

**Brown University  
and  
Rhode Island School of Design**

**MASTER OF ARTS IN DESIGN ENGINEERING  
PROGRAM HANDBOOK FOR STUDENTS**

**Academic Year 2024-2025**



**BROWN-RISD MASTER OF ARTS  
IN DESIGN ENGINEERING**

## Welcome to the MADE Program!

A partnership between RISD and Brown University, the Master of Arts in Design Engineering (MADE) is an intensive program that fosters innovation at the intersection of design and engineering.

This MADE Student Handbook is a supplement to the Brown [Graduate School Handbook](#). Its format is intended to be viewed digitally (rather than in print), as it contains a large number of links to resources.

<b>I. STATEMENT OF PURPOSE.....</b>	<b>2</b>
<b>II. INTRODUCTION.....</b>	<b>2</b>
<b>III. MADE KEY CONTACTS .....</b>	<b>2</b>
<b>IV. MADE PROGRAM MISSION AND OVERVIEW .....</b>	<b>2</b>
<b>V. BUILDING YOUR OWN EXPERIENCE ACROSS BROWN AND RISD.....</b>	<b>2</b>
<b>VI. MADE PROGRAM CORE CURRICULUM .....</b>	<b>3</b>
<b>VII. STUDENT ADVISING .....</b>	<b>4</b>
<b>VIII. STUDIO LEARNING AND PROJECT SPACE .....</b>	<b>4</b>
<b>IX. UNIVERSITY POLICY INFORMATION.....</b>	<b>4</b>
<b>X. NEW GRADUATE STUDENT INFORMATION AND ORIENTATIONS.....</b>	<b>5</b>
A. ORIENTATIONS .....	5
B. BROWN AND RISD STUDENT ID CARDS.....	5
C. HOUSING ON CAMPUS AND NEARBY .....	5
D. RISD AND BROWN EMAIL AND INTERNET ACCESS.....	6
E. SOFTWARE ACCESS THROUGH BROWN .....	7
F. ACCEPTABLE USE AND MORE INFORMATION FOR COMPUTING ON CAMPUS.....	8
<b>XI. KEY SPACES BEYOND THE MADE STUDIO .....</b>	<b>8</b>
<b>XII. MADE PROGRAM GRADUATION REQUIREMENTS &amp; PROCESSES.....</b>	<b>11</b>
A. PROGRAM OF STUDY.....	12
B. EXPECTATIONS OF FULL PARTICIPATION.....	12
C. CHOOSING ELECTIVE COURSES AT BROWN AND RISD.....	12
D. DETAILED BREAKDOWN OF CREDITS REQUIRED TO GRADUATE .....	13
<b>XIII. PROGRAM TUITION AND FINANCIAL AID .....</b>	<b>16</b>
<b>XIV. GRADUATION.....</b>	<b>16</b>
A. FINALIZATION OF DEGREE.....	16
B. ATTENDING COMMENCEMENT.....	17
<b>XV. WELLNESS RESOURCES.....</b>	<b>17</b>
<b>XVI. GETTING INVOLVED ON CAMPUS.....</b>	<b>18</b>
<b>XVII. MISCELLANEOUS.....</b>	<b>21</b>

## I. STATEMENT OF PURPOSE

This handbook is provided to Master of Arts in Design Engineering (MADE) students. It is intended to help students navigate the process of obtaining their degree. It does not replace the program's advising, but instead is intended as a reference to provide supplemental information.

## II. INTRODUCTION

This handbook is intended to aid new students in their transition into graduate school as well as assist all students toward the successful completion of their degree while fulfilling associated requirements. It is each graduate student's personal responsibility to read and understand the information pertaining to graduate studies at Brown, which can be found in this handbook, in the [Graduate School Handbook](#), and in the [University Bulletin](#).

## III. MADE KEY CONTACTS

MADE Executive Director	<a href="#">Beth Altringer Eagle</a>
MADE Program Coordinator	<a href="#">Victoria Riccitelli</a>

## IV. MADE PROGRAM MISSION AND OVERVIEW

The faculty and students of the MADE program have backgrounds in design and engineering. These combinations of vision with pragmatism, qualitative combined with quantitative, and users with technology, multiply our ability to assess conditions, envision alternatives, and produce effective solutions. Our work responds to practical challenges with creativity, analytical reasoning, research skills, and collaboration.

## V. BUILDING YOUR OWN EXPERIENCE ACROSS BROWN AND RISD

The MADE Program is as much about your informal experience exploring these neighboring world-class institutions as it is about our formal curriculum and advising. Access to faculty, courses, and resources on both campuses provides students with extensive opportunities to build new relationships, find informal mentors, make friends in other programs, access career networks and services, and broaden their knowledge. Making the most of these opportunities takes personal responsibility and time, but adds long-term value to your overall experience.

Feed your intellectual curiosity by attending events across both schools. A key component to being a successful graduate student is intellectual curiosity, getting involved in extracurricular activities, and making friends who help you grow and learn. You will find that there is far more happening than you can keep up with, but trying should be a top priority.

At Brown, you can find events throughout the university on the [Brown events calendar](#), and you may [view the calendar](#) to see current and upcoming School of Engineering school-wide activities. The School of Engineering at Brown strongly encourages the attendance of graduate student thesis defenses. Ongoing Engineering seminars are held throughout the year by visiting scholars and other professionals. At RISD, check out and follow the [RISD news and accounts](#)

and subscribe to, or at least regularly check, the [RISD events calendar](#) for lectures, alumni talks, community conversations, panel discussions, career events, and more. We encourage you to subscribe to these and other calendars of interest (e.g., Nelson Center for Entrepreneurship or events calendars in the Boston area) to make it easier to keep up to date on local and regional events. See the ‘Getting Involved on Campus’ section at the end of this handbook for more information on clubs and organizations you might be interested in joining.

## VI. MADE PROGRAM CORE CURRICULUM

With a small cohort size, MADE facilitates frequent interactions between faculty and students, and develops a strong cohort identity. The program offers opportunities to collaborate with faculty mentors whose diverse expertise supports students in understanding and synthesizing the different perspectives and contexts they will encounter in practice. Iterating with intention, MADE participants create and refine work according to real-world needs.

