UC San Diego Computational Social Sciences M.S.
Student Handbook

Revised for the 2023-2024 Academic Year
The policies and procedures here are valid only for Academic Year 2023-2024, and may be modified for future years, and is subject to change prior to the start of the 2023-2024 program.

This handbook is designed to provide a single resource for CSS M.S. students as they move through the program. Enrollment in the CSS M.S. Core Courses indicates your agreement to all the program policies and procedures outlined in this handbook.
0 - Introduction

Welcome, CSS M.S. Students,

Although we all come from different backgrounds, disciplines, and areas of focus, we are united in our interest in fundamentally human and social questions, explored using statistical, analytical, and computational methods. The CSS M.S. program is designed to provide both an academic home and a useful course of study for those of us who view our field through an analytical and computational lens. Our goal is to balance exposure to the many disciplines which make up the School of Social Sciences at UCSD with rigorous training with the tools, techniques, and methods which will help you to do great work. We hope that your experience in our program will leave you prepared both to do great work and to keep asking meaningful questions, whether your path after our program leads into academia, public service, industry, or anywhere else.

There are three main components to the program, which we describe in more depth in this handbook. First is the CSS Bootcamp, meant to bring students up to speed with the kinds of software, analysis, techniques, and computing knowledge needed to be successful in our courses on campus. Second are our courses, both the CSS Core and our elective courses chosen from classes around the School of Social Sciences, designed to give you continued growth in your ability to do computational work, while letting you engage with the social sciences in greater depth. Finally, we have the Capstone project, where you'll connect with people doing computational social science, on campus, in industry, or elsewhere, and you'll dive deep on a year-long project which will give you a showpiece for your portfolio, and the work you do will make a real difference for the people you work with.

Most importantly, you'll become a part of our academic community here at UCSD. One of the best parts of the CSS program is our community, spread across departments and disciplines. During your time here, you'll hear from folks from across the social science and data science world, and you'll both engage with and bring your own unique background knowledge to a huge variety of tasks and ideas. Although you're here in part to learn from us and from each other, as graduate students, we know you all bring a great deal to the table, and we look forward to getting to know you all, and to seeing the unique approaches you'll take within the program.

So, welcome to UCSD Computational Social Science, and we look forward to seeing you on campus.

Will Styler
Director of the UCSD CSS Program
1 - General Information

Email
Students will be assigned an @ucsd.edu email address at the start of the program. This address should be checked regularly, and used for all correspondence associated with the CSS M.S. program.

Health Insurance
Each quarter that you enroll in classes at UC San Diego, your student billing account is automatically charged the fee for the UC Student Health Insurance Plan. If you are already covered by another insurance plan and wish to opt out of UC SHIP and have the UC SHIP fee waived, you must apply for a Health Fee Waiver by the timelines stated on the foregoing website.

Modality
This is a synchronous, in-person, full-time on-campus program. Students will be expected to be taking classes in person on the UCSD campus in La Jolla during all academic periods (e.g. Summer, Fall, Winter and Spring quarters). Although accommodations can be made for short periods with good cause (e.g. student illness or public health crisis), and individual courses may have their own policies, students should not expect to be able to complete any portion of the program remotely or asynchronously. If you cannot join us on the campus for the entirety of the program, you'll need to apply in a different year when you can.

Housing
UC San Diego is on its way to having the greatest capacity graduate housing of any campus in the nation. Even so, wait times for housing can be formidable. Admitted students who will be seeking on-campus housing are strongly encouraged to create an application for housing as early as possible. Students can also find affordable off-campus housing options through UCSD’s off-campus housing website.

Transportation
There are a number of options to commute to and from campus. A summary of information is available on the transportation site and includes transit, ride-share, cycling, and driving and parking, including costs of permits. All students who park on campus will be required to purchase a parking permit. Be aware that many parking lots on campus tend to fill early in the day, so when driving and parking, it is advisable to allow extra time (15-20 mins) for these purposes if arriving on campus after 8 am.

