused on Health teaches learners how to become a force of innovation using person-centered design methodologies. M.A. students will learn design research methods to understand the needs of people seeking health, receiving care, and delivering care. Learners will develop ideation and creation skills they will use to generate new approaches for better health and care systems. Graduate students with a focus on design in health will learn to prototype, test, and iterate solutions based on measuring impact and results that matter. These learners will know how to craft compelling and persuasive experiences, stories, and systems designed to share and widely distribute innovations across systems of health.

### **A. Degree Requirements**

All M.A. in Design focused on Health students in the class of 2024 are responsible for completing the degree requirements to earn an M.A. in Design degree, which can be found in **Addendum A** for traditional students and **Addendum B** for Dell Medical Students.

In addition, students are required to complete all core components of their programs. Substitutions may be requested and are subject to approval by the Faculty Director on a case-by-case basis. Students can take a maximum of 6 approved elective credit hours outside of their program-specific curriculum to count towards their degree.

Any classes taken outside the prescribed curriculum are subject to Faculty Director approval and may incur additional fees. Students who do not complete the prescribed curriculum within the 2023-2024 academic year may be subject to additional requirements and fees.

### **Application to Graduate**

Prior to graduating, usually in the spring semester, students must submit an Application to Graduate.

At the beginning of the semester in which they expect to graduate, students should submit the online Application to Graduate form to the Office of Graduate Studies at <https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions>. Pay close attention to the deadline for submission; there are no exceptions made for late forms.

## **B. Course Descriptions**

### **DES 388 INTRODUCTION TO DESIGN THINKING**

A preliminary foundation in the emerging practice of Human-Centered Design, the methodology driving design thinking. (3 credit hours)

### **DES 190 SKETCHING FOR COMMUNICATION**

Students learn the elements of sketching to visualize concepts, document their thinking, and quickly bring alignment to teams. (1 credit hour)

### **DES 190 GRAPHIC COMMUNICATION TOOLS**

2D visualization tools for print and screen. (1 credit hour)

### **DES 190 3-D PROTOTYPING**

Using rapid prototyping methods with an emphasis on products and the built environment, this course prepares students to use prototyping as a means of testing ideas iteratively. (1 credit hour)

### **DES 190 DESIGN RESEARCH METHODS**

This course grounds students in the tactics and techniques of several common primary research methodologies including contextual inquiry, intercept interviews, personal inventories, empathy modeling, and others. (1 credit hour)

### **DES 394 ANTHROPOLOGY FOR DESIGN**

This course exposes students to anthropological and ethnographic tools that can attune practitioners to difference (social and cultural) and its implications. (3 credit hours)

### **DES 381 CORE LAB - DESIGN FUTURES**

Students are introduced to the practical tools of strategic foresight to imagine possible futures. Emphasis is placed on understanding the language, theories, and methods of futures studies. (3 credit hours)

### **DES 190 STORYTELLING FOR PRESENTATION**

The frameworks for good storytelling applied to professional presentation and written work. (1 credit hour)

### **DES 395 FIELDWORK IN DESIGN**

Students conduct field work as part of a collaborative project team under the supervision of a faculty member. This course will emphasize the application of design research tools as a strategic practice within

a complex project. (3 credit hours)

**DES 396 THE BUSINESS OF DESIGN IN HEALTH**

This course equips students with acumen to navigate and succeed in the business aspects of applying and positioning design in health. (3 credit hours)

**DES 397 SERVICE DESIGN**

Students are equipped to improve existing health care services, create new ones, and navigate the complex social, political and organizational challenges to bring them to life. (3 credit hours)

**DES 394 FINAL PROJECT IN DESIGN**

Student-led culmination and defense of learning. Each student will design and lead their own project with the guidance of a faculty member. (3 credit hours)

**DES 394 ADVANCED ISSUES IN DESIGN - HEALTH CARE LAW AND POLICY**

This course considers some of the toughest problems in current health law and policy. (3 credit hours)

**DES 690 ADVANCED ISSUES IN DESIGN - DESIGN IN HEALTH STUDIO**

In this capstone project course, student teams collaborate with clients, applying their design skills to immediate challenges in the health space. (6 credit hours)

**DES 294 ADVANCED ISSUES IN DESIGN - HEALTH SYSTEMS**

Students will explore all aspects of complex health ecosystems, learning principles and methods to understand interconnection and design future systems that elicit new behaviors. (2 credit hours)

**DES 394 ADVANCED ISSUES IN DESIGN – DESIGN IN HEALTH INTRO TO COLLABORATIONS**

Building on the foundational design tools, this course layers the nuanced and complex considerations for designing in the health space, while digging deep in design practice and challenging legacy health notions. (3 credit hours)

## **II. Academic Policies**

### **A. Admission and Conditional Admission**

Admission to the M.A. in Design Program is based on the evaluation of the following materials: a written statement of interest, three letters of recommendation, resume/CV, and transcripts. The GRE is *not* required as part of the M.A. in Design application, although strong GRE scores can help strengthen a nomination for fellowship support. International applicants may be required to submit a TOEFL/IELTS to complete their application.