The MADE core curriculum lives in our team-based studios. Studio-based learning has a long history dating back to Plato and early architectural education<sup>1</sup>. The concept of ‘studio’ refers to both a place and a way of thinking and learning. Studio-based learning has evolved into many forms. Today, some version of studio-based learning is generally at the heart of most product design, industrial design, architecture, and engineering design curricula. In the MADE Studios, we work together to create responses to prompts, to frame problems, and to practice our craft. We discuss our work, give and take feedback on our processes and products, and draw on feedback and critique to iterate and improve the quality of our work. As we work, we deepen our existing knowledge and skills and gain new ones, as required by the particular problems we face.

MADE Studios give us the autonomy to choose the best way that faculty and students can contribute and pursue areas of individual interest. The details of each studio vary as the program evolves and as different faculty take on the studio facilitation role. MADE Studios build on one another and guide you in methods of professional practice. Project autonomy tends to increase over the course of the four studios as you get closer to your Spring Final Projects in the Spring semester.

Due to the diversity of the cohort, MADE growth areas are broadly defined to give individuals many possible paths. All of the studio courses are designed to foster growth over the arc of the four studios in the following areas:

- Integrative practice, such that a number of perspectives are considered during your process, and this is evident in the results.
- Increased team building effectiveness, such that the result is high quality and other people are likely to want to work with you again.
- Increased expertise in several career-specific domains, such that your domain knowledge increases during the program in the direction of your professional goals.
- Growing independence, such that you increasingly manage your projects from start to finish as one does in professional practice.

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<sup>1</sup> Green, L.N. and Bonollo, E. [Studio-based teaching: history and advantages in the teaching of design](#). *World Transactions on Engineering and Technology Education* 2003 UICEE Vol.2, No.2, 2003

- Gaining a body of knowledge in a chosen area of focus, such that you learn the concepts surrounding the area in which you are working.
- Refinement of output, such that your project outputs show better and better craftsmanship.

### **Budgeting for Courses and Side Projects**

Students should budget to spend more or less the equivalent of the cost of textbooks in each course you take, whether at Brown or RISD, although sometimes, instead of being for textbooks, this will be for materials or tools, site visits, or something else needed for your work.

## **VII. STUDENT ADVISING**

In addition to informal mentorship relationships that you form on your own at Brown and RISD, you will also have advisors in the program. Student advising is meant to assist you in creating and adapting a course of action for your 11-months that aligns your personal objectives with your elective choices. We advise students to, at minimum, meet with an advisor once per term, ideally at the beginning of each semester (before the end of the add-drop period). At times, such as for your final project proposals in the spring, advisor signoff will be required. Students are responsible for initiating advising sessions and attaining any required approvals from their advisors. You are also welcome to set up appointments with other MADE and non-MADE faculty who may be helpful to you along the way.

## **VIII. STUDIO LEARNING AND PROJECT SPACE**

All MADE core studio courses will be held in The MADE Studio at Barus and Holley 114. This studio is a shared environment where each student has desk space to complete their work, as well as common space for lectures and critiques. The studio is a professional learning environment, and activities related to coursework should be prioritized in the Studio.

## **IX. UNIVERSITY POLICY INFORMATION**

The following links provide information for important university-wide policies on:

[Affirmative Action](#)

[Nondiscrimination and Anti-Harassment Policy](#)

[Gender Discrimination and Sexual Violence](#)

[Sexual Assault, Harassment, Relationship Violence](#)

The Brown University Bulletin also includes a [General Regulations](#) section containing information on academic requirements, course registration, grading, exams, and [Student Conduct and Community Standards](#).

### **Ethics and Professionalism**

Both Brown and RISD have strict policies regarding ethics and professionalism. Unethical behavior or any type of academic dishonesty will not be tolerated. As a graduate student, you are responsible for knowing and abiding by the [Student Conduct and Community Standards](#). All students are expected to have read in full and be familiar with Brown's [Academic Code](#) and

[Code of Student Conduct](#). In addition, all students conducting research must complete the University's program on ethics and responsible research conduct, [BEARCORE](#), which details responsible conduct of research.

### **Intellectual Property Policies**

For general policies regarding intellectual property, please refer to [Brown's Intellectual Property Policy](#) and [RISD's Intellectual Property Policy](#). MADE does not have a separate IP policy. Please reach out to these offices proactively to ensure that you are interpreting these policies correctly if you feel that you have a project that might interact with these policies.

## **X. NEW GRADUATE STUDENT INFORMATION AND ORIENTATIONS**

### **A. Orientations**

At the beginning of your program, you will be invited to attend several graduate orientation meetings. Attending university orientation events ensures you receive important resources on navigating Brown and RISD, answers to your administrative concerns, and information about important campus community resources available to you.

### **B. Brown and RISD Student ID Cards**

*Brown ID cards.* The Brown Card is the official Brown University identification card that provides access to everyday life at Brown. As soon as possible after arrival on campus, visit the [Brown Card Office](#) (check website for hours), Page-Robinson Hall, room 511. Learn more about Brown ID Card [services here](#). You should always carry your student IDs with you, as both universities have a policy that community members are required to show their student ID upon request of a university public safety officer. These policies can be found online.

*RISD ID.* RISD IDs will have many uses, including serving as an access card to the RISD Library and academic buildings. Only the person whose picture is on the RISD ID is authorized to use it. Damaged or lost cards must be replaced at your expense. If your card is lost, stolen or mutilated, you must report it to the [RISD Card Services](#) (48 Waterman St., 401 454-6664) or [RISD Public Safety](#) immediately.

### **[risdbucks](#)**

In addition to acting as an access card to buildings, your RISD ID provides access to your risdbucks account. risdbucks is an optional prepaid declining balance account developed to be a convenient way for you to buy products and services both on and off campus. risdbucks is also the only method of payment accepted for on-campus printing, including specialty printing.

### **C. Housing on Campus and Nearby**

*On-campus housing.* At Brown the Graduate Student Housing Application process opens each year in March with limited rentals available. This on-campus housing has a lease period of 12 months, with contracts beginning in summer, and costing approximately \$950-\$1500/month. Further details can be found on the [Auxiliary Housing](#) website.

*Off-campus housing.* The majority of graduate students prefer to live off campus. Tips for your search: Start early, as you are more likely to find economical choices that fill your needs the earlier you begin your search. Research [neighborhoods](#) near Brown University, including Wayland Square, Wickenden Street, East Side, Fox Point, and Hope Street areas. Utilities (heat, hot water, gas, electricity, and water/sewer fees, Wi-Fi) are typically not included in monthly rent and should be budgeted in addition to monthly rental fees.

