Welcome Back & Graduate Student Update
August 2022

Agenda
• Welcome Back and Department Updates from Head of the Department (Don Rojas)
• Updates of new policy and procedures for Grad Students
• Graduate school & GS Information
• Department Opportunities
• Resources
• GTA/Teaching Refresher Tips

Welcome Back
• Research Funds
• Budget Items
What is a Graduate Programming Coordinator??

Throw, Navigation, Support

New Grad Policy & Procedures

- Use of Department Grad Student Website
- Use of Grad Admin Tool
- An updated timeline has been created and posted in your Grad Admin Tool
- You are accountable for all posted information and are being asked to go to the resources first
- Graduate Research Funding (if available) will be $250 for first year students and $500 for years 2-5 (Please email any questions, comments, and forms to Terri.Ratzlaff@colostate.edu)

Where to access information you need to know

- Graduate Students – Department of Psychology | CSU (colostate.edu)
- This one: https://psychology.colostate.edu/faculty-resources/ is all resources, travel, computers, accounting.
- Responsible for:
  - Graduate Student Manual
  - Policy/Procedures/Deadlines
Grad Admin Tool

- https://echo360.org/media/89ef67ef2fc464a6d9156b57a90fcc/public
- Grad Timeline
- GTA agreement
- GTA/Supervision Feedback on your performance
- GTA Feedback on your Experience
- Course Waivers

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).

New Course Waiver Procedure

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Thesis and Dissertation Committee

Masters Committee

- Required members' total required by Department – 4 required by the Graduate School
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Dissertation:

- Required members' total
- Required members' total
- Required members' total
- Required members' total

- 1 member in the advisor (must be tenure-track faculty member with at least 50% appy in program)
- 3 members in the Department
- 1 member is outside of our department

- Course Waivers

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Your responsibility to:

- Contact me at the beginning of your defending semester (in the first 2 weeks)
- Start GS forms immediately after your successful defense
- 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.

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.

GS Dates for FA 2022

- **Nov. 6**
  - The 2022 Evaluation of Department and/or Capstone Project (GS17) - if applicable

- **Nov. 12**
  - The 2022 GSGRAD - Doctoral In-Progress-to-Capstone Form (GS20)

- **Nov. 12**
  - GS Forms must be completed before your Thesis/Dissertation Submission Form (GS24) must be received before your Thesis/Dissertation Defense.

- **Nov. 15**
  - Submission of the Thesis/Dissertation must be completed by the deadline.

- **Nov. 15**
  - Students must have received their master’s degree before their Thesis/Dissertation Form (GS24) can be completed.

- **Nov. 27**
  - The Graduate School’s Clearance of all incompletes/grade changes must be completed before your Thesis/Dissertation Submission Form (GS30) can be completed.

- **Nov. 10**
  - All ETD formatting must have final Graduate School approval.

- **Dec. 15**
  - Clearance of all incompletes/grade changes must be