Student Campus Cards
The Graduate Coordinator will reach out to you in the summer to request that you submit your photo for your student ID card. Our program will work with the UCSD Campus Card Office to print your cards and we will distribute student ID cards on the first day of classes. You do not need to visit the Campus Card Office to request your ID.
Security
Thefts on campus can unfortunately occur. Do not leave your belongings unattended, even for a short time. When you leave a room for any reason, LOCK THE DOOR. Most buildings are open 24 hours a day, 7 days a week. If you work at night please be sure to always be aware of your surroundings and of who else is on the floor. Safety escort service on campus is available by calling the Campus Police at extension 49255 (4WALK) - (858)-534-9255.

Smoke Free UCSD
UC San Diego, along with all of the UC campuses, are Smoke and Tobacco-Free. This will contribute to a healthy campus environment for all students, faculty, staff, and visitors.

2 - Advising and Support

Students in need of advising or support should contact the CSS Advising Team at css-advising-g@ucsd.edu as their first place of contact. From here, problems can be resolved directly, or forwarded to the necessary people for resolution.

Students interested in applying to industry, government, or NGO positions are encouraged to meet with our Industry Liaison, Andrew Cronan by emailing atcronan@ucsd.edu, to discuss possible paths forward within industry, work on their resume and application materials, and more.

Students on an academic path are encouraged to talk with their capstone faculty advisor (once assigned), a CSS-affiliated faculty member in their department of interest (e.g. an economics-minded student might meet with a CSS faculty member in economics), or with the CSS director to get a sense of what Ph.D. program applications might look like and how to proceed from here.

Students will be paired with a Ph.D. Student Mentor, who can answer questions about the university, the area, life as a UCSD student, the Ph.D. application process, and more.

Finally, if a serious, emergent situation arises which could affect or hinder your academic work and which cannot wait until the next business day, students should directly email the CSS Director (listed at https://css.ucsd.edu/people/Administration.html, CCing css-advising-g@ucsd.edu).

3 - Coursework

This program will require 14 courses (55 units), consisting of our core courses, and three additional elective courses.
Core Courses
- CSS 201S and CSS202S (16 units total) - See the CSS Bootcamp section below
- CSS 204 (6 units) - Statistical Computing and Inference from Data I
- CSS 205 (4 units) - Statistical Computing and Inference from Data II
- CSS 206 (4 units) - Machine Learning for Social Sciences
- CSS 209 (1 unit per quarter) - See 'Colloquium Series' below
- CSS 296 - See 'Capstone Program' below
  - Taken for 2 units in Fall, and 4 units in both winter and spring

Elective Courses
In addition to the core courses, students will also take three elective courses, one per quarter, from the list chosen by the CSS Educational Committee each year according to the courses being offered. Due to variations in the scheduling and offering of courses, these electives will vary from quarter to quarter, and year to year. Please keep an eye on your inbox for updated lists of electives for upcoming quarters.

If a course is being offered within the School of Social Sciences which is not included in our elective list, but which you think should be, you may seek approval to substitute your chosen course for one of our electives, although this is a more difficult process and is not guaranteed. The course must include computational elements for it to serve as a substitute course. Please contact the CSS Advising Team at least one month before the quarter is scheduled to start and we can discuss the process of petitioning the CSS educational committee for the course to count in place of another.

Additional Coursework
We have designed the Computational Social Science M.S. curriculum to be a complete curriculum, and the required courses above already constitute a full load. Due to the demanding nature of the CSS curriculum, as well as constraints placed on the program, students may not enroll in additional courses beyond the core courses and one elective each quarter (excepting any administratively required courses, e.g. for teaching or research assistants).

4 - Course Registration
During Fall, Winter and Spring quarters, students must be registered for all core courses offered in that quarter alongside one elective course, with no additional courses (again excepting any administratively required courses, e.g. for teaching or research assistants).

In order to ensure that students are registered properly for all courses and ensure timely registration, students will be administratively added to courses by the CSS Student Affairs team (starting in Winter of 2023). Students’ only participation in this process will be to fill out an elective preference survey when sent, ranking elective choices for the upcoming quarter, at least one week prior to registration opening. Students who do not complete this survey will be
registered for one of the electives arbitrarily according to class availability, with no guaranteed ability to change this registration later.

Students who are waitlisted for a course may be automatically enrolled in an additional elective as a 'backup' course, with the understanding that if they 'roll in' to the course, the backup course will be dropped by CSS Administrators.