Apartment Resources:

- [www.brownuniversityoffcampus.com](http://www.brownuniversityoffcampus.com) Search for privately-owned furnished and unfurnished rooms, apartments, houses, sublets, sabbaticals, and shared accommodations
- [graduatestudy.risd.edu/providence/neighborhoods-and-housing](http://graduatestudy.risd.edu/providence/neighborhoods-and-housing) RISD off-campus housing
- Sign up for the [Graduate Student Bulletin Board](#) listserv to find roommates for shared apartments (Brown email required).
- Visit the [Graduate Student Council website](#) for details on the listservs

More detailed information can be found on Brown's [Guide to Living off Campus](#).

#### **D. RISD and Brown Email and Internet Access**

You will be given both Brown and RISD email addresses. Important messages from MADE will be sent to both addresses. Please check them regularly.

##### [RISD IT Services](#)

###### *Your RISD Account*

The RISD Account is used to access many services. Your RISD account username, email address and password will be emailed to your personal email address in two separate emails. Contact the IT Service Desk at 401-454-6106 if you have not received your account credentials. Make sure to check your Spam or Junk Mail folder first! You may also email them to start a case number at [servicedesk@risd.edu](mailto:servicedesk@risd.edu), but this process might take longer than a phone call.

###### *Password Service | [password.risd.edu](http://password.risd.edu)*

Use this self-service tool to change or reset a forgotten password. To get started, enroll in the service by entering a mobile number and/or an alternate email address. Once enrolled, you will be able to reset your own forgotten password via a text message or email. Visit our Password Service Enrollment training page for our quick enrollment tutorials or Password Service FAQs for more information.

###### *RISD Email | [gmail.com](mailto:gmail.com)*

RISD uses Google Apps for Education (Mail, Calendar, Docs, Slides, Sheets, etc.) for email. As a Google Education user, you receive unlimited storage. Drive for Education supports individual files up to 5TB in size. In addition, you will receive an alumni RISD email address after graduation as a RISD alumnus.

###### *MY RISD*

My RISD is a mobile and desktop application that can provide you with access to campus services and resources at your fingertips. Through the My RISD app, you can access an interactive campus map, request the door-to-door RISD transportation service, view the daily dining specials, search essential campus contact information and more. By using your RISD username, you can log in and receive customized notifications with important reminders and events. You can download this app to your smartphone from the Apple and Google stores.

### Brown University

#### *Accessing Accounts*

Note that your Brown username (what you use to log into Banner and Canvas) and your Google login information are separate. For more information, see [About Your Brown Usernames](#).

#### *Brown University Email*

Most on-campus and departmental communications are done by email and, by default, your brown.edu email is used. To activate your electronic services, you will need your Brown identification number. You received this number once you committed to attending the university. Follow the steps below to activate electronic services:

- Locate your Brown ID number at <https://myaccount.brown.edu/>
- Click on “Activate Here” under Activate Your Brown Account
- Enter the requested data on this secure site and click on “Continue”

Contact [Office of Information Technology \(OIT\)](#) if you require assistance with this process.

#### *Wireless Internet Access*

Connect your devices by visiting <https://ithelp.brown.edu/kb/52-brown-wireless>. If you have a browserless device, see [brown.edu/go/browserless](https://brown.edu/go/browserless).

## **E. Software Access through Brown**

Several software applications relevant to your coursework are available through various platforms and services, outlined below.

#### *Brown Software Catalog*

The Brown Office of Information Technology maintains a [software catalog](#) that is available for use at Brown University. Visit the webpage to see the full list of software and to learn more about availability, requirements, and support. Some applications may not be available to everyone due to licensing restrictions.

#### *MyApps*

Brown’s [MyApps](#) service is a method for members of the Brown Community to access software without the need for installation. By using MyApps, you can connect to a “virtual desktop” that provides you with core apps and computational software that are available to faculty, students, and staff. Please see the MyApps page for a full list of software that can be accessed.



## **F. Acceptable Use and More Information for Computing on Campus**

The computing resources at Brown and RISD support the educational, instructional, research, and administrative activities of the university, and as a user, it is important to engage in these resources in a responsible, ethical, and legal manner. In general, acceptable use means respecting the rights of other computer users and maintaining the integrity of the physical facilities and all pertinent license and contractual agreements. If an individual is found to be in violation of the Acceptable Use Policies, the respective institution will take disciplinary action, including the restriction and possible loss of network privileges. Please visit the full acceptable use policies on the [Brown](#) and [RISD](#) websites.

Visit [Brown's Office of Information Technology \(OIT\)](#) and [RISD IT Services](#) to learn more about computing life at Brown and RISD.

## **XI. KEY SPACES BEYOND THE MADE STUDIO**

### **• Brown Design Workshop (The 'BDW')**

Tied to the Brown School of Engineering, the Brown Design Workshop (BDW) is a space for people to turn their ideas into a physical reality while building a community of makers. The BDW provides access to and training for a wide variety of tools in several areas including 3D printers, laser cutters, CNC mills, a wood shop, a metal shop, a textiles shop, and an electronics room. For a full list of tools and workshops at the BDW, please refer to the [Brown Design Workshop](#) website.

In order for MADE students to access the tools at the BDW, they must complete the appropriate BDW training workshop, even if they have received training on similar tools elsewhere. These workshops are held frequently throughout the school year by trained BDW student employees, BDW staff, and the MADE Maker-in-Residence. The BDW is open to undergraduate students, graduate students, and the Providence community during regular operating hours. Brown graduate students, including MADE students, are provided extended hours of access to the BDW. For up-to-date hours of operation, please refer to the Brown Design Workshop website. For information about extended access, please talk directly with the BDW staff. For more information about the BDW, visit the website or talk to Louise Manfredi, Director.

