



1





2




3

Thrive, Navigation, Support

 **Open Hours: Mon 12-1; Wed 2-3**

 **"If everything is important, then nothing is"** Patrick Lencioni



4

Grad Rep Group

- New Group formed in 2021 (Katie McMahon; John Duffy; Annika Benson; Trudy Tompkins)
- Purpose: Make sure each program has a voice in the Department regarding decisions and procedures impacting your experience
- **Looking for a new Cognitive Program Member – meet monthly**
- Accomplishments last year:
 - Updates on program curriculum
 - Direct link to program students
 - GTA Feedback Survey
 - Distributed funds for DEU training
 - This GTA Refresher
 - Social Department Gatherings

5

Who to ask?

Program policies and procedures: your program coordinator first, your mentor

Graduate school policies/deadlines: Sara Anne Tompkins

Department policies: Ginger Lacy-Gill & Sara Anne

Research Funds: Terri Ratzliff


Make an appointment with the Chair: Ginger Lacy-Gill

Room scheduling: Joe Thai

IT needs: Donna Merwarth or Bob Childs

Help with student issues in class: your supervisor for the course, Tracy Richards, the ASGS

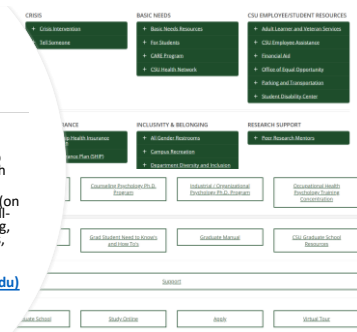
Many other resources in Department and CSU – do not hesitate to ask!



6

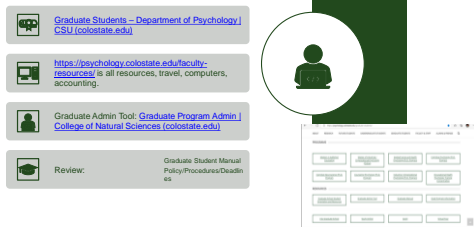
Support Button

- Special thanks to John Duffy, Sarah Meyers, Grad Rep Group Members and Donna Merwarth for this great tool!
- Please find amazing resources (on and off campus) related to Well-Being; Food assistance, Housing, Parenting, Belonging resources, etc....
- [Support – Department of Psychology | CSU \(colostate.edu\)](#)



7

Where to access information



8

Take Care of Your Well Being

- Employee Assistance Program (EAP)
- Access to Community Mental Health and Well Being
- CSU Health Network
- Campus Recreation
- Basic Needs Resource
 - Rams Against Hunger & SNAP4Rams

Easy access via our Department Website



9

Difference as a Strength

- Department: DIT grad student reps
- Campus
 - Office for Inclusive Excellence
 - Inclusive Excellence | Vice President for Inclusive Excellence at Colorado State University | Colorado State University (colorado.edu)
 - All gender restrooms on campus
 - Accessibility maps
 - Resources for reporting
- Community



10

Find your Community:

Connect with a supportive community for a powerful & immediate way to foster success & satisfaction in graduate school



*In Shared Graduate School OneDrive Link

Visit RamWeb and click on the Diversity & Inclusion link in the m to access the module and learn about identity, bias and commu

11



Health Insurance Information

Health Insurance Requirement – CSU Health Network & Health Insurance Contribution by the Graduate School

*Links on Department Website – Support Button

12

Grad Admin Tool

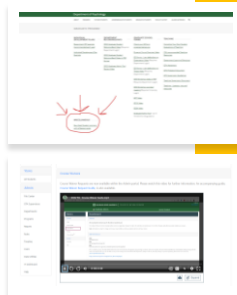
- <https://echo360.org/media/89eff67e-f2fc-464a-a6d9-156b57a90fcc/public>
- Grad Timeline - This will help with your GS Forms
- GTA agreement
- GTA/Supervision Feedback on your performance
- GTA Feedback on your Experience
- Course Waivers
- Review this information each semester



13

New Course Waiver Procedure & Coming in with a MS Required Document

- This will all be done in your Grad Admin Tool.
- Log in and there is a new panel on the homepage that has a help video to explain this process.
- Go to the Course Waiver menu item - there you can see the request guide and follow the steps.
- Email faculty members involved in the process to give them a heads up that an email from the grad admin tool will be coming their way (e.g., your advisor, the instructor, your specific program coordinator).
- Complete you coming in with a MS document with your advisor and submit to ginger and me by end of Sept.