On occasion, the Graduate School or the Design Graduate Studies Committee may place conditions on a candidate's admission to the program. Such students must fulfill these conditions to continue in the program. Students should consult with the Graduate Advisor to see whether conditions have been attached to their admission.

### **B. Transfer of Credits**

A maximum of six semester hours of graduate-level coursework in which grades of either A or B were earned may be transferred from another regionally accredited U.S. institution. Pass/fail grades are not transferable. Students may petition for transfer credit by furnishing an official transcript showing courses and grades and indicating which courses are graduate-level. Courses may not have been used toward any other degree. If appropriate, the Graduate Advisor then endorses and forwards the petition to the Dean of Graduate Studies for approval. Approved transfer credits do not appear on transcripts; they are recorded only on the departmental Program of Work and Graduation Application.

### **C. Time Limit**

A Master of Arts degree in Design is a 40-semester-hour, accelerated, intensive, full-time program intended to span one academic year, including the summer semester (10 months in total). Students must complete their degrees within four years of their date of entry into the program.

### **D. Change or Variation in Program**

Limited variations in a student's program or course requirements may be requested by written petition. Depending on the nature of the request, changes may be approved by the Graduate Advisor; the Graduate advisor and the Design Graduate Studies Committee (Design GSC); or the Graduate Advisor and the Graduate School Dean. Petitions must be submitted well in advance of any pertinent university deadlines.

### **E. Registration**

The M.A. in Design Program staff register students for classes each semester. However, students must visit their Registration Information Sheets (RIS) to ensure there are no registration bars.

<https://utdirect.utexas.edu/registrar/ris.WBX>



The course schedule for each semester is published at [www.utexas.edu/student/registrar/schedules](http://www.utexas.edu/student/registrar/schedules). The course schedule provides important information about registration windows, course times, locations, instructors, prerequisites, and the academic calendar.

### Late Registration

Late registration extends from the first through the fourth class day in a long-session semester and from the first through the second class day in a summer term. After those dates, you will need the assistance of the Graduate Coordinator to register. A late fee may be charged for late registration, and permission of the Dean of Graduate Studies may be required. Avoid late registration if at all possible. The Graduate Coordinator can answer questions regarding late registration.

### Add/Drop Procedures

The deadlines and UT Direct access periods for adding and dropping courses can be found on the academic calendar at <https://registrar.utexas.edu/calendars>. After the first four class days of the semester, schedule changes must be made by the Graduate Coordinator in the department in which the course is offered. Adds and drops after the 12th class day must be approved by the Dean of Graduate Studies and must be accompanied by a persuasive rationale for the late add or drop.

## F. Grading Policies

### Grades

All M.A. in Design students are held to the academic standards of The University of Texas at Austin. Students will receive a letter grade for each course determined solely by the M.A. in Design faculty. Each instructor determines grading metrics and what constitutes successful academic performance in the course relative to those metrics. Courses in the M.A. in Design Program may not be taken on a pass/fail or credit/no credit basis.

Official grade point averages are calculated by the Registrar and appear on the student academic record maintained by the Registrar. The grade point average does not include any graduate or undergraduate courses the student took at the University before enrolling in the UT Austin Graduate School, credit by examination, or courses taken at other institutions.

The following are the numerical equivalents of letter grades used in the calculation of the graduate grade point average:

A	4.00
A-	3.67
B+	3.33
B	3.00

B-	2.67
C+	2.33
C	2.00
C-	1.67

D+	1.33
D	1.00
D-	0.67
F	0.00

Every course in the M.A. in Design Program is considered part of your official course of study. To graduate, all students must maintain an overall grade point average of at least 3.00 and make a “C” or better in all courses. *If a student receives a C- in a course, they will have to re-take the course as this grade does not meet the minimum requirement to earn course credit. Re-taking a course may delay the student’s ability to complete the degree within the 10-month period.*

### **Obtaining Grade Reports**

Final course grades can be obtained on the Registrar’s website. The University does not mail hard copies of grade reports to home addresses. <https://onestop.utexas.edu/student-records/grades/>

### **Academic Policies**

Detailed information regarding all items addressed in this section may be found in the UT Austin Graduate Catalog. <https://registrar.utexas.edu/catalogs/graduate>

### **Student Responsibilities**

While University faculty and staff members give students academic advice and assistance, each student is expected to take responsibility for one’s education and personal development. The student must know and abide by the academic and disciplinary policies given in the Graduate Catalog and [General Information](#), including rules governing the quality of work, the standard of work required to continue at UT Austin, warning status and scholastic dismissal, and enforced withdrawal.

<https://registrar.utexas.edu/catalogs/general-information>

### **Credit/No Credit**

Courses in the M.A. in Design Program may not be taken on a pass/fail or credit/no credit basis unless the Graduate Advisor gives approval. A student must request this option within the first eight weeks of the semester. Credit/No Credit grades are not computed in the grade point average. A performance level of “C” or above shall constitute a grade of Credit (Cr). Changes in grading option cannot be made after the mid-semester class day of long semester sessions or summer sessions.