### **• Brown University Graduate Lounge Spaces**

In addition to the MADE Studio space, you are encouraged to use the dedicated graduate lounge at Brown at 42 Charlesfield Street. The entrance to the Graduate Student Council's [Graduate Lounge](#) is accessed from Thayer Street, south of the Graduate Center dormitory and beneath the winding staircase. For academic space, there is a graduate computer lab in Giancarlo Lab 092 (basement level of Barus and Holley). This space has unassigned seating, and you can log on to these computers as you would any computer on the Brown domain. These computers provide a suite of engineering software as well as the internet and other office tools. To meet up with peers, you may utilize the community space in the Barus & Holley main lobby or Hazeltine Commons of the Engineering Research Center (ERC).

Additionally, [Horace Mann 4th Floor](#), located at 47 George Street, is open during business hours and can be reserved for graduate students and graduate student organizations. The space can be

used for meetings or study. Enter Horace Mann through the main door and take the elevator or stairs to the 4th floor. The space occupies the east side of the top floor. To request use of the space, email [graduate\\_school@brown.edu](mailto:graduate_school@brown.edu)

- **School of Professional Studies (SPS) at Brown University**

Brown University's School of Professional Studies (SPS) is located in the Wexford Innovation Center, 225 Dyer Street, at the center of a growing professional innovation ecosystem emerging in Providence's Jewelry District. It overlooks the Providence River where Downtown Providence and College Hill. SPS has entrepreneurial co-tenants such as the [Cambridge Innovation Center](#) (CIC). The School of Professional Studies supports master's students at Brown. Connect with Morgan Orlandi, Student Engagement Specialist at [morgan\\_latus@brown.edu](mailto:morgan_latus@brown.edu), if you need additional support, are considering a medical leave, or have general questions about how to make the most of your experience at Brown. Be on the lookout for SPS workshops and networking events.

- **Nelson Center for Entrepreneurship at Brown University**

The [Jonathan M. Nelson Center for Entrepreneurship](#) at Brown University, which launched in 2016 with a mission to make entrepreneurship an essential part of the Brown experience. Many MADE students choose to join this community. They have an excellent space located at 249 Thayer Street and offer programming and events throughout the year.

- **The B-Lab at the Nelson Center for Entrepreneurship at Brown University**

Breakthrough Lab (B-Lab) located at the Nelson Center is Brown University's premier 8-week summer (June and July) accelerator program for Brown and RISD students developing high-impact ventures. The B-Lab has two goals: to educate world-class entrepreneurs, and to foster the development of new ventures that are creating high-impact and scalable solutions to serious problems. They take a supportive and rigorous approach to venture creation and see B-Lab as a springboard for ventures to go on to larger, national accelerator programs or directly to attracting outside capital. The program offers students the opportunity to work full-time on building their venture and meaningfully contribute to the entrepreneurial community on College Hill and beyond. Accepted B-Lab members get sector-specific mentoring and workshops, a peer cohort of dedicated founders, co-working space at the Nelson Center for Entrepreneurship, and initial funding for currently enrolled Brown or RISD undergraduate and graduate students. Learn more about the program and its impact on students on their [website](#) and by signing up for their newsletter. The application cycle for the B-Lab usually begins in November, when prospective applicants request an application mentor. The applications open around December and are due around February. Refer to the website for specifics for your year.

- **Brown Library Spaces**

The Brown libraries also offer a variety of group and individual spaces for research and study. Computer clusters are located in the Rockefeller, Sciences, and Orwig Music Libraries. The Vincent J. Wernig Graduate Student Reading Room, a fully-equipped graduate study center, is located on the second floor of the Rockefeller Library. To accommodate the use of materials in long-term projects, study carrels can be obtained at the Rockefeller, Sciences, and Orwig Libraries, and lockers are available at the Rockefeller and Sciences Libraries. [Brown Libraries](#) include the circulating collections including: [Rockefeller Library](#) – humanities, social sciences, fine arts; [Sciences Library](#) –

science and mathematics; [Orwig Music Library](#) – music materials in all formats. Extensive electronic collections and special collections are also accessible.

- **Fleet Library at RISD**

The Fleet Library is a gorgeous and visually inspiring place to study. It is located at 15 Westminster Street. Please visit the RISD Library [website](#) for more information about the vast resources available to students. This includes the [Visual and Material Resources Collections](#), Research Librarians, and other Special Collections and Services.

- **Nature Lab at RISD**

The Nature Lab at RISD is another inspiring space to spend time. It is located in the Waterman Building at 13 Waterman Street. Please visit the [Nature Lab website](#) for current information. The RISD Nature Lab includes a Natural History Collection, a Microscopy Lab, and a Biodesign Makerspace. The Nature Lab furthers RISD’s hands-on approach to learning by enabling students to investigate ethical sustainable modes of making informed by natural systems and designed to benefit the environment. Ultimately, it helps everyone who makes use of the resources better understand and articulate the role we play as humans in the ecosystem.

In the early 20th century, RISD faculty member Edna Lawrence founded the Nature Lab to “open students’ eyes to the marvels of beauty in nature...of forms, space, color, texture, design and structure.” Today, the Lab still offers unmediated access to authentic natural history specimens, while also fostering creative inquiry into biomimetics, biophilic design, ecology, and climate change. High-end microscopes, high-speed cameras and other advanced imaging systems give members of the RISD community access to living and non-living specimens at multiple scales and provide an engaging platform for examining myriad connections between artistic and scientific study.

- **RISD Museum of Art**

The RISD Museum is a wonderful place for recharging your inspiration, and they have a cafe where students like to gather over coffee and snacks. Established in 1877 as part of a vibrant creative community, the RISD Museum stewards works of art representing diverse cultures from ancient times to the present. The museum interprets their collection with the focus on the maker and deeply engages with arts and artists, presenting ideas and perspectives that can be inspiring and complex. The museum aspires to create an accessible and inclusive environment that fosters meaningful relationships across all communities. Find current information at: [RISD Museum](#).

- **Co-Works Research Lab and Training at RISD**

Co-Works Studio is an interdisciplinary fabrication lab and cross-departmental nexus for the RISD community. Offering a unique selection of both advanced digital and traditional making technologies, Co-Works engages all departments and disciplines in experimentation, research, and collaboration outside of the standard curriculum. The facilities at Co-Works include 3D printing, 3D scanning, a range of CNC equipment, laser cutting, vacuum forming, machine embroidery and knitting, industrial sewing, foam cutting, UV and large format printing, and more.