14

Thesis and Dissertation Committee

Masters Committee

Required 3 members' total required by Department – 4 required by the Graduate School

- 1 member is the advisor (must be in program)
- 1 member is a faculty in the Department
- 1 member is outside of our department

• 1 additional member (graduate school needs 4 members; we recommend you follow the below dissertation committee requirements. If you don't have 4 members you will need to add Sara Anne Tompkins (graduate programming coordinator) as your 4th member, in name only to meet graduate school requirements per a MOU)

Dissertation:

Required 4 members' total

- 1 member is the advisor (must be tenure-line faculty member with at least 50% appt in program)
- 1 member is faculty in the Department
- 1 member is faculty in the Department (different program)
- 1 member is outside of our department

15

GS Forms

Need to:

- Contact me at the beginning of your defending semester (in the first 2 weeks)
- Start GS forms immediately after your successful defense (all on RamWeb)
- Tell your committee they will be getting an email from GRAD_Workflow@colostate.edu and check their junk mail folder, and they need to respond in 48 hours to all emails.

You are responsible for timely signatures:

- [Electronic Forms – Colorado State University \(colostate.edu\)](#) Go to this website to check your progress/who has signed your forms and email them if they haven't done so

16



GS Dates for FA 2023

- Sept. 14**
- FALL 2023 GRADUATES – Deadline to Apply to Graduate
 - GS 25 Deadline for Application for Graduation Form (students applying to graduate for the first time or Reapplication for Graduation (students who have applied to graduate for a previous term))
 - Access the form on [RAMWEB](#)
- Oct. 26**
- GS24 Report of Final Examination Form must be received before your Master's Plan A Thesis, or Master's Plan B requirement(s) or your Doctoral Dissertation.
 - Access the form on [RAMWEB](#)
- Nov. 2**
- GS30 Thesis/Dissertation Submission Form – must have all required signatures by the deadline
 - ETD Embargo Restriction Request (GS30 Embargo Section) (if applicable)
 - Survey of Earned Doctorates Certificate of Completion (uploaded to the GS30 form and required for doctoral recipients)
 - Last Day to Submit Electronic Thesis or Dissertation (ETD) in ProQuest and Required Forms (Access the form on [RAMWEB](#))
- Nov. 9 - by 4:45 p.m. MT**
- ETD formatting must have final Graduate School approval – all revisions must be complete and approved in ProQuest
 - ETD processing and approval is only available during Graduate School business hours – business hours end at 4:45 p.m. MT
- Dec. 14**
- Clearance of all incompletes/grade changes (if applicable)
 - Completion of all course requirements (if applicable)
 - [GS52 Graduation Clearance Response](#) (if applicable)

17



Graduate Student Resources: Make the Most of your Time Here

- Professional Development Series
- Grad Student Showcase
- Conflict Resolution Services
- OSU Writes
- Library – Peer Research Program
- OEO and SDC
- Center for Family and Couple Therapy
- Meet with the Dean & Faculty across campus

*In Shared Graduate School OneDrive Link & on Department Website

18

Graduate Student Council

- **GSC General Body Meetings** (1st Tuesday of each month @ 6pm)
- **Seeking 1 to 2 Representatives for the Department of Psychology**
- **GSC Internal Committees** (e.g., Grants, Budget, Wellness Wednesdays)
- **University-wide Committee Representatives** (Scholarship, Research, & Graduate Education; Strategic & Financial Planning; Teaching & Learning; University Curriculum; Libraries; University Programs; Non-Tenure Track Faculty; Alternative Transportation Fee; Parking Services; Diversity Symposium; University Police Review; Information Technology)
- **Grants** (Conference Travel Grants; Professional Development & Supply Grants)
- **Other Grad Orgs** (International Student Branch, Graduate QTs, Graduate Students of Color)



Brittany Lynner | VP of Engagement



Shelby Davis | VP of Advocacy

19

Mark your calendars!

