

# M.A. STUDENT HANDBOOK



August  
2018

**Yale** JACKSON INSTITUTE  
FOR GLOBAL AFFAIRS

# M.A. Student Handbook

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## INTRODUCTION

This guide is intended to help M.A. students navigate the policies and procedures most relevant to you.

### Key Contacts

#### Jackson Institute Program Registrar

- **Jana Buck** **jana.buck@yale.edu**
- Can answer questions about course registration, academic deadlines, forms and paperwork, grades that have not been turned in, Teaching Fellow appointments
- Handles processing of all forms for signature by the Director of Graduate Studies

#### Director of Student Affairs

- **Lily Sutton** **lily.sutton@yale.edu**
- Can answer questions about your curriculum and progress towards its fulfillment, offers advice and insight on courses/faculty
- available to help with personal or academic situations you might encounter during your time at Yale.
- first point of contact for trouble-shooting most academic issues before going to your Director of Graduate Studies

#### Director of Graduate Studies

- **Lloyd Grieger** **lloyd.grieger@yale.edu**
- Can answer similar questions about your academic program, offer advice on sequencing of courses, trouble-shoot academic issues
- The Director of Graduate Studies and Director of Student Affairs approve your schedule each semester.

#### Director of Career Services

- **Elizabeth Gill** **elizabeth.gill@yale.edu**
- guides you in your professional development – the types of jobs available in your area of interest; the skills you'll need to be competitive for those jobs; and how to build a professional network.

*A full list of Jackson staff can be found here: <http://jackson.yale.edu/meet-us/staff/>*

## Jackson Institute for Global Affairs: A Brief History

With roots in Yale's Institute for International Studies in the 1930s, the International Relations program at Yale was one of the oldest interdisciplinary global affairs graduate programs in the United States. From 1995 until 2009, the M.A. program was administered by the International Affairs Council under the auspices of The MacMillan Center. Established in 2009 with a mission to inspire and prepare Yale students for global leadership and service, the Jackson Institute for Global Affairs assumed administration of the M.A. program. In 2012, the Jackson Institute introduced a new curriculum at the Masters' level, home now to the M.A. program in Global Affairs.

## GRADUATE SCHOOL POLICIES

Official Graduate School policies are listed in [Graduate School of Arts and Sciences Programs and Policies](#). **This is the first place to check regarding all Graduate School (GSAS) policies.** In particular, you should read the policies on residency requirements for terminal M.A. degrees, leaves of absence, grades and incompletes, and petitioning for degrees.

## GETTING STARTED

### Jackson Student Portal

The Student Portal on the Jackson website will contain all registrar information (course shopping forms and links), a calendar of important Jackson dates, event policies and more.

To register for the portal, go to <http://jackson.yale.edu/register>. Fill out the short form, using your Yale email as a username. You'll get an email confirmation to activate the registration. After you're registered, you can login here: <http://jackson.yale.edu/login/>

### Direct Deposit

All students expecting money from the University must enroll in direct deposit. Any students (U.S. or international) should be able to set up direct deposit with a U.S. bank account.

Using your Net ID and passcode, log into the Yale portal at <http://your.yale.edu/>. You will then be able to set up direct deposit by selecting **Workday** and select the **Pay** worklet and then select **Payment Elections**.

If you encounter difficulty with the direct deposit process, contact the Employee Service Center (203-432-5552 or [employee.services@yale.edu](mailto:employee.services@yale.edu).) Please note that it can take up to two pay periods for the direct deposit changes to take effect.

**Exception:** If you are *not* receiving any money in fall (no Yale funding, no TF or student employment, etc.), you will not be set up in Workday and will be not be able to enroll in direct deposit.

## JACKSON PROGRAM REQUIREMENTS

Students must complete at least 16 full-credit courses at Yale and fulfill the core requirement, language proficiency, summer requirement, and grade/honors requirements as outlined in the *Graduate School of Arts and Sciences Programs and Policies* and discussed below.

### Core Courses

GLBL 801, 802, and 803 are required of all Jackson M.A. students in their first year. The core requirements are intended to provide students with the tools to understand and effect change in today's global environment.