MADE students are able to gain access to Co-Works by taking various training sessions, enrolling in a sponsored class, or taking a workshop. Their peer tutoring and training program can be accessed on the website at: <https://coworks.risd.edu/tutoring-training>. This is where students sign up for one-on-one sessions to help with specific project work and/or specialty training sessions to gain access to equipment such as laser cutters, 3D printers, vacuum forming, and a range of other equipment. Appointments are scheduled during the fall and spring semesters and information is typically available in early September. The Co-Works lab is sometimes closed in the summer. Always check the [Co-Works website](#) for current information.

- **RISD Center for Complexity**

[The Center for Complexity](#) at the Rhode Island School of Design is a platform for transdisciplinary collaboration and innovation, informed by global events and creative practices, founded to benefit scholars, practitioners, a diverse range of partners, and the RISD community. The center is located at 68-72 South Main Street on the 4th floor. Be sure to keep your eyes open for email about various conferences, lectures, and symposia sponsored by the Center.

- **Media Resource Center at RISD**

Students can rent audio/visual equipment (cameras, GoPros, lights, projectors, etc.) on the Media Resource Center's [website](#).

- **Brown OIT Technology Loaner Program**

[The Brown Office of Information Technology Loaner Program](#) offers a variety of equipment available to students, faculty and staff. There is no cost associated with loaning out any equipment, except in the case that the equipment is damaged, returned late, or lost. You can make a reservation for any of their equipment online and schedule a pick-up, or simply stop by their office at 69 Brown St, Page-Robinson Hall, Room 510, and request a loan through one of their Help Desk Technicians. For a full list of their equipment please see the catalog on the website.

- **Campus Student and Faculty Exhibitions at RISD**

The office of Campus Exhibitions is located at Woods Gerry Gallery on the first floor at 62 Prospect Street. This office oversees the three primary student gallery spaces at RISD. Woods-Gerry Gallery, Sol Koffler Graduate Student Gallery, and Gelman Gallery. The office also oversees the Annual Graduate Thesis Exhibition, the Biennial Faculty Exhibition, as well as an extensive campus-wide artwork loan program. Visit the [Campus Exhibitions](#) website for current information.

## **XII. MADE PROGRAM GRADUATION REQUIREMENTS & PROCESSES**

The following section is a guide to courses required for MADE degree candidates. The MADE program requires that students complete the four required MADE Studio courses as well as four elective courses approved by MADE Advisors. Note that Brown and RISD have different ways of handling enrollment and credit allocation. **Please read this section carefully, as some things are not intuitive, and can have significant consequences for your ability to graduate.**

### **A. Program of Study**

The Master of Art in Design Engineering (MADE) Program is an intensive 11-month residential studio program. It begins in July and lasts through graduation in late May/early June of the following year. The program timeline is 4 terms (Summer, Fall, Winter, Spring).

### **B. Expectations of Full Participation**

As in professional practice, studio members are expected to take responsibility for participating fully and in-person in the MADE Studio courses. MADE is a full time in residence Graduate program and is not eligible for remote or part-time enrollment.

### **How Credits are Handled Across RISD and Brown**

Due to the cross-school nature of the joint degree program combined with its short duration, it is important to understand how credits are handled so that you stay on track for graduation. Credits taken at Brown are processed at Brown. Credits taken at RISD are transferred to Brown for processing. Each school calculates credits somewhat differently. Three RISD credits ‘translates’ to one Brown credit. The program requires 11 Brown-equivalent credits to graduate. The required MADE Studios account for seven of these credits as follows: three 2-credit studios in summer, fall, and winter (ENGN 2170, ENGN 2171, ENGN2172) and one 1-credit winter studio (ENGN2173). For current descriptions of the required courses, please visit [Courses@Brown](mailto:Courses@Brown).

### **C. Choosing Elective Courses at Brown and RISD**

As you plan your program of study, keep in mind that not all courses are offered in each year — consult the [RISD course catalog](#) and [Courses @ Brown](#) for details.

Ultimately, it is the student’s responsibility to propose a coherent set of courses that satisfies the program requirements and is aligned with their professional goals. Once students have narrowed down their top three potential courses, they will need to discuss these options with their MADE Faculty Advisor. This conversation will serve as a check in and is in place to ensure that the course will qualify towards their MADE degree. It is good practice before you meet with your advisor to send them:

- a) the courses you are considering
- b) links to the course information pages
- c) any other big questions you wish to discuss.

As you pick your electives, keep in mind that, due to the intensive nature of the program, there is no flexibility to drop a course or add a new course late. Generally, if you drop a course, you must add one in that same semester, which can be challenging because most classes are full by then. If you cannot add another course that term, it likely delays your graduation and requires you to enroll in a future term (at additional cost) to attain missing credits. Any questions about this should be directed to the MADE Coordinator. The table below illustrates the program’s credit requirements in detail.

## D. Detailed Breakdown of Credits Required to Graduate

- **MADE Core Required Courses**

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<a href="#">ENGN</a>	<a href="#">2170</a>	Engineering Design: Measure and Make (MADE Summer Studio). No electives can be taken in the summer.	2
Summer			
<a href="#">ENGN</a>	<a href="#">2171</a>	Iterating with Intention (MADE Fall Studio). Elective credits should be taken in the fall. Note: This is a more flexible semester than spring to take more electives.	2
Fall			
<a href="#">ENGN</a>	<a href="#">2173</a>	Design Engineering Communication (MADE Winter Studio). No electives can be taken in the winter.	1
Winter			
<a href="#">ENGN</a>	<a href="#">2172</a>	Integrate and Implement (MADE Spring Studio). Elective credits should be taken in the spring. Note that the 1-credit from the MADE Winter Studio counts towards your spring credit allocation and there is a cap on the total number of credits you can take in a given semester.	2
Spring			

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### **Four Elective Credits, taken in the Fall or Spring** 4

Guidelines for Electives (please read carefully):

- Students may take two 1-credit electives or one 2-credit elective in both Fall and Spring.
- Electives can be from either Brown or RISD. RISD credits get transferred to Brown after the course is complete, then processed for the joint degree. One 3-credit RISD course = 1 Brown credit.
- No electives can be taken in summer or winter terms. Non-credit projects to boost your portfolios can be done in the BDW and similar spaces during those terms.
- Brown has no winter session for graduate students, thus your MADE Winter Studio credit gets counted on your Spring transcript.
- You may not exceed the maximum of 5 Brown-equivalent credits (regardless of how many courses generate these credits) in either a fall or spring semester. Note that MADE is one of the few programs that has 2-credit courses, and sometimes you will find general registrar information that assumes one course equals one credit, and that does not apply for MADE's 2-credit courses. Because Winter Studio counts on your spring transcript, this effectively means that you have slightly more flexibility to take electives in the Fall than in the Spring.
- Electives at Brown must be graduate-level electives. Up to one non-graduate level elective at Brown can be taken, but this requires additional projects with the instructor and approval from MADE.
- RISD's studio-centered structure allows for both Graduate and Undergraduate level courses to be taken, with the exception of one-credit workshops, which are not permitted.
- RISD's registration process is such that if a MADE student drops a course at the last minute, it prevents another student from being able to take that course. RISD has requested that MADE students be good community members by dropping courses as soon as they know they will not wish to take them, to allow another student time to enroll.
- This structure does not allow you to make up any course credits in your final semester.