5 - CSS Bootcamp

The CSS Summer 'Bootcamp' (formally CSS 201S and CSS 202S) is designed to bring students in the CSS M.S. Program up to speed with the kinds of computational, quantitative, statistical, and machine learning methods useful for conducting computational social science. CSS 202S will focus on introducing tools and analytical techniques, whereas the bulk of CSS 201S will be presented by a variety of different CSS-affiliated faculty and other guests, providing information about the kinds of computational work and methods going on on campus.

The CSS Bootcamp will be conducted on the UCSD Campus, and students will need to be physically present to participate. Because of the intensive nature of the program, students should plan to arrive in San Diego at least one week before the start of the bootcamp to move in, learn the area, and attend to any logistical needs.

Although limited accommodations can be made for missing portions of the bootcamp when forced by factors outside the student's control, if you would be unable to attend a substantial portion of the CSS Bootcamp, you should apply for a different year, or talk with our advisory team about deferring your acceptance.

The CSS Bootcamp is not optional and must be taken at the start of the program. All students, regardless of background, are required to attend and complete this course satisfactorily in order to take classes in the immediately-following Fall quarter.

6 - Colloquium Series (CSS 209)

All students will be enrolled in and attend our colloquium series (formally "CSS 209 Computational Social Science Research Seminar"), a one unit course which is taken as 'Satisfactory/Unsatisfactory'. This is a weekly seminar which will be hosted either by CSS directly or by one of the School of Social Sciences’s constituent departments, focusing on research, application, or professionalization in computational approaches to social science.

Students will be given a schedule including the time and location of each colloquium, and will be expected to attend and complete in accordance with CSS 209 course policies, which students will be enrolled in for during fall, winter, and spring.
7 - Capstone Project

As part of the master’s program curriculum, all students in the program will complete a three-quarter capstone project (CSS 296, taken for a total of 10 units) that provides students the opportunity to gain hands-on experience working with real data. Students will be assigned a capstone project (taking student preferences into account) and work in groups of up to four either on campus or with an off-campus third party. Capstone placements are not paid, as you are working towards your degree program.

Project proposals are solicited by the CSS administration and interested third parties then submit descriptions of the context, project, and supervisory team involved in completing the project. Although we do our best to identify partners in a variety of areas, industries, and social science fields, we cannot guarantee specific types or areas of projects, as proposals are ultimately submitted by interested third parties. Students may submit recommended capstone hosts to the Director prior to the start of the CSS bootcamp, but again, the choice of whether or not to participate is in the hands of the capstone host, and the program can offer no guarantees about the participation of capstone hosts from year-to-year.

The capstone may take two forms:

1. **An off-campus ‘internship’ style placement**, where students will be embedded with a local (or remote) company or organization in a mutually beneficial arrangement that allows the student to learn from the environment as well as provide a meaningful contribution to the organization. Students will be assigned to a team, and will be connected with both a project host, and a faculty advisor.

2. **An on-campus faculty project**, where students will work with a faculty member from UCSD on a project of mutual interest, involving computational social science techniques. Students will be assigned to a team of up to four and the faculty project lead will also serve as their advisor.

In either case, the ‘project host’ refers to the person at the capstone hosting organization who is directly responsible for guiding and supervising students, and ‘faculty advisor’ refers to the faculty member with whom the student will communicate at UCSD (and in faculty projects, these will be the same person).

7.1 - Capstone Timeline

Each year, the Capstone process will follow a similar timeline, with exact dates varying year-to-year.

- **Spring and Summer** (before the program starts) - CSS Faculty solicit capstone proposals from potential capstone hosts.
● **Early September** - Proposals are finalized and students are given the opportunity to indicate their project placement preferences. During this time, students are also expected to fill out the [CSS Capstone Student Participation Agreement](#).

● **Late September** - Students are matched with projects, and begin regular meetings with their project hosts and faculty advisors.