### **Incomplete Grades and the Symbol X**

Incompletes are not issued for student or faculty convenience (i.e., lack of work or unfinished work); they may be issued only in the case of approved, compelling, non-academic circumstances beyond the student’s control. If there is a compelling reason, the instructor may report the symbol X (incomplete) to the Registrar in place of a grade. The student must then complete the course requirements, and the instructor must report a final grade by the end of the grade-reporting period in the student’s next long-session (i.e., fall or spring) semester of enrollment. If this deadline is not met, the symbol X is converted to the symbol I, which can never be converted into a grade.

Incompletes may not be listed on the Application for Degree Candidacy unless they will be cleared by the beginning of the final semester of coursework. A student may not graduate with an incomplete grade (X) on the Program of Work.

## **Grade Disputes and Grievance Procedures**

Every effort should be made to resolve grade disputes and other grievances informally between the student and the faculty member most directly involved. Such efforts failing, the order of review within the M.A. in Design Program is the following: 1) the course instructor, 2) Faculty Director, 3) Graduate Advisor, 4) Design Department Chair, and 5) School of Design and Creative Technologies Assistant Dean. The decision of the dean is final.

When serious issues cannot be resolved informally, the graduate student may have recourse through the formal grievance procedure that can be found in the General Information Catalog. It should be noted that the precise procedure to be followed in adjudicating a given grievance would depend on the particular circumstances surrounding the case. For further information on formal procedures, including those for non-academic grievances, see <https://gradschool.utexas.edu/academics/policies/grievances>.

## **G. Academic Warning, Probation, and Dismissal**

To continue studying at UT Austin beyond the first semester, students must make satisfactory progress in fulfilling any admission conditions imposed by the Graduate Dean.

A student whose grade point average falls below 3.00 at the end of any semester will be warned by the Office of Graduate Studies that one's continuance in the UT Austin Graduate School is in jeopardy and will be placed on scholastic probation during the subsequent semester. During this period, the student may not drop a course or withdraw from the University without the approval of the Graduate Advisor and the Graduate Dean. The student must attain a cumulative grade point average of at least 3.00 during the next semester of enrollment or be subject to dismissal from the University. Academic dismissal is reflected on the student's academic record.

Failure to comply with the terms of departmental probation can result in dismissal from the program.

A student who has been dismissed by the University for academic reasons may be readmitted only by petition to the Design GSC. The Dean of Graduate Studies makes the final decision.

### **III. Breaks in Attendance**

#### **A. Withdrawal**

Dropping an entire semester's course load constitutes withdrawal from the University for that semester. Students on warning status (see below) due to failure to maintain a grade point average of at least 3.00 may not withdraw without petitioning the consent of the Graduate Advisor and the Dean of Graduate Studies.

A student may withdraw through the last class day of the semester. If the student abandons their courses without withdrawing, the instructor in each class determines what grade should be recorded. To withdraw for a semester or summer session, a student must file a Withdrawal Petition and Refund Request form with the Dean of Graduate Studies, which is available in the Office of Graduate Studies, Main 101, or by email by emailing [GradStudentSvc@austin.utexas.edu](mailto:GradStudentSvc@austin.utexas.edu). Refunds are prorated per a published schedule. The student's identification card must also be turned in to the Graduate School. Withdrawals for medical reasons are handled through the Student Health Center.

<https://gradschool.utexas.edu/academics/policies/withdrawals>

Dropping an entire course load constitutes withdrawal from the University for that semester. To withdraw from the Graduate School, a student must first contact M.A. in Design staff (for application procedures and deadlines) and then file a petition with the Graduate Dean.

International students attending in F-1 or J-1 immigration status must consult with an International Student Advisor at International Students & Scholars Services (ISSS) in the International Office prior to withdrawal to discuss how it will affect immigration status.

#### **B. Leave of Absence**

A student may, under unusual circumstances, apply to the Graduate Advisor for a leave of absence. Typically, the maximum amount of time that may be requested is one or two long-session semesters. A leave of absence does not affect the time limit for completion of the degree. A leave of absence form must be approved by the Graduate Advisor and by the Dean of Graduate Studies in advance of the semester for which leave is granted. A student must have a compelling reason for requesting a leave of absence (i.e., personal illness, family illness, birth or adoption of a child, etc.). The Graduate School does not accept "insufficient funds" as an acceptable reason for granting a leave of absence. While on leave, a student may not receive advice or assistance from faculty members and may not use services or facilities of the University.

To be readmitted, a student must submit an Application for Readmission to the Graduate and International Admissions Center by the deadline noted in the General Information Catalog and pay the general application fee. The fee is waived if the student received an official leave of absence. The student must also obtain the approval of the Graduate Advisor in the program last enrolled.

<https://gradschool.utexas.edu/academics/policies/leaves-of-absence>

Students may apply for a leave of absence for no more than two semesters. Granting leaves of absence is left to the discretion of the Graduate Advisor. If approved, a "Leave of Absence" form must be returned to the Graduate School in advance of the semester for which a leave is granted. A student on an approved leave of absence must apply for readmission to return to the University. Readmission during this approved period is automatic and the application fee is waived. A student on leave may not receive any privileges otherwise available to enrolled students. Please contact the M.A. in Design staff for more information.