### Language Proficiency

Students are required to demonstrate proficiency (reading, writing, speaking, and listening) in a language other than English. Proficiency may be demonstrated through one of the following means:

- ❑ Complete third year language courses at a university other than Yale
- ❑ Complete second year (L4) language courses at Yale
- ❑ Take one of Yale's scheduled language placement exams and place into a third year (L5) course. Check the language department websites for exam dates (some are in August)
- ❑ Pass a proficiency exam at Yale. These exams may be specially arranged with Yale language faculty and offices. See the Jackson registrar if you need help getting started with this
- ❑ Students whose native language is not English, who studied at the secondary/high school or college level in their native language, and whose English language skills are sufficient for graduate study at Yale, will be considered to have met the language proficiency requirement
- ❑ Students whose native language is not English, but attended college where English was the language of instruction, will need to pass a proficiency exam at Yale. These exams may be specially arranged with Yale language faculty and offices. See the Jackson registrar if you need help with this

Please note:

- ❑ Passing the translation exam offered by some language departments does **not** meet the requirement
- ❑ Students may count up to 4 language courses toward the 16 courses required for graduation. Joint degree students may count only 2 language courses
- ❑ If a language course has a graduate number (500 or higher), register under that number. Otherwise, you will be graded on the Yale College grading scale
- ❑ With approval, you may work toward the required language proficiency by taking summer language courses. Summer courses cannot be transferred to your Yale GSAS transcript and do **not** count toward the 16 required courses. However, they may prepare you for the placement or proficiency exam

## Summer Requirement

Students are required to use the summer between their first and second year to further their academic and professional program. Joint-degree students must complete the internship after their first Jackson year. To meet this requirement, students must complete one internship or research project lasting a minimum of 8 weeks. In special circumstances, language study may be approved. All proposals are reviewed by an approval committee that includes the Director of Career Services and the Director of Graduate Studies. Summer experiences judged by the committee to be exemplary will receive special designation and recognition at the Jackson Commencement ceremony. All students are required to submit a two-page summary of their summer experience by September 15 to the Director of Career Services to complete this graduation requirement.

## Funding for the Summer Requirement

The Jackson Institute offers fellowships up to \$5,000 to support the summer experience. The funds may only be used for the summer experience following the student's first year at Jackson. Students are required to apply for this funding through a formal application process that is separate from the proposal submitted to the approval committee. Applications are accepted on the Yale Grants and Fellowships database on a rolling basis starting in January of the spring semester and ending in early May. In order to receive checks before the end of the semester, students are encouraged to secure their experience by April 1. While applications will be accepted until early May, students will likely not receive their checks before leaving campus if their proposals are received after April 1.

Please note that funds are meant to offset the cost for either a domestic or international summer opportunity, but may not cover all of your expenses. If you need additional funding it is essential that you seek funding from additional sources. Please note that these funds cannot be used to support non-language courses over the summer.

## Other funding sources

A full list of Yale fellowships that support summer reach, study, or internships can be found on the Student Grants Database: <http://studentgrants.yale.edu/>. Note that the deadlines are usually early in the spring semester. The details of your summer internship do not need to be completely finalized in order to apply for funds, but more concrete proposals are more likely to be successful. The Association of Professional Schools of International Affairs (APSIA) also compiles a list of fellowships relevant to students in APSIA programs: <http://www.apsia.org/find-fellowships-scholarships>.

## Graduate Certificates of Concentration

[The MacMillan Center](#) offers four graduate certificates of concentration open to Jackson M.A. students: African Studies, Middle East Studies, European Studies, Latin American and Iberian Studies. The certificates each require six courses in the field, language proficiency, and a research paper. These courses should be taken as part of your M.A. degree requirements. Interested students should speak with the relevant [Council Administrator](#). Application deadlines are at the beginning of your final year.

## Jackson Awards

At Commencement, the Jackson Institute makes two awards to graduating students: The *Academic Excellence Award* is awarded to the student with the highest academic merit in the M.A. program and the *Miguel Ferreyros Memorial Award for Academic Excellence* may be awarded to an outstanding student in a Jackson Joint Degree Program.



## GSAS ACADEMIC REQUIREMENTS

### Grades and Honors Requirement

M.A. candidates are required to achieve at least two grades of Honors in graduate courses while maintaining an overall grade average of High Pass.

### Progress Towards the Degree

Students are expected to have completed eight courses at the end of their first year, with at least one grade of Honors and an average of High Pass. This is required to make satisfactory progress toward the degree and remain in “good academic standing.”

### Course Load

Jackson M.A. students are expected to take four courses a semester. Students may elect to take five courses. Students who have completed five courses in a semester may elect to take only three courses in a later semester.