● **Fall Quarter** - Students will...
  ○ Focus on gaining the necessary background to understand both the problem(s) and the organization in which they’re situated.
  ○ Formalize the problem(s), identifying the sorts of methods by which it can be addressed or investigated.
  ○ Work to understand the data.
  ○ Plan the approaches which will be brought to bear on the problem(s).
  ○ Work with their project host to list the ‘deliverables’ associated with the project upon its completion.
  ○ Ensure that their faculty advisor (where applicable) is ‘on board’ and fully understanding the task, the process, and areas where students need particular support.

● **Winter Quarter** - Students will...
  ○ Implement the core components of their modeling and data analysis, creating formal, robust, and defensible models.
  ○ Revise their deliverables list with their project host based on any additional difficulties or opportunities which may arise.
  ○ Identify any particularly difficult steps still ahead and address them with their project hosts and faculty advisor, soliciting help and support as needed.
  ○ Begin outlining their final paper, considering the organization and format (e.g. paper, website, Jupyter Notebook with integral prose, etc.) which would best suit the needs of the project.

● **Spring Quarter** - Students will...
  ○ Complete their projects, identifying and then creating a final set of deliverable analyses, models, and outcomes.
  ○ Focus on finalizing their analysis with rigorous, reproducible methods, compelling visualizations, and transparent explanations.
  ○ Work with project hosts to put this into a format useful and usable to the host.
  ○ Write their final group paper and presentation, constituting their digital portfolio, to be submitted to UCSD.

● **Three weeks prior to Spring Final Exams (Week 7)** - Student final project papers are due to the faculty advisor as well as a second reader designated by the CSS program. Revisions and rewrites are possible up until the first day of Final Exams. (This deadline is tentative and will be updated in Spring 2023.)

● **Spring Quarter Finals Week** - Students will present their work at a public event where CSS faculty, capstone partners, industry representatives, and others are welcome.
7.2 - Capstone Project Student Responsibilities

Because of the outside-of-the-classroom nature of the capstone project, students are expected to take responsibility for their learning and coordinate their work independently, both within the groups and with faculty mentors and project hosts. That said, at the minimum, student teams are expected to...

- Meet weekly with the project host, with the faculty mentor joining once a month
- Meet at least once per month independently with the CSS faculty mentor
- Work on the capstone project for the entirety of the Fall, Winter, and Spring quarters, spending 13-14 hours a week on average across the year (resulting in about 400 hours across the 30 weeks of the project)
- Complete the final paper for the capstone project by the indicated date
- Present their work at the Final Project Presentation event in June
- Inform their faculty advisors in the event that they encounter serious problems or difficulties in their projects

7.3 - Capstone Final Paper Requirements

The final paper for the capstone project submitted three weeks prior to Spring Final exams will serve both as a method for evaluation of student progress in CSS 296, and a portfolio piece/writing sample for CSS students.

The paper will be co-written by all students involved, with a section designated to discussing the contributions of each team member to the writing, analysis, and project on the whole. Students may discuss with their faculty advisor if they’d prefer to use a non-conventional paper format (e.g. HTML with interactive plots, or a website), but regardless of format, the paper should be transparent and understandable, and the paper itself sufficiently detailed to fully explain the problem and solutions given. Students should focus on sufficiently explaining the significance and utility of any statistical methods or models such that the work is clearly understandable to people without a strong statistical background.

The paper will be evaluated by the faculty mentor and a designated second reader. In the event that these two readers cannot reach a consensus on a grade, a member of the CSS educational committee will serve as a tie-breaking vote. The capstones will be evaluated according to a rubric, which will focus on student excellence in...

- Identifying and specifying the problem and complexities
- Addressing the question to the best of student ability
- Demonstrating technical competence in analysis and modeling
- Demonstrating the application of skills learned in coursework to serve the needs of the project and host
- Creating rigorous, reproducible, transparent, and well-motivated analyses or models
• Presenting the results in an understandable manner, with clear and careful visualizations and descriptions of the data
• Providing a meaningful contribution to the project’s aims and objectives

Students will be given an opportunity to revise and/or rewrite their papers following initial submission, with the rewrite period ending on the first day of finals week in Spring Quarter.