Make sure by the end of each term's add/drop period that you have all your semester credits accounted for. If you do not, you may be off track for graduation and be required to enroll for an additional semester which means additional tuition and may have other penalties.

- The MADE Coordinator can also give you de-identified guidance on electives previous students have chosen.
- All electives must be discussed with an Advisor and approved by email by the MADE Coordinator to ensure that they meet the requirements to keep you on track for graduation.

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Total Credits

11

- **Brown Electives Course Registration**

See the [Brown Academic Calendar](#) for specific registration dates. MADE students register for courses through [Courses at Brown \(C@B\)](#). Full instructions can be found by reviewing this article from Brown's Office of Information Technology: [Registration in C@B](#)

#### *Undergraduate Level Courses*

Courses numbered less than 1000 at Brown normally do not carry graduate credit. With permission of the instructor and approval from a dean in the Graduate School who focuses on Masters students, a graduate student may do extra work to earn credit towards a graduate degree. It is essential that the student who makes such an arrangement to register in the course for credit type "E" (for "Extra"). The tuition credit for undergraduate courses automatically counts towards the tuition needed for the graduate degree.

- **RISD Electives Course Registration**

Compared to Brown, RISD's registration process requires more proactivity and more interaction with instructors who teach the courses you hope to enroll in. Note that RISD offers many new courses year to year, some courses are only announced just before term begins, and it is common at RISD to only make the syllabus available on the first day of class.

Registration for MADE students will only be available for Fall and Spring classes using [Workday+RISD](#), the self-service academic planning tool for students and advisors. Students will receive a designated registration time to begin registration. Independent Studies (ISPs) are generally not allowed for MADE students at Brown, but occasionally they can be a vehicle to work with a specific instructor at RISD. Here is the [RISD MADE Program Step by Step Registration Process](#).

Some RISD courses have course materials fees. These are usually for supplies used in the class. The MADE Program handles some basic fees on your behalf, but not all fees are covered and as mentioned earlier in this guide, you should already be budgeting ahead for some materials fees for your courses. If any issues with RISD materials fees during the registration process arise, contact the MADE Coordinator for assistance. Once you are registered, be sure to confirm with the Brown Registrar's office by their deadline to inform them if you want the RISD course recorded at Brown as either P/NC or a letter grade.

#### *Importance of the Add/Drop Period*

All RISD course schedules must be finalized by the last day of RISD's add/drop period. See the [RISD Academic Calendar](#) for specific registration and add/drop dates. If a student intends to drop a RISD course, they need to do so by RISD's add/drop deadline (access RISD's electronic add/drop forms [here](#)). You must use your risd.edu email to access the electronic form. Please be sure you have planned each of your semesters accordingly with your advisor to ensure your program requirements will be met. **Dropping a course at a late stage may impact your ability to graduate with the rest of the cohort in May.**

### *Independent Study Projects*

Independent Study Projects (ISPs) are generally not allowed unless they are a structured independent group study chosen and planned by a Brown or RISD faculty member. All such projects require approval in advance from the MADE Coordinator to ensure the course would count toward graduation requirements.

- **Auditing a Course at Brown and RISD**

MADE students may audit a course at RISD but not at Brown, as recording an audit at Brown means you will be charged for the course and it counts toward your credits. Although a RISD audit will not show on your Brown transcript, a transcript may be requested from RISD, if documentation of the audited course is needed.

- **Cross-Registration at Harvard University**

There is a general agreement in place between Brown and the Harvard University Faculty of Arts & Sciences to allow cross-registration of graduate students in courses without paying tuition to the host institution. Please note this applies only to the Faculty of Arts and Sciences, and Brown students are not permitted to take courses at any other school at Harvard (i.e., the Harvard Business School, Law School, School of Education, etc.). The following restrictions apply for MADE students to be able to count a cross-registered course at Harvard toward their graduation requirements: a) fall-term only, b) graduate level, c) no comparable course exists in our community, d) student meets all prerequisites to perform well in the course, e) student requests and receives written approval from a MADE advisor and the MADE Coordinator prior to starting the enrollment process via [UFunds](#). Note that graduate level engineering courses at Harvard can be especially difficult, even for students with an engineering background.

- **Conference and Professional Development Funds**

To receive support through either Brown or RISD, you must be a full-time graduate student, be in good academic standing, and have the support of the MADE Director. Students are only eligible to receive funding support once per academic year. There are several options related to funding for Conference Travel and Development Funding for Graduate Students in the MADE program.

### [Brown's Graduate School Conference Travel](#)

- Apply for up to \$700 to cover registration, travel, and other related expenses.
- Apply at least 14 days in advance

### [Brown's School of Engineering Travel Fund](#)

- Apply for up to \$1,000 to cover registration, travel and other related expenses



- Apply at least 30 business days prior to the start of travel or conference

[Brown's Graduate School Council - Conference and Professional Development Fund](#)

- Apply for up to \$300 in reimbursement of expenses
- Preference is given to applicants who have exhausted, been denied, or are ineligible for other means of funding. Applicants who have applied to other funding sources and have not yet received notification should also apply for GSC funds.
- Application opens prior to Fall and Spring semesters

[RISD's Conference + Exhibition Fund](#)

- Award amounts vary and do not typically exceed \$1,000
- Application opens July 1st.