- **Graduate Student Picnic** →
- **Wednesday, 8/30 "Wellness Wednesday: Campus Bike Tour"** 12-1pm
- **Friday, 9/1 - Travel Grant** due by 5:00 PM
- **Tuesday, 9/5 - 1st GSC General Body Meeting** 6-7:30 PM

Brittany Lynner | VP of Engagement



20

Graduate School Resources

- **Graduate Student Showcase:**
 - November 15th
 - This one-day conference in November celebrates research, entrepreneurship, and creativity and is open to graduate students in all disciplines.
 - Abstract submission will open on **August 25 – Oct. 5th**.
- **Graduate Professional Development Series for Fall 2023**
- **GradWrites:**
 - workshops, writing groups, intensive writing retreats, guest speaker presentations, show up & write sessions, peer manuscript & proposal editing, and more
- **GSC Conference Travel Grants are as follows:**
 - Travel Grant 1 - Opens Monday, 8/14/2023, and closes Friday, 9/1/2023 at 5 pm MT

21



Mentorship

- An **Individual Development Plan (IDP)** helps you to reach goals and drives communication between you and your mentors
- We request you do this once a year with your advisor
- Mentor Mondays is a series discussing effective mentoring relationships and their critical role in the graduate community. Hybrid format; starts September, Noon – 1:00 pm, Lunch provided at Student Services,
- **Graduate Center for Inclusive Mentoring provides a variety of tools and opportunities**

*In Shared Graduate School OneDrive Link & on Department Website

22

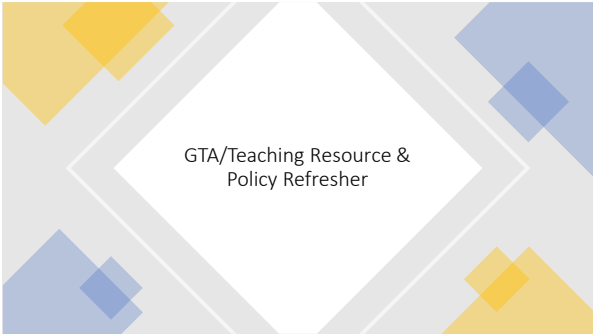


23

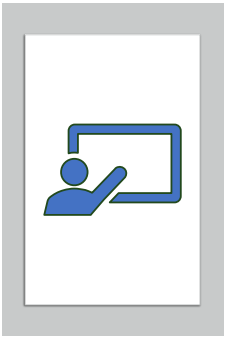


Questions Before the
GTA Specific Info

24



25



Teaching Supervision

All GTA levels have various requirements of training and supervision. For example:

- ☐ Regular meeting with instructors for expectations & mentorship
- ☐ Acquire student feedback
- ☐ Teaching observations
- ☐ Developmental feedback
- ☐ Post at end of semester in your Grad Admin Tool

26



27

Teaching Resources: Department

- Let's Talk Teaching Lunch (Teaching Fellows)
- Tracy Richards - Chair for Undergraduate Affairs



28

Teaching Resources: Campus

- TILT – use it to improve and gain marketable skills
- Inclusive Pedagogy training
- Graduate Teaching Certificate



29

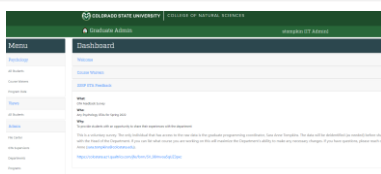
GTA Feedback Survey

Why:

- To provide students with an opportunity to share their experiences with the department

Developed by your Grad Rep Group

Given to Department Head prior to the start of each semester



*In Grad Admin Tool – on Department Website

30



31

Questions?