7.4 - Capstone Troubleshooting

Although we hope that your capstone projects will be straightforward and feature beneficial collaboration, there’s a chance that difficulties may arise. Although you are expected to put in a sincere effort to work with your team members, project host, and faculty mentors, this is a collaborative process, and everybody involved should…

• Attend scheduled meetings whenever possible
• Complete necessary work and provide necessary information in a timely manner
• Communicate regularly and clearly, making expectations and needs clear
• Have reasonable expectations for the project and people involved, and expand or modify the scope of the project only where reasonable and mutually agreed upon
• Provide a safe, supportive and welcoming environment for you to work in, free of discrimination, harrassment, and hostility.

In the event that problems arise within your team, first attempt to compassionately resolve the issues on your own within the group, and then, failing that, raise the issue(s) with your faculty mentor who can advise as to the best ways to proceed.

In the event that problems arise with your off-campus project host, first attempt to solve the problem with the host directly if you feel comfortable, then raise this issue with your faculty mentor who can help you to strategize, reach out to the hosts directly, or coordinate with CSS leadership to identify a path forward as needed.

In the event that problems arise with your faculty mentor or on-campus project host, first attempt to address the problem directly with the mentor or host if you feel comfortable, and failing that, contact the CSS Director directly who can discuss possible strategies for you to proceed, reach out to the faculty mentor, or take other action as needed.

8 - Requirements Leading to an M.S. in CSS

8.1 - Expected Time to Completion
The CSS M.S. Program is designed and expected to be completed within a single year (July to June). Importantly, many elements of the program are time-aligned, with the sequence of core classes offered only during their designated quarters, each building on the last, and the capstone project being sequential such that work builds on prior work. Given this, there is not a mechanism by which students may voluntarily (e.g. without good cause) slow their progress in the degree program (e.g. spread the work out over two years, or take courses 'part time'). As such, students should plan to begin the program in July (with the CSS Bootcamp) and complete the program in June (by submitting their capstone, finishing their classwork, and graduating), and plan to be available, on campus, and in class during each of the intervening quarters.

8.2 - Leaves of Absence

We understand that some students may experience good-cause difficulties (e.g. family crisis, military deployment, illness, or other difficulties outside the students' control) which disrupt work or prevent students from completing the program on the expected schedule. Although short, within-quarter disruptions can often be accommodated by your instructors and the CSS advising team, we understand that sometimes, you are simply unable to continue in the program as scheduled. In these situations, contact the CSS advising team, and we'll do our best to identify a path forward meeting your specific needs, and a leave of absence may be the only solution.

Leaves of absence (LOAs) are limited to one calendar year (e.g. a person taking a leave of absence in the Winter must re-enter the program in the following winter, rather than in subsequent years), and students must have successfully completed at least one instructional period (Summer, Fall, or Winter) to be eligible for a leave of absence, otherwise they will need to withdraw from the program and apply for readmission at a later date. International students should contact ISPO to better understand the potential impact of a leave of absence on your visa status (as students are generally required to leave the US during their LOA).

Importantly, because of the year-long CSS capstone and the fact that the core courses all build on one another (e.g. 204 is prerequisite for 205, 205 is prerequisite for 206), students requesting a leave of absence will be required to re-enter the program in the same quarter of the program (that is, Fall, Winter or Spring) during which they left. This means that a student requesting an LOA in Fall of 2022 (e.g.) will be asked to return to the program in the following Fall (in this example, Fall 2023), so that they can take the courses they missed in the order expected and restart the capstone process with a new project and cohort. Similarly, a student needing an LOA in Spring (e.g. 2023) will need to return to complete their classes (and capstone research) in the following Spring (e.g. 2024). If tuition and fees differ in this subsequent year, students will be expected to pay the current tuition and fees at the time of re-entry.

Note also that students taking a leave of absence are unlikely to be able to complete their original capstone project, as capstone hosts are signing up for a finite project and supervisory
period and cannot be reasonably expected to repeat their effort a year later for a returning student. As such, depending on the specifics of the situation and timing of the LOA, students may be asked to join another capstone team in the following year (in the event that they departed in Fall), to conclude the analysis on their own supervised by a faculty mentor (in the event of a mostly-complete project), an alternate faculty-supervised project may be assigned to fulfill the remaining requirements of the CSS capstone, or another solution may be identified at the discretion of CSS administration.