### GSAS Grading System

The GSAS Grading System is as follows:

- Honors (H) – the highest grade
- High Pass (HP) – the next highest grade
- Pass (P) – the lowest passing grade that can be assigned to a GSAS student
- Failure (F) – not accepted toward meeting the requirements for a GSAS degree

Although the Professional Schools use different grading systems for their students, professors are expected to grade GSAS students using the GSAS grading system. (Likewise, those GSAS instructors who occasionally teach LAW or SOM or other professional school students are expected to grade them based on the grading system at their school). If you are taking a class outside of the Graduate School and the professor seems unfamiliar with the GSAS grading system, contact the Jackson registrar.

### Concerns Regarding Courses or Grades

If you find yourself having difficulty with any of your classes, please see the Director of Student Affairs as soon as possible. It is much easier to resolve issues early (rather than after you receive a poor grade).

### Auditing

Courses taken for audit **do not count** toward the 16 courses required for the M.A. degree.

The minimum expectation for GSAS students in an audited course is attendance in two-thirds of the class sessions; the instructor has the right to require more. Whether you initially register for the course as an auditor or switch your status part-way through the term, you must discuss expectations with the instructor in advance. If you do not meet the expectations, the course will show up on your transcript as “audit not fulfilled” (NA).

### GSAS Grading Policy

Please read the information regarding grades in the *Graduate School Programs and Policies*

<http://catalog.yale.edu/gsas/policies-regulations/>



## Incompletes

A temporary incomplete (TI) may be assigned if you and the course instructor have agreed that an extension is appropriate. Approval from the Director of Graduate Studies is needed. The form is available at:

[http://registrar.yale.edu/sites/default/files/temporary\\_incomplete\\_grade\\_submission\\_request\\_1.pdf](http://registrar.yale.edu/sites/default/files/temporary_incomplete_grade_submission_request_1.pdf).

## Grades of NM

If a grade is not submitted online by the professor, a grade of NM (no mark submitted) will be recorded and will eventually turn into a permanent incomplete. If you have completed the work for a course, but a grade of NM appears on your transcript, we can help to resolve the issue. First, you should contact the professor and ask about your grade (make sure that the work was received). Then, alert the Jackson Institute Program Registrar; they can help follow-up with the instructor to ensure a grade is submitted.

## JOINT DEGREES

Joint degree students fulfill all of the requirements for both degrees. For the M.A. degree, students are required to fulfill the Jackson core and language requirements. Students are required to take 12 courses in the Graduate School (or in any professional school – *excluding the one in which the student is jointly enrolled*). That is, none of the 12 courses that appear on the student’s GSAS transcript can be from the “partner” school. It is strongly recommended that only students who have met the language requirement pursue a joint degree. **Only two language courses** can count towards the M.A. degree for joint degree students.

### Applying to a Joint Degree once at Jackson

Students who begin the Jackson M.A. program and are interested in applying for a joint degree with SOM, LAW, FES, or YSPH may apply in their first year. Similarly, students in those schools may apply to the Jackson M.A. program during their first year. Students interested in joint degrees should meet with the Director of Student Affairs.

### Registration

Each semester, the school to which tuition is paid is considered your primary school and you will register online following that school’s registration procedure. However, after the first year of study, you may take courses toward either of your degrees in any given semester. It is important to meet with the Director of Student Affairs at the beginning of **each** semester, work closely with the Jackson and professional school registrars during registration, and submit a complete transcript to the Jackson registrar at the end of each term (<http://sfas.yale.edu/sis> select "Your Grades (All Terms)"/ "all levels").

Joint degree students who wish to take GSAS courses during the semester in which they are paying tuition to a professional school must complete a paper GSAS [Course Schedule Change Form](#). All courses taken to meet the degree requirement for the M.A. degree must appear on the GSAS transcript. An exception may be made for courses taken in the first year of the professional school if that professional school enrollment precedes your first term in GSAS. In such a case, these courses can count towards your M.A. degree only with the permission of the Director of Graduate Studies.