International students attending in F-1 or J-1 immigration status must consult with an International Student Advisor at International Students & Scholars Services (ISSS) in the International Office prior to taking a leave of absence to discuss how leave will affect immigration status.

### **C. Readmission**

Students who have a break in attendance for one long semester or more must apply for readmission by:

- submitting an Application for Readmission form and fee,
- obtaining the approval of the Graduate Advisor to return and register, and
- meeting the applicable deadline

## **IV. Program Expenses and Financial Support**

### **A. Program Expenses**

Total tuition cost for the 10-month accelerated program is \$46,000. Cost includes tuition and fees for three semesters of courses and labs. These costs do not cover:

- Health insurance fee for F-1 and J-1 international students
- Books, software, supplies, and living expenses
- Laptop
- Optional fees such as parking and sporting event tickets

The [Office of Student Financial Services](#) provides estimated costs, including room and board, transportation, and personal expenses, which are based upon averages approved by The Texas Higher Education Coordinating Board.

### **Option III Limitations on Financial Aid and Employment**

The Texas M.A. in Design Program focused on Health is an Option III graduate degree, and therefore is governed by the guidelines for Option III programs established by the Office of Graduate Studies.

[https://gradschool.utexas.edu/sites/default/files/Option\\_III\\_Guidelines\\_2016.pdf](https://gradschool.utexas.edu/sites/default/files/Option_III_Guidelines_2016.pdf)

From these guidelines:

*Students registered in these degree programs are not eligible for university financial aid, except federal guaranteed loans and some private sector loans. They may not be offered TA, AI, GRA, AA, or A(G) appointments. They will receive no other student "benefits" unless specific arrangements have been made and the appropriate costs (fees) have been paid.*

### **B. Short-Term Loans**

The Office of Student Financial Services has funds available to provide short-term emergency or tuition assistance loans to students. Tuition loans may be used each semester during registration and applied to a student's fee bill. Emergency loans of up to \$300 are given in cash. Contact Student Financial Services for more information.

### **C. Payment Instructions**

M.A. in Design Program Fees (tuition) are billed every semester. The Program Fee will be included on your invoice via the [UT What I Owe](#) page. More information can also be found via [Texas One Stop](#). Program fees can be paid with credit card, check, e-check, or wire transfer. Students must make payments by the deadline or their course registration will be cancelled and a late fee may be charged. If your financial aid payment will arrive after the deadline, communicate with the M.A. in Design staff as soon as possible so that adjustments can be made on a case-by-case basis. Note that you will not be able to register for classes or participate in commencement if you have an outstanding bill.

The M.A. in Design Program will not sign off on a student's Program of Work without full payment of tuition by the deadlines above.

## **V. Administration of the M.A in Design Program**

### **Administrative Structure of the Program**

The M.A. in Design focused on Health Program is housed in the School of Design and Creative Technologies (SDCT) of the College of Fine Arts at the University of Texas at Austin. The program is delivered in collaboration with the Dell Medical School. The administrative structure of the university and its key academic officers is as follows:

#### **The University of Texas at Austin**

President: Jay Hartzell

Provost: Sharon Wood

#### **The Graduate School**

Dean: Mark J. T. Smith

Associate Dean of Graduate Studies: Dean Neikirk

#### **The College of Fine Arts**

Dean: Ramón H. Rivera-Servera

Senior Associate Dean: Raquel Monroe

#### **The School of Design and Creative Technologies**

Assistant Dean: Doreen Lorenzo

Department Chair for Design: Kate Canales

Faculty Director for MA Program: Tamie Glass

Graduate Advisor/Faculty Lead: Byron Wilson

Graduate Design Program Manager: Scott Lauger

Graduate Design Coordinator: Kalyn Henderson

#### **Dell Medical School**

Dean: Claudia Lucchinetti

Senior Academic Program Coordinator: Barbara Northern

Policies and procedures regarding admissions, registration, fellowships, and the Graduate Studies Committee are set by the Graduate School. Decisions about scholarships are made at the departmental level by the admissions committee.

### **Program Name**

The official name of the program is the Master of Arts (M.A.) in Design, which is what will be on your transcript. The program will be referred to as the “M.A. in Design focused on Health” or “MA in Design focused on Health” or “Master of Arts in Design focused on Health” to represent the program’s concentration area. This is how it should be listed on your resume, website, and social media accounts. Finally, the program name may be shortened to Design in Health but should only be done so informally.

## **A. M.A. in Design Faculty Director**

The Faculty Director for the M.A. in Design Program is Tamie Glass ([tglass@utexas.edu](mailto:tglass@utexas.edu)).

The Faculty Director is the “Front Door” for all parties engaging with the M.A. in Design Program, including students, faculty, administration, and off-campus connections such as industry partners, advisors, and donors. This individual engages with leadership in the College of Fine Arts and the School of Design and Creative Technologies and leadership in Dell Medical School. This position works in concert with the Chair of the Department of Design, the Program Manager, and leadership from Dell Medical School. Overall, the Faculty Director provides leadership for the M.A. in Design Program while teaching and conducting service within the Department of Design.