So, although they are a valuable tool for helping students in difficult situations, leaves of absence will cause major disruption for your path through the program and time to completion, will potentially increase the cost of your program (as you will have to pay additional or increased program fees for additional quarters or parts of quarters beyond the initial year), and as such, leaves of absence should be considered a choice of absolute last resort.

8.3 - Requirements for Degree Completion

Unit Requirements
This program will require 14 courses (55 units), consisting of our core courses, and three additional elective courses, as described in “Coursework” above. Students must earn either a 'Satisfactory' or a C or better in each course for it to apply to degree requirements. Additionally, you must maintain a minimum GPA of 3.0 to complete the program, and all courses towards the M.S. must be taken for a letter grade, with the exception of CSS 209 and CSS 296 which can only be taken S/U.

Bootcamp and Capstone Completion
All students must satisfactorily complete the CSS Bootcamp and receive a passing grade on the Capstone program final paper to be eligible for the M.S. degree.

Comprehensive Exams in CSS Core Courses
Students planning to complete their M.S. in Computational Social Science are required to complete a comprehensive exam via passing three course-hosted comprehensive exam components in the core Computational Social Science courses of CSS 204, CSS 205, and CSS 206. To ensure that the comprehensive exam encompasses each student’s comprehensive experience in the program, the CSS 206 course-hosted portion of the comprehensive exam will include integrative questions that require the use of knowledge and techniques acquired from the elective courses.

The comprehensive exam is a practical exam designed to evaluate each student’s ability to apply what they have learned. In order to ensure that the exam is relevant and presented in context, it is integrated into host courses. The associated work serves dual purposes, contributing independently to the student’s course grade and comprehensive exam score. The exam is supervised by the Computational Social Science Educational Committee, who has ultimate responsibility for the content, evaluation, and administration of the examination. It is in
the purview of the Educational Committee to ensure that the comprehensive exam questions reflect and satisfy the learning objectives of the master’s program.

The exam material typically takes the form of a specific class assignment or exam, or portion thereof, which has been approved in advance by the Computational Social Science Educational committee. By combining examination components from each of the three core courses, with content and applied knowledge that will be central to all specific applications of computational social science, the comprehensive exam will serve to verify that students graduating from the program have sufficiently mastered these key domains.

Students are required to pass all three portions of the CSS Comprehensive Exam (that is, for CSS 204, CSS 205, and CSS 206). Students are permitted a maximum of (5) five total attempts across all parts of the exam, with no more than (2) two attempts on any given portion. If a student does not pass a portion of the comprehensive exam, the student has the ability to retake a new version of the comprehensive exam portion no sooner than 2 weeks and no later than 1 month after the initial attempt.

8.4 - Lapse of Status

All students in the CSS M.S. Program are expected to be enrolled in the relevant coursework at all times during their year-long degree program. Without prior approval from the CSS administration (e.g. a leave of absence granted for good cause), a student who has not paid for a quarter by the final payment deadline is considered to have withdrawn from the program. In this case, the student’s status and candidacy for the degree will lapse, and students will have to re-apply for admission in a future year. International students should contact ISPO to better understand the potential impact of a lapse of status or leave of absence on your visa status.

8.5 - Grade or Degree Appeal Procedure

Although we very much hope that this information won’t be necessary, as we do our best to evaluate students in a fair, equitable, and rigorous manner, students who have concerns about a grade or changes to their program status should use the following procedure, although it will naturally vary some on a case-by-case basis. Grade appeals are confidential unless this confidentiality is waived by the student and faculty member(s).

1) **Present your concerns directly to the faculty member(s) involved.** This is often all that it takes, and particularly in cases where one or both parties are missing information, amicable resolution is often possible.

2) **If your concerns persist, contact the CSS Director directly and make an appointment to review the situation.** If warranted in your particular case, either the Director themselves will attempt to adjudicate the case, or if needed, an ad-hoc faculty committee
composed of CSS faculty can be empaneled to hear the details and review the case, offering a proposed resolution. This is the final level of appeal for any disagreements over assessments of academic performance.