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## COURSES AT YALE

### Course Enrollment

#### Shopping Period

Yale's shopping period takes place during the first two weeks of classes and lets you to sample courses that interest you without enrolling in them right away. You may not get into every course that you attend, so you should plan to “shop” more than four courses. It is often useful to shop classes that you may be interested in taking in a future semester. The course registration deadlines are **September 12 (fall)** and **January 25 (spring)**. All deadlines are on the GSAS academic calendar:

<https://gsas.yale.edu/academic-events>

#### Official Shopper

To get relevant emails from the instructor and also demonstrate your interest in the course, make sure to:

- Add any courses that you are seriously shopping to your Online Course Selection Worksheet at <http://sfas.yale.edu/sis>
- Add yourself as an official “shopper” to the course’s Canvas site: <http://canvas.yale.edu/>

#### Schedule Approval & Registration

You must meet with the Director of Student Affairs in person during shopping period *before* submitting your final course selection. After your meeting, you will submit your final course schedule here:

<http://sfas.yale.edu/sis>. The Director of Student Affairs and Director of Graduate Studies approve all course selections that are feasible and appropriate.

#### Best Practices

- ❑ It is best to wait until the last day of course registration to submit your schedule
- ❑ It is better to register for an extra course and drop it later instead of trying to add a brand-new course after course registration is over
- ❑ Your schedule should be a list of viable courses that meet your M.A. requirements and in which you have a confirmed place.
- ❑ Law and SOM courses begin (and confirm course enrollment) after the rest of the university, so you may not know if you have a confirmed place before the registration deadline. You should list any such courses in addition to your schedule of viable courses.
- ❑ Later, if you do not secure a spot in a Law or SOM course, GSAS will drop it from your transcript, but you will still have a viable schedule. If you do secure a spot, you can simply drop one of your other courses later in the term.

#### Making Changes to your Submitted Schedule

You must submit the [Course Schedule Change Notification Form](#) to make any changes to your schedule - such as dropping a course, adding a course, or changing from audit to credit – *after* your schedule has been submitted and approved. Please submit the signed form to the Jackson registrar. All forms must be approved by the Director of the Graduate Studies before being sent for processing.

*Note that any course additions after Shopping Period are subject to the approval of the GSAS Associate Dean and are not guaranteed.*

## Registering for Undergraduate Courses

Language courses are the **only** undergraduate courses that may count towards the required 16 courses for Global Affairs M.A. students, without modification. If a language course also carries a graduate number (500 or higher), register under that higher number.

If an undergraduate (non-language) course is approved as one of your 16 degree requirements, you must complete a [Graduate Credit Request Form](#) by the end of Shopping Period each term. Otherwise, undergraduate courses may not substitute for graduate courses.

## Registering for Professional School Courses

The professional schools' procedures and calendars do not always coincide with those of the Graduate School. **You must comply with the procedures and schedule of the professional school offering the course, but you must register through GSAS.** If you change your registration – add, drop, or change between credit and audit – please check the procedure with both schools' registrar offices.

Many of the Professional Schools offer courses with different numbers of credit hours. To receive a full credit towards your M.A. degree, Professional School courses must be at least three units/credits.

If you have any questions about this, speak with the Director of Student Affairs.

### Yale Law School

- ❑ For any LAW course you wish to take, you must gain [permission from LAW](#) **and** submit a GSAS [Course Schedule Change Form](#) to complete your registration
- ❑ Graduate School students are allowed to register for only one course at Yale Law School each semester and must secure permission – whether the course is for audit or credit
- ❑ Pre-registration at Yale Law School is only for LAW students
- ❑ Note that the Yale Law School is on a different calendar from the rest of Yale. This is particularly an issue for M.A. students in their final semester. In order for you to graduate, the professor must submit a grade for you **before** Yale Law School grades are due. It is your responsibility to negotiate a new timeline with the LAW professor

### School of Management

- ❑ For any SOM elective course you wish to take, you must gain permission from SOM ([please visit the SOM website for instructions](#)) **and** register through GSAS ([Course Schedule Change Form](#))
- ❑ Do not assume that you have been allocated a place in the class until you have permission from the instructor and the SOM registrar
- ❑ Non-SOM students are not permitted in SOM core courses; you will be notified of any exceptions by the Jackson Institute Program Registrar
- ❑ However, you are welcome in SOM elective courses
- ❑ SOM offers a number of half-term courses. If you are interested in one, you must register for it online during Shopping Period – even if it doesn't start until SOM Session II (mid-semester for us). Your enrollment status will be set to “pending” until SOM permission is granted. These usually appear on your GSAS transcript as 0.5 credit