Responsibilities include:

- Intellectual leadership and vision for the M.A. in Design Program
- Graduate student advising, specifically in the M.A. in Design Program
- Curricular supervision
- Industry guidance
- Representation of the Program on and off-campus
- Attendance at key events
- Active contribution to student recruitment plans and outreach
- Informing prospective students
- Cultivating external partnerships, including business development and donor relations
- Strategic and curricular alignment for partnerships, including the collaboration between the Department of Design and Dell Medical School and potential industry partners

## **B. M.A. in Design Graduate Advisor**

The Graduate Advisor for the M.A. in Design Program is Byron Wilson ([byron.wilson@austin.utexas.edu](mailto:byron.wilson@austin.utexas.edu)).

The Graduate Advisor is a faculty member appointed to the Design Graduate Studies Committee (GSC) who maintains records and represents the Graduate School in matters pertaining to graduate work for the Department of Design. The Graduate Advisor, Program Manager and Graduate Coordinator are your administrative liaisons to the Graduate School. The duties of the Graduate Advisor are to:

- Advise graduate students in all matters regarding their academic progress through the program.
- Bring student questions and concerns to the attention of the Design GSC.
- Oversee graduate admissions, including application review and interview procedures.
- Oversee graduate assessment, including writing assessment plans and reports.
- Review and revise annually all Department of Design graduate program documents, including the graduate handbook, graduate prospectus, and graduate website copy.
- Develop strategies for publicizing the graduate program and recruiting applicants (as budget allows).



### **C. Graduate Design Program Manager**

The Graduate Design Program Manager is Scott Lauger ([scott.lauger@austin.utexas.edu](mailto:scott.lauger@austin.utexas.edu)).

The Program Manager works in close collaboration with the Faculty Director and the Chair of the Department of Design to manage the M.A. in Design Program. The manager oversees Department of Design graduate degree programs and respective staff. This position works to create systems, offer expert policy and procedural advice, and ensure Design graduate degree programs are positioned strategically for success in their fields.

The duties of the Program Manager are to oversee:

- Program budgets
- Admissions infrastructure and operations
- Graduate staff team
- Strategic partners and offerings
- Systems and protocols
- Scheduling
- Faculty appointments
- Branding and marketing
- Events and student experience

### **D. Graduate Coordinator for Design**

The Graduate Coordinator for the Design Department is Kalyn (Saylor) Henderson ([kalyn.saylor@austin.utexas.edu](mailto:kalyn.saylor@austin.utexas.edu)).

The Graduate Coordinator is hired by the Chair of the Department of Design and serves as the administrator and coordinator of the graduate programs in the Design Department. The Graduate Coordinator should be Design graduate students' first point of contact for "how" and "when" questions related to the program, including questions about admissions, visas, finances, and graduation procedures (e.g., "When will my out-of-state tuition waiver show up on my bill?" "How much do I owe for next semester, and when do I need to pay it?" "How do I register for a class in another department?" "When do I apply to graduate, and how?").

The duties of the Graduate Coordinator are to:

- Assist the Graduate Advisors in all aspects of running graduate programs.
- Handle routine correspondence with applicants and current students.
- Administer the admissions process.
- Advise students and the Graduate Advisor on University policy and curricular requirements.
- File petitions on behalf of students and the Graduate Advisor.
- Gather and distribute information pertinent to graduate students.
- Maintain graduate student records, including Programs of Work and graduation applications.
- Direct students to University resources.

### **E. Design Graduate Studies Committee**

The Design Graduate Studies Committee (Design GSC) is composed of tenured, tenure-track, and non-tenure track members of the Department of Design graduate faculty.

The Design GSC:

- Makes recommendations concerning graduate curricula, which the Graduate Studies Committee chair submits to the Graduate School for approval.
- Sets general requirements for the graduate programs in the department.
- Is responsible for certifying and recommending students for admission to candidacy for all graduate degrees in its academic area.
- Provides a description of requirements and procedures needed to achieve a degree.

### **F. Graduate Design Career Coach and Employment Relations Specialist**

The Career Coach and Employment Relations Specialist offers career coaching, workshop sessions, seminars, and other events and programs to help students develop their professional skills, including resume writing and business correspondence, interviewing, offer evaluation, amongst others.

Career Services Departments within The University of Texas do not provide placement services, but rather career development assistance, extending the nature and range of careers available to students by providing instruction that integrates theory with practical application. The pursuit of a degree does not guarantee or imply employment, employment in a particular position, employment in a particular firm or company, advancement, or a specific salary.