3) **If you remain unsatisfied with how the situation was resolved**, you may further appeal to the UCSD Dean of Graduate Division (GEPA) in limited circumstances. Graduate students should appeal a course grade or exam result at the GEPA level only after contacting the program director and concluding that process, and only if they believe (and have evidence that) nonacademic criteria were applied in determining the course or exam grade. Per the Graduate Division, disagreements over assessment of academic performance are not an appropriate basis for an appeal to the Graduate Dean.

9 - Financial Aid for Current Students

The CSS M.S. Program is a paid degree program, and being a self-supporting program on campus, has relatively limited resources in terms of student financial aid beyond fellowships offered on program acceptance. But here are a few resources which may be helpful to our students as they navigate the program.

9.1 - Employment on Campus

The CSS M.S. program has an intensive workload (two graduate classes per quarter with an additional ~14 hours per week of capstone work), and thus, although we acknowledge the necessity for some, we generally discourage students from committing to additional work alongside academic responsibilities, as the last thing you want is to be overcommitted and unable to succeed in your degree program. Students can find on-campus job postings on Handshake; see this FAQ for more information: [https://career.ucsd.edu/jobs-experience/student-employment/on-campus/index.html](https://career.ucsd.edu/jobs-experience/student-employment/on-campus/index.html).

9.2 - Teaching Assistantship

Although the same proviso about not overcommitting yourself applies, students who have demonstrated clear excellence in CSS classes may be eligible to seek and apply for Teaching Assistantships. Opportunities for M.S. students to TA are not particularly common, but enterprising students can investigate open Teaching Assistant and other Academic Student Employee positions on the [Open Positions page on the Academic Student Employment System](https://career.ucsd.edu/jobs-experience/student-employment/on-campus/index.html): (note: this is an internal campus system and requires campus log-in). Additionally, interested students should inform the CSS advising team, in case opportunities to TA within the CSS program arise whether during the quarter, or perhaps in the following year’s bootcamp.
Because we need to fully evaluate student classroom performance in the Fall to authorize TAships, and due to the intense time commitments involved with finalizing capstone projects in the Spring, CSS M.S. students are only eligible to apply for TAships for the Winter quarter.

Note that although you may apply for TAships, ultimately, your eligibility to TA must be approved by both the host department and the CSS administration, and approval is contingent upon both your performance in the program and the time and workload requirements of the program.

9.3 - Student Loans

For many, student loans can help you to focus on your schooling during the program. A variety of loan types may be available. More information can be found on the Financial Aid site.

9.4 - Immediate Financial Assistance

Students in immediate need of financial assistance (e.g. facing food insecurity, housing instability, unable to afford transportation, or faced with an overwhelming short term bill) should contact the UCSD Basic Needs Hub, who can provide food directly, connect students with affordable housing, provide transportation vouchers and a grocery shuttle, and offer immediate short term loans.

Students who are experiencing food insecurity may benefit from the CalFresh program which is a federal program that provides eligible students with funds to purchase food at grocery stores.

CalFresh is California’s Supplemental Nutrition Assistance Program (SNAP) that awards eligible recipients with monthly benefits that can supplement your food budget and help you pay for groceries. CalFresh benefits are loaded onto an Electronic Benefit Transfer (EBT) debit card each month and can be spent at most grocery stores, farmers markets, and some on-campus markets!

The Computational Social Science M.S. program has received the designation of a Local Program that Increases Employability (LPIE) for the purposes of CalFresh eligibility. This means that you can use your enrollment status in our program as qualifying student exemption to the CalFresh work requirement. If you meet the remaining CalFresh eligibility requirements, including current income requirements, you may be eligible to receive CalFresh benefits to spend on groceries.

The UCSD CalFresh team can provide assistance with applying for CalFresh. We encourage you to follow the steps below to get connected to CalFresh:

Step 1: Learn more about CalFresh via the website or by filling out the CalFresh Assistance Form.
Step 2: Connect with a CalFresh Outreach Assistant. The UCSD CalFresh Outreach team holds walk-in hours virtually and in-person to help answer your questions and learn about next steps if interested in applying for CalFresh. The UCSD CalFresh Walk-in hours for this quarter can be found on their website.

Step 3: Apply for CalFresh! You can apply for CalFresh with support from the CalFresh Outreach Team through a 1:1 Application Assistance Appointment virtually or in-person, or you can apply independently. To schedule an application assistance appointment with the CalFresh Outreach Team, visit their website.