**XIII. PROGRAM TUITION AND FINANCIAL AID**

Your tuition will be billed by Brown; you can learn more here: [Student Financial Services](#)

*Note: Any program specific scholarship questions may be directed to the MADE Program Coordinator.*

*Deadlines for Paying Tuition*

- Summer - June 1
- Fall - August 1
- Spring - January 1

*Note: MADE winter studio charges will be reflected in this billing cycle*

*Late Fees*

Account balances not paid by the deadline are assessed a 1.5% late fee. Students with past due balances will have a hold placed by the [Student Financial Services](#) on their student records.

*Please note:* The hold placed by Brown's Student Financial Services will prevent students from receiving academic transcripts, receiving their diploma, charging privileges at the bookstore, and participating in pre-registration for upcoming terms. Once the student account is paid and cleared, holds are then released and privileges restored. Current tuition deadlines and policies can be found on the [Student Financial Services](#) (SFS) website. Brown offers an installment payment plan with no interest on monthly payments. More information can be found on the SFS website.

**XIV. GRADUATION**

**A. Finalization of Degree**

All students who plan to receive a degree in May must file an [Application to Graduate](#) in Brown's [Banner Self-Service](#) system no later than the last business day in April of their commencement year. If your plans change after filing the application, the program administrator must be informed immediately. Please check your BROWN EMAIL for reminders about when to apply to graduate. There are no exceptions to the deadline.

## **B. Attending Commencement**

For MADE students starting classes in July, the Expected Date of Completion (EDOC) is the end of May of the following year. This is also the date of the Brown University graduation ceremony. Plan to stay on campus through RISD's graduation ceremony the weekend following Brown's graduation. The Graduate School will reach out to the email address recorded on your Application to Graduate (this may be a personal email address) with instructions for registering to attend and participate in Commencement at Brown. When you register, please identify any awards and honors you received while a graduate student at Brown for possible inclusion in the Commencement program. Please do so regardless of whether you plan to attend the ceremony. The Graduate School provides graduating students [detailed information](#) on how to plan for and participate in Commencement.

## **XV. WELLNESS RESOURCES**

When students are psychologically healthy, they perform better academically, form and sustain more meaningful relationships, and have the ability to make the most out of their time while at Brown. We are committed to supporting the wellness of our students and have created a space for relaxation within the walls of the Engineering Research Center (ERC). Our private single-occupant Wellness Room is located on the 2<sup>nd</sup> floor of ERC, Room 203. Use of this space must be reserved in advance and can be reserved in 30-minute increments twice daily. This room is for wellness use only including restful breaks to support mental health, for nursing mothers, and for private conversations with health care providers. Priority is given to nursing mothers, both in scheduling priority and unlimited usage. Check the [online schedule](#) for room availability and to make your reservation. You will receive a Google calendar confirmation once you have scheduled the space for yourself.

### **[Counseling and Psychological Services \(CAPS\)](#)**

CAPS provides crisis intervention, short-term individual therapy, group therapy, community outreach, and referral services. They offer consultation to students, faculty and staff who are concerned about the well-being of students. Walk-in appointments are free of charge and confidential. CAPS is located at 69 Brown Street in Page-Robinson Hall, 5<sup>th</sup> floor, Room 512. To make an appointment, please call (401) 863-3476 or simply visit the CAPS office.

Joel Revill, Deputy Dean for Academic and Student Affairs, serves as the main student support resource in the School of Professional Studies. The Dean is well-versed in the challenges and issues unique to graduate students. Graduate students may wish to seek advice in some of the following areas.

- Medical and personal leave
- Support for individual students
- Support practices and policies
- Liaison to the Offices of Campus Life and Student Services, Institutional Diversity, Student Accessibility Services (SAS), and Counseling and Psychological Services.

Friends are often the first to notice that a student might be experiencing high levels of distress. Please access these [resources for a friend in distress](#) as needed. We hope you never feel that you are alone or that you need to solve difficult situations by yourself. [Many university services](#) stand ready to assist you in an emergency as well as in non-emergencies.

[Health Services](#), 450 Brook Street: Your resource for emergency medical services, non-urgent medical care, and confidential sexual assault hotline. [BWell Health Promotion](#) provides educational resources for nutrition, sexual health, sexual assault and dating violence, physical and emotional health, alcohol, and drug use, and more. Visit Health Services [Return to Campus](#) FAQ page.

## XVI. GETTING INVOLVED ON CAMPUS

- **Community: The Graduate Council**

The [Graduate Student Council](#) (GSC) helps to foster a sense of community among graduate students across departments, to facilitate collective action on graduate student issues, and to be a voice for the graduate community. Like the GSC Facebook page to keep current with [events](#). Resources [such as alternate sources for conference funding](#) are available to support the academic and social lives of Brown graduate students. The GSC hosts yoga, fitness, dance, and other classes open to current Brown graduate students in the Graduate Lounge, all free of charge.

- **Student Life Resources at Brown**

[Academic Support](#) (Office of the Dean of the College, University Hall): Provides academic support services that supplement the support provided by course instructors.

[Brown Center for Students of Color](#) (68 Brown Street): The Brown Center for Students of Color is a student-focused center designed to provide students of color with a base for social, academic, administrative, cultural, and organizational support.

[Brown Recreation](#): Information about on-campus fitness facilities, aquatics, and club sports.

[Health Education Services](#) (450 Brook Street): Make an appointment with the nutritionist, talk with a Health Educator about alcohol or sexual health, and get information about sexual assault.

[Center for Career Exploration](#) (167 Angell Street): The Center works in collaboration with academic departments to connect students with career resources; help students identify their skills, interests and values and to explore a wide range of career options; and to articulate their unique experiences to employers.

[Counseling and Psychological Services \(CAPS\)](#), (69 Brown Street, Page-Robinson Hall, 5<sup>th</sup> Floor, Room 512): Provides crisis intervention, short-term individual therapy, group therapy, community outreach, and referral services.

[Graduate Student Professional Development](#), (Horace Mann, 47 George Street): Development opportunities include advanced teaching opportunities, Global Mobility grants and research travel funds, interdisciplinary scholarly opportunities at Centers and Institutes, communications workshops and public research talks, and a series on exploring careers in higher education administration.

[Health Services](#) (450 Brook Street): Your resource for emergency medical services, non-urgent medical care, and confidential sexual assault hotline. [Bwell Health Promotion](#) provides

educational resources for nutrition, sexual health, sexual assault and dating violence, physical and emotional health, alcohol and drug use, and more.