## VI. Student Correspondence

### A. UT Email Account

Each student is required to keep current local and permanent contact information and an email address on file with the University. If any changes occur, please:

1. Immediately notify the M.A. in Design Program staff and appropriate faculty of the new information.
2. Update your information through the MyUT portal. This updates your official UT record and directory entry, which is critical to ensure that no communication is missed.  
<https://my.utexas.edu/>

### B. Lifetime UT Email Account

The University of Texas at Austin offers a lifetime [email account](#) on the utexas.edu domain to the UT Austin community that you [will continue to have access to](#) after you leave or graduate from The University of Texas at Austin. This account includes 25GB of storage. The official format for UT email addresses is `firstname.lastname@utexas.edu`. If that format is not available please select a similarly professional option.

### C. Program Communications

- Canvas will be the primary form of communication for programmatic information. ***Students are expected to check program announcements on a regular basis using their Canvas log in.*** Students are encouraged to set up email notifications for Canvas announcements and messages.
- The M.A. in Design Program considers the `@austin.utexas.edu` or `@utexas.edu` email account(s) to be each student's primary email address and will utilize this email address for any individual communications with students. ***Students are expected to check their email regularly and communicate with program staff in a timely manner.***
- Slack will be utilized for informal communication between program staff and students. Program staff may use Slack to send reminders and last-minute announcements for events, opportunities, etc. Slack can also be used between students for informal peer-to-peer discussions, knowledge sharing, and collaboration. For any topics covering sensitive information (grades, financial items, personal data, etc.), correspondence should be held over official UT platforms, such as UTmail. *Note: Some individual faculty may also use Slack for informal communication, but students should confirm preferences with each instructor as they are not required to utilize Slack.*

## **VII. Program Standards**

### **A. NDA Agreements**

As part of coursework, you may be required to sign a Non-Disclosure Agreement to access client projects or data. The University of Texas at Austin does not negotiate the terms of these NDAs. You will be signing these agreements as individuals taking part in the project (not as a representative of the University or M.A. in Design Program.) The program expects you to agree to and comply with the terms of the NDA as given by the client. However, if you have significant concerns with the terms, please bring those to the M.A. in Design Program staff's attention as soon as possible. Also, if you are uncomfortable signing NDAs as an individual, please notify staff before starting the project. If you are unwilling to sign an NDA, this may impact your ability to work directly with client data.

### **B. Attendance**

This program is an academically rigorous 10-month program, and class attendance and participation is essential. You are expected to be in class and to arrive on time. See individual course syllabi for attendance policies. Your academic studies are to be treated as a priority.

### **C. Professional Conduct and Classroom Etiquette**

You are expected at all times to represent the Program well and to ensure that you are treating program staff, faculty, students, and industry partners with respect. Students should be mindful of their peers and faculty members during classes by exhibiting behaviors appropriate for a graduate-level learning environment.

### **D. Commitment to Health and Wellness**

The M.A. in Design Program endeavors to teach, support, and uphold high standards of health and wellness for students. [University Health Services](#) provides a range of resources and support, including:

- Women's Health
- Immunizations and Allergy Shots
- Nutrition Services
- Physical Therapy + more

The [Counseling and Mental Health Center](#) is also available to students which offers services, such as:

- Crisis Support
- Wellness Workshops
- Self-care Activities
- Telehealth Services
- Counseling and Medication + more

## **VIII. Facilities, Resources, Information**

The Department of Design is housed in the Art Building (ART), alongside the Studio Art and Art Education programs. Design graduate students have card-swipe access to the building and key access to their shared studio space in the building. In addition, graduate students have access to many other departmental and university resources, including those listed below.

*Note: Access and availability for some facilities may be impacted by the pandemic. Information, updates, resources, and policies regarding COVID-19 are available through the Protect Texas Together website: <https://protect.utexas.edu/>.*

### **A. Design Facilities and Resources**

#### **M.A. in Design Graduate Student Studio & Classroom (ART 3.410/3.410A)**

Design graduate students have two dedicated spaces including a shared studio (ART 3.410) and classroom (ART 3.410A). Each student is provided a desk, chair and lockable storage unit for individual use in the studio. The classroom space also includes individual rolling desks. Only current Design graduate students and necessary faculty and staff have key-code access to this space. Doors should be kept closed and locked when the studio/classroom is empty. Courses are taught in both the studio and classroom space depending on the instructor's needs and preferences. When classes are not in session, students may use this as a workspace, including evenings and weekends.

#### **The Computer Lab (ART 1.213)**

Design graduate students have key-code access to the computer laboratory in ART 1.213. The lab houses four Macintosh computers equipped with Adobe Creative Cloud, Rhino, and other design software. During the lab's posted hours of operation, lab proctors can provide color printing services and check out digital cameras, projectors, and other equipment.

#### **The Design Lab (ART 2.212)**

Both graduates and undergraduates enrolled in Design programs receive key-code access to the Design Lab's production/publication facilities and equipment. The lab's facilities include a photography studio for shooting photographs and videos of two- and three-dimensional objects; a fully-equipped chemical darkroom; a silkscreen production area; a polymer plate-making machine; bookbinding equipment; a spray booth; and a letterpress/relief publication studio that includes a Vandercook No. 4 proofing press, a historic Columbian platen press, a collection of metal type, and the spectacular Rob Roy Kelly American Wood Type Collection, which comprises over 160 faces of various sizes and styles dating from between 1828 and 1900. The lab also houses and makes available for check-out smaller pieces of equipment, such as digital cameras and projectors, a programmable sewing machine, and handtools such as hammers and drills. Students are required to complete mandatory safety training prior to using equipment in this facility.