## Forestry & Environmental Studies

- ❑ No separate permission form is required. Register through <http://sfas.yale.edu/sis>
- ❑ FES has been very accommodating of Jackson students
- ❑ Some courses have limited enrollments, but many are available to M.A. students

## Public Health

- ❑ No separate permission form is required. Register through <http://sfas.yale.edu/sis>.
- ❑ Jackson students are usually welcome in YSPH classes. A number of classes focus on international health issues and are relevant for Global Affairs students in a variety of concentrations

## Directed Readings and Independent Projects

If you have interests that cannot be addressed through regular graduate-level courses, you may arrange a directed reading or independent project with a faculty member or Senior Fellow for graduate credit. You should arrange this early – preferably before the semester begins. Usually limited to one per semester, these courses may involve reading the literature on a topic, attending a lecture or seminar series, and writing a substantial research paper. **It is your responsibility to make all of the arrangements.** A written agreement must be signed by you and the instructor **and** approved by the Director of Student Affairs before the course is approved as a degree requirement. The agreement asks for details on what is expected of you in the course, including the work that must be completed and the timeline. The Jackson Institute Program Registrar will provide this agreement form at the start of each term.

If you do not register for this directed reading during online course registration, you must also complete the GSAS [Individual Study Course Information Form](#).

You will enroll in one of the following two course numbers, the difference being who you will be working with:

- ❑ GLBL 799 = By arrangement with Jackson Institute Senior Fellows
- ❑ GLBL 999 = By arrangement with faculty

## Courses with Limited Enrollment

Many courses, especially graduate seminars, limit the number of students that can enroll. This is great once you're enrolled, but can be discouraging if you don't get in. If there is a course that you particularly want to take, follow whatever instructions the instructor provides in the syllabus, through the Canvas site, or at the first session. Take this seriously!

If the instructor doesn't provide any type of enrollment guidelines, you can contact them in advance to introduce yourself, explain your interest in the course, and indicate what you will contribute to the course, based on your background and experiences. You may also want to talk to the Director of Student Affairs about developing a strategy for maximizing your chances of getting into the course. In many courses, spaces become available as people drop out during shopping period. Likewise, if you decide not to take a course with limited enrollment, please let the professor know that you are dropping it.

## Course Evaluations

If a GSAS course has been offered in the past (with sufficient enrollment), you can view the course evaluation here: <https://oce.app.yale.edu/oce-viewer/studentViewer>.

Yale College course evaluations are available on [Courses.yale.edu](https://courses.yale.edu). Please visit <http://registrar.yale.edu/sites/default/files/files/OCESstudentViewer.pdf> for instructions on how to access course evaluations.

## TEACHING

### Teaching Fellows Program

Many Jackson M.A. students work as teaching fellows (TFs) for Jackson Institute courses and for other departments across the university. The Jackson registrar will send out a TF interest survey once a semester regarding openings. Students are also encouraged to reach out to other departments themselves to express interest in TF opportunities. Faculty members usually have some say in TF appointments for their classes; if you are interested in a particular class, you can let the professor know.

The GSAS Teaching Fellow Office coordinates efforts for students to teach outside of their home department and will also send out a survey. You can also check [the Teaching Fellows Opportunities website](#) for positions. Please note that the pay scales and workloads for teaching positions in the professional schools may be different from those in the Graduate School and Yale College. Initial TF appointments are made before classes begin, but are usually not finalized until the undergraduate enrollments settle during the second week of classes.

All appointments to work as a TF must be approved by the Jackson Institute. Your academic standing and existing fellowships affect your eligibility. If you have questions about your eligibility, please discuss with the Jackson registrar **before** you agree to serve as a TF.

## FUNDING AND FINANCIAL POLICIES

### Funding for Student Activities

The Jackson Institute has limited funding available to support events and activities with a global or international focus that enhance the student experience and bring together the Jackson community. These types of activities include, for example: student-led conferences, guest lectures and panels, individual research trips, course-related international travel, travel to academic conferences, and more. The main contact for student activities funding is the Director of Student Affairs. If your event is career-related or professional building, contact the Director of Career Services. Please check the Student Portal for the event policy. These guidelines apply to both types of funding:

#### Guidelines for funding

##### Individual student **travel** support

- Applications (including a proposal and budget) must be received as early as possible before the planned trip. Applications submitted within 2 weeks of the event will not be reviewed
- Applications will be available on the Student Portal and by a Committee on a rolling basis
- An individual student may receive funding for **one event**/activity per academic year
- Students may be funded up to \$500 for U.S. travel and \$1000 for international travel
- Funding for individuals is processed as a **reimbursement**. All receipts and documentation must be submitted within 10 days of your return
- A brief report must be submitted within 10 days of your return in order to receive reimbursement

##### Conferences and larger events

- Application (including a proposal and budget) must be submitted the semester prior to the proposed event

- The application deadline for spring semester projects is **December 1** for spring semester programs
- The application deadline for fall semester projects is May 1 (the semester prior)
- A detailed guide to putting on student events is available on the Student Portal
- Most awards average between \$600-700
- A report must be submitted within 10 days of the event in order to receive funding

## TAX INFORMATION

### Income Tax

While no one here at the university can provide you with tax advice, the Graduate School provides the following link with information that you can refer to or bring to a tax professional:

<https://gsas.yale.edu/funding-aid/tax-information/taxes-and-withholding>

### International Students tax info

Payments to international students may be subject to different regulations, depending on whether or not their country of residence and the U.S. have any tax treaties. We urge you to visit the following link and to schedule an appointment with the International Tax Office: <https://oiss.yale.edu/taxes-legal/us-taxes/yale-university-international-tax-office>

## RECOMMENDATION LETTER SOLICITATION

### Letters of Recommendation

Most students will need to ask professors for recommendation letters. Please follow these guidelines:

- ❑ Provide the recommender with information about the program/school/position to which you are applying. Give him/her a copy of your cover letter or personal statement and CV.
- ❑ Make sure to ask professors if they think they can write you a strong letter of recommendation for the particular purpose. They will usually tell you if they cannot write a strong letter and that you would be better off asking someone else
- ❑ Give faculty members **at least** two weeks' notice; more notice is preferable
- ❑ Provide clear instructions on what they should do with the letters – mail them directly, return them to you, upload them online. Fill out any forms as much as possible yourself. Provide stamped addressed envelopes.
- ❑ If you are listing professors as references, but do not require an actual letter, keep them up-to-date on where you have listed them and whether they are likely to hear from the organization

### Jackson-branded Clothing

If you are looking for Jackson-branded clothing, take a look at the Campus Customs shop at the following link: <http://shopcampuscustoms.com/jacksoninstitute>



## HORCHOW HALL POLICIES

### Attendance etiquette

Faculty and guests devote their time and often travel great distances to offer workshops and events for Jackson students. Often food is provided based on the number of RSVPs we receive. Please be considerate and show up for events that you have committed to attending; or communicate in a timely way if you are unable to attend. We would like to be able to continue offering these events (with food)!

### Horchow housekeeping

As always, we welcome you to Horchow Hall during the week and on the weekends. As a matter of safety, and to save electricity/heat and the environment, please make sure to leave rooms in the condition you found them in.

Most importantly: **please turn off the lights, close the windows, put white boards away** (and erase them). When you leave the building, however, please **keep the hall lights on**, as there may be people in the building who leave after you.

### Refrigerator

The refrigerator on the garden level is available for your use. Please label your food with your name and throw things out in a timely way.

### Snacks, Beverages and Leftovers

Jackson provides snacks in the student lounge and beverages in the common area for you to enjoy. Please clean any accidental messes promptly. When there is leftover food from events, it will be left in the catering kitchen by the GM room. You are free to help yourself. While events are in progress, please do not take food unless you are attending the event.

### Printer

The copy machine is free for use by Jackson community members. Install instructions will be sent to you. Be courteous about the length of your print job and respect copyright laws. If the printer is out of order, please contact Sarah Masotta.

### Reserving Spaces at Jackson

The **GM room and Seminar room** may be reserved by students for events and activities for the Jackson Institute community, but students should first check with the Director of Student Affairs regarding the eligibility of such events and then see Sarah Masotta for scheduling.

The Jackson Institute classrooms may **not** be reserved as study spaces or for individual meetings (i.e. for TF meetings). This is a link for reservable study spaces at Yale: <http://schedule.yale.edu/>  
If you need a quiet space for an interview, the Office of Career Strategy has a dedicated interview room with a reservation system here: <https://www.wejoinin.com/sheets/gzbxp>

### Student Lounge

The Jackson student lounge is reserved for your own use. The World Fellows' lounge is reserved for the World Fellows during the fall semester.