[LGBTQ Center](#) (22 Benevolent Street): Provides a comprehensive range of education, information and advocacy services and works to create and maintain an open, safe, and inclusive environment for lesbian, gay, bisexual, transgender, queer and questioning students, faculty, and staff, their families and friends, and the campus community at large.

[Office of the Chaplains and Religious Life](#) (69 Brown Street, Page-Robinson Building, 4<sup>th</sup> Floor, Room 410): Works to ensure that a diversity of beliefs has voice and vitality throughout the University community. OCRL sponsors many faith-based programs and coordinates a broad set of chaplains and affiliates that advise a breadth of spiritual traditions.

[Office of Institutional Equity & Diversity](#) (Horace Mann 3rd Floor): Provides leadership for the formulation and oversight of policies related to pluralism and equity and initiates programs and practices that promote diversity, inclusion, and fair treatment for all members of the Brown community.

[Office of International Student and Scholar Services](#) (OISSS, 69 Brown Street, Page-Robinson Hall, 3<sup>rd</sup> Floor): Facilitates the integration of international students and scholars into the Brown community. OISSS provides advising services on immigration and visa matters, work permission, orientation, cultural adjustment, and personal concerns.

[Division of Campus Life](#) (20 Benevolent Street): Provides a variety of services, support and outreach to undergraduate, graduate, and medical students designed to promote academic achievement and personal development.

[Office of Military-Affiliated Students](#) (194 Meeting Street): Brown is committed to building a community that actively supports veterans who are beginning, returning to, or advancing their pursuit of higher education. This office supports the experience of all student veterans, including those who served in the military for countries other than the United States.

[Ombuds Office](#) (Hillel Building, 80 Brown Street, 3<sup>rd</sup> Floor): The Ombuds Office provides an independent, confidential, neutral and informal resource for faculty, staff, postdoctoral fellows and associates, graduate students and medical students who have concerns arising from or affecting their work and studies at Brown.

[Sarah Doyle Center for Women and Gender](#) (26 Benevolent Street): Seeks to provide a comfortable, yet challenging place for students, faculty, and staff to examine the multitude of issues around gender. The Center offers programs and services for all members of the Brown community and is a site for research into and exploration of gender issues that extend into and beyond the classroom.

[SHARE Advocates \(Sexual Harassment and Assault Resources and Education\)](#) (450 Brook Street): Confidential services include support for a survivor or friends of a survivor, help filing a complaint (if that is the student's choice), and help navigating resources at Brown and the community.

[Sheridan Center for Teaching and Learning](#), (Sciences Library, 201 Thayer Street, 7<sup>th</sup> floor): Provides practical advice about teaching and professional development; promotes best practices and promising new practices in teaching; supports instructors as they launch and develop their professional careers.

[Student Accessibility Services \(SAS\)](#), (20 Benevolent Street): SAS coordinates and facilitates services for students (including graduate students and postdoctoral trainees), faculty, staff and visitors with physical, psychological, and learning disabilities. Click [here](#) for FAQs.

[Substance Abuse Support](#) (addiction and recovery): The University dedicates resources to support students in recovery from addiction and substance use disorders, and to assist all students negatively affected by their own or others' substance use. The Dean of the College office and the Division of Campus Life provide overlapping services to students with substance use disorders, to develop campus policies regarding alcohol and other drugs, and to educate all members of the campus community about alcohol and drugs and their effects. For more information about available services, please email our Dean for Recovery and Substance-Free Student Initiatives, [Lindsay Garcia](#), in the Office of the Dean of the College.

- **[Student Life Resources at RISD](#)**

[RISD Careers](#) The RISD Career Service's mission is to educate and advise all students and alumni how to effectively translate their education and creativity into fulfilling professional experiences. They do this with deep respect for individual differences and for each person's unique aspirations and goals. The team offers career counseling including, but not limited to, help with obtaining internships, professional positions, and approaches to building portfolios and resumes.

[Center for Student Involvement \(CSI\)](#) The Center for Student Involvement (CSI) is an on-campus hub that offers RISD students several opportunities to grow as critical thinkers and global citizens. In advancing this mission, CSI creates and oversees programs and initiatives in the following areas: campus activities, leadership development, service and experiential learning. In addition to supporting dozens of recognized student clubs and organizations, CSI manages the [Catanzaro Student Fitness Center](#), the [Carr Haus Cafe](#), and The Tap Room presentation and performance space in Memorial Hall, as well as co-curricular programs such as RISD Leads and the Leadership and Community Engagement (LACE) program.

[RISD Office of Intercultural Student Engagement \(ISE\)](#) The office of Intercultural Student Engagement (ISE) cultivates an environment that recognizes an ever-changing campus and global community. ISE nurtures the holistic growth and inspiration of emergent artists and designers to enhance social consciousness, cultural mindfulness, self-actualization, and inclusive dialogues. ISE supports underrepresented groups including but not limited to first generation, international, lesbian, gay, bisexual, transgender, queer, intersex, asexual, polyamorous, religious, social economic status, spiritual, students with differing physical and psychological abilities, students of color, and those of all ages. ISE is further committed to actively engaging with campus partners to enrich cultural dialogue, competencies, and inclusiveness.

## XVII. MISCELLANEOUS

### Writing Resources

In graduate school, it is expected that students become proficient in technical writing, including but not limited to class reports and summaries, term projects, technical papers, thesis or dissertation proposals, and thesis or dissertations. [The Writing Center](#) at Brown, located in the Sciences Library, 201 Thayer Street, 5<sup>th</sup> Floor, is an excellent resource accessible to all Master's students.

At RISD, you can visit the [Center for Arts and Language](#) for help with writing support and to work with the tutors. Students at all levels will do plenty of professional writing, applying for grants, residencies, internships, jobs, and class assignments. Writing is also an art form itself and the Center for Arts and Language is there to help you as you write poetry, fiction, or engage language as a material in your work.

Here are additional [library resources](#) for research on a wide array of topics and two engineering-specific writing resources:

- Thyer, B. A. 1994. [Successful Publishing in Scholarly Journals](#). SAGE Publications.
- Beer, D. and Mc. Murrey, D. 2013. [A Guide to Writing as an Engineer](#), Fourth edition: Wiley.