### **The Digital Fabrication Lab (ART 2.402)**

The Digital Fabrication Lab (aka the FabLab) houses multiple 3D scanners and printers, a vinyl cutter, two laser cutters, a Shopbot flat-bed CNC router, and a CNC milling machine. 3D modeling software such as Rhino 3D and Geomagic Studio is available for use in the lab. Students are required to complete mandatory safety training prior to using equipment in this facility.

### **The Wood Shop (ART 2.314)**

The centrally located wood shop houses stationary woodworking, plastic-working, and metalworking machines, as well as an inventory of manual and power tools available for use and checkout. A supervisor is on hand during posted shop hours to provide instructional support and to ensure safe and proper use of equipment and machinery. Students are required to complete mandatory safety training prior to using equipment in this facility.

### **The Visual Arts Center (ART 1.106)**

[www.utvac.org](http://www.utvac.org)

The gallery spaces of the Visual Arts Center (VAC) span two floors and 13,000 square feet. The VAC hosts rotating exhibitions as well as the design and studio art M.F.A. exhibitions. M.F.A. students may also submit proposals for exhibitions in the VAC at other times during their studies at the University.

### **The Fine Arts Library (DFA 3.200)**

<https://www.lib.utexas.edu/about/locations/fine-arts>

The Fine Arts Library, just across the street from the Art building, provides easy access to over 350,000 books and scores, 12,000 DVDs, 400 current serial subscriptions, and more. Students may click the “Pick It Up” option in the library catalog to have an item from another branch of the University Libraries delivered to the FAL circulation desk for convenient pickup. The 3rd floor of the FAL also houses photocopiers and a free, book-friendly digital scanner.

### **The Foundry (DFA 3.200)**

<https://web-prod.lib.utexas.edu/study-spaces-technology/foundry>

The Foundry is a joint venture between the College of Fine Arts and the University Libraries, and is open to all students, faculty, and staff at the university. The Foundry houses laser cutters, programmable sewing machines, a textile printer, 3D printers, soldering irons, and a host of other fabrication equipment. In addition, its device library makes available for checkout a wide variety of equipment and devices, including digital cameras and camcorders, drawing tablets, headphones, LCD projectors, digital voice recorders, LittleBits Synth Kits, Arduinos, Raspberry Pis, electronic sensors, and Oculus Rifts.

### **Harry Ransom Center (HRC)**

[www.hrc.utexas.edu](http://www.hrc.utexas.edu)

The HRC houses about a million books, thirty million manuscripts, five million photographs, and more than one hundred thousand works of art. It holds exceptional collections of incunabula, including over 900 volumes of Aldus Manutius imprints; a large collection of Eric Gill works and archives; a major collection of fine printing; and extensive collections of historic posters and periodicals.

### **The Materials Lab (WMB 3.102)**

[www.soa.utexas.edu/matlab](http://www.soa.utexas.edu/matlab)

The School of Architecture's Materials Lab supports architects and designers with a collection of over 27,000 material samples from the design and building industries. The collection has a particular focus on innovative and sustainable materials.

### **Statistical Consulting**

<https://stat.utexas.edu/consulting/free-consulting>

All UT Austin students, faculty, and staff are eligible for up to one hour of free consulting each week with statistical consultants available for appointments by phone/Skype or in-person, and over email.

## **B. Facilities-Related Policies**

### **Environmental Health and Safety**

The University of Texas at Austin's Department of Design must follow all current federal, state and University policies regarding safety. These policies are too numerous to list here. Highlights of specific rules and regulations are usually posted in shop and work areas. For specific information about safety in a particular area, see the material data sheets that are located in each lab, or visit the University's Environmental Health and Safety website at <https://ehs.utexas.edu/>.

### **Building Access**

Graduate students in the Department of Design have access to the ART building with their proximity chip-enabled UT ID cards. Proximity card access to the building automatically terminates when a student graduates or is no longer enrolled.

## C. Other University Resources and Policies

This handbook contains brief summaries of many University, Graduate School, College of Fine Arts, and Department of Design policies and procedures. More detailed information can be found in the following publications:

**The Graduate School Catalog:** This catalog specifies the requirements for each of the degrees offered by the Graduate School, as well as listing regulations and prerequisites for courses offered in the Graduate School. You can view it online as a PDF at <http://registrar.utexas.edu/catalogs/graduate>.

**The University of Texas Course Schedule:** Information concerning academic calendars, courses offered, prerequisites, registration, tuition and payment deadlines, and add/drop procedures may be found in the official Course Schedule. An online-only course schedule is published for each semester and summer session. You can view schedules at <http://registrar.utexas.edu/schedules>.

**General Information Catalog:** This catalog contains information and academic regulations for the University. The official academic calendar also appears in the General Information Catalog. This catalog is available online and as a PDF at <http://registrar.utexas.edu/catalogs/general-information>.