Need food now? Explore the on-campus food security programs offered by the UCSD Basic Needs Center, or check out these off-campus community resources.

10 - Student Conduct Policy

Students in the CSS M.S. program are expected to comport themselves ethically, kindly, and with integrity.

Students are expected to act ethically as Social Scientists by conducting rigorous research, avoiding the misrepresentation or falsification of data, and engaging in analytical best practices where possible to ensure quality of analysis and modeling. Students are also expected to maintain confidentiality of data in contexts where it is required and accord with all guidance and established protocols from institutional review boards (where applicable). Finally, students are asked to act as good members of the scholarly community, citing others' work where relevant, promoting (where possible) the open sharing of data with a mind towards replicability and reproducibility, and archiving their work in widely accessible, open venues.

Students are also expected to act kindly and with courteousness and compassion for others within our program, in their capstone placements, and on campus more broadly, and always abide by the UCSD Principles of Community and policy on sexual harassment. Our program is designed to unite people of many backgrounds under a shared spirit of scholarship and enthusiasm for computational social science, and as such, although opinions are welcome, all students should be mindful and respectful of others' positionalities, experiences, and points of view. Speak with others using respectful and kind language, just as you'd like them to do with you, and focus your discussions on ideas, rather than individuals. Treat your colleagues, instructors, capstone supervisors, and other members of the campus and CSS community with respect and compassion, and do your best to represent our program well. Finally, remember that as we discuss and evaluate conversations, the focus will be on the impact on an individual or group, not the intention or motivation of the actor.

Finally, students are expected to follow the UCSD Policy on Academic Scholarship, and to complete their work honestly, without unauthorized aid, and for group work, with accurate representation of who completed work and how. The UCSD CSS Program works closely with the Academic Integrity office to ensure a level playing field for all students, and ensure that our
graduates’ grades accurately reflect their learning and effort. Repeated academic integrity violations will result in disqualification from the program.

11 - Student Resources

Health and Wellness Resources:

Counseling and Psychological Services (CAPS)
Galbraith Hall 190 | CAPS provides counseling, outreach, and consultation services to students

For Mental Health emergencies, contact the U.S. SUICIDE AND CRISIS LIFELINE | CALL OR TEXT 988 from any phone

RIMAC Complex | Provides intramurals, sports clubs, rec classes, & FitLife classes

Canyon View Aquatic Center features two outdoor, Olympic-sized pools.

Student Health Services
provides primary care, urgent care and optometry

Campus Resources:

Office for Students with Disabilities (OSD)
Pepper Canyon Hall – 3rd Floor | works with students with disabilities and determines accommodations.disabilities.ucsd.edu

Graduate life at UC San Diego
Events and campus resources specifically for UCSD graduate students

Basic Needs Hub
Provides food security, housing stability, financial wellness, and can provide lyft rides

Student Legal Services
Free confidential legal counseling by appointment only | (858) 534-4374

UCSD Community Centers:

Cross-Cultural Center
Price Center East, Second Floor

Women’s Center
Original Student Center, Room 290 West

LGBT Resource Center
Original Student Center, Building 290 East, Top Floor

**Raza Resource Center**
Student Services Center, First Floor

**Asian Pacific Islander Middle Eastern Desi American Programs and Services**
CCC, Price Center East, Second Floor | apimeda@ucsd.edu

**BLACK RESOURCE CENTER**
Original Student Center, Student Center A, Top Floor

**International Student Programs Office**
Student Center B | Provides advising and immigration services to international students

**Graduate Student Organizations**

**Safety Resources:**

**Campus Police**
Non-Emergency number to Report a crime or request a safety escort call: (858) 534-4357
Emergency Only - Call 911

**CARE at the Sexual Assault Resource Center**
This is confidential resource for sexual violence, Stalking, dating and domestic violence survivors. (858) 534-5793

**Office for the Prevention of Harassment and Discrimination**
Handles Complaints of discrimination or harassment | (858) 534-8298

**Technology Support**

**IT Service Desk**
Provides technical support | (858) 246-4357 | servicedesk@ucsd.edu