**UT Services for Students with Disabilities:** Any student with a documented disability who requires academic accommodations should contact Disability and Access as soon as possible to request an official letter outlining authorized accommodations. Additional information can be found at: <http://ddce.utexas.edu/disability>.

**College of Fine Arts Career Services:** Individual career advising and information on internships and jobs is provided for students and alumni alike. Additional information can be found at: <http://finearts.utexas.edu/careers>.

**Industry Relations:** Industry Relations in the School of Design and Creative Technologies serves as the bridge between student creatives and their desired industries, including design, technology, entertainment, and more. Services include one-on-one consultations, webinars and resources, networking guidance, and assistance with resumes, cover letters, and portfolios. The goal of Industry Relations is to equip students to advocate for themselves and supply the necessary opportunities to practice that advocacy. From orientation to graduation, Industry Relations provides curated resources and individual career direction to students pursuing their dreams in the creative industries. <https://designcreativetech.utexas.edu/industry-outreach-university>

### Texas Career Engagement

Texas Career Engagement's Graduate Career and Professional Development Team is dedicated to empowering graduate students to explore, connect, and build communities to pursue professional fulfillment in industry, academia, nonprofit, business, and government. <https://careerengagement.utexas.edu/graduate-students/>



**University Health Services (UHS):** UHS provides immunizations and allergy shots, urgent care, women’s health, physical therapy, nutrition services, and much more. Students may call the 24/7 Nurse Advice Line for free at: (512) 475-6877 (NURS). Additional information regarding services, insurance, and fees can be found at: <http://healthyhorns.utexas.edu>.

**Gender and Sexuality Center (GSC):** The GSC is located in room 2.112 of the Student Activity Center. In addition to the free candy, tampons, condoms, and printing located at the center, its staff provides invaluable support and assistance to campus LGBTQ, women’s, or ally organizations, as well as individuals. Helpful resources can be found online at: <https://diversity.utexas.edu/genderandsexuality/>.

**Diversity, Equity, and Inclusion:** The University of Texas at Austin announced steps to promote diversity and equity and to recruit, attract, retain and support even more talented and diverse students, staff members and faculty members who can change the world. Every action we take will support the people who make UT a special place and will fulfill our mission to teach, learn and discover. Read the full message here. More information can also be found at: <https://www.utexas.edu/about/diversity-equity-and-inclusion>

**Graduate Student Assembly (GSA):** The Graduate Student Assembly’s mission is to foster a “productive line of communication between University administration, all colleges and schools, and the graduate student community.” GSA members may apply for travel awards funded through HornsLink. The GSA also maintains a graduate student lounge located in room 3.102D of the Student Activity Center. More information can be found at: <https://www.utgsa.net/>.

## Addendum A: Traditional Curriculum

### Degree Requirements

<b>Prefix and Number</b>	<b>Required Courses</b>	<b>SCH</b>
DES 388	Introduction to Design Thinking	3
DES 190	Sketching for Communication	1
DES 190	Graphic Communication Tools	1
DES 190	3D Prototyping	1
DES 190	Design Research Methods	1
DES 394	Anthropology for Design	3
DES 381	Core Laboratory 1	3
DES 190	Storytelling for Presentation	1
DES 395	Fieldwork in Design	3
DES 396	Business of Design	3
DES 397	Service Design	3
DES 398	Final Project in Design	3
DES 394	Adv. Issues in Design - Healthcare Law & Policy	3
DES 690	Adv. Issues in Design - Health Studio	6
DES 294	Adv. Issues in Design - Health Systems	2
DES 394	Adv. Issues in Design - Intro to Collaborations	3
	<b>Total</b>	<b>40</b>

## Addendum B: Dell Medical Students Curriculum

### Degree Requirements

<b>Prefix and Number</b>	<b>Required Courses</b>	<b>SCH</b>
DES 388	Introduction to Design Thinking	3
DES 190	Sketching for Communication	1
DES 190	Graphic Communication Tools	1
DES 190	3D Prototyping	1
DES 190	Design Research Methods	1
DES 395	Fieldwork in Design	3
DES 397	Service Design	3
DES 398	Final Project in Design	3
DES 394	Adv. Issues in Design - Healthcare Law & Policy	3
DES 690	Adv. Issues in Design - Health Studio	6
DES 294	Adv. Issues in Design - Health Systems	2
DES 394	Adv. Issues in Design - Intro to Collaborations	3
	<b>Total</b>	<b>30</b>

**2023-2024 GSC Certification Form for Graduate Student Handbooks**

Graduate student handbooks describe graduate degree requirements, program expectations, and deadlines; and they are intended to supplement information published in the Graduate Catalog.

Graduate School policy requires that student handbooks be reviewed annually by the graduate program’s Graduate Studies Committee in conjunction with the Graduate Catalog publication cycle.

The signature on this document acknowledges that the Graduate Studies Committee of the graduate program in the Department of Design has reviewed and approved the attached handbook content for publication with the 2023-2024 Graduate Catalog.



November 2, 2022

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Tamie Glass, Design GSC Chair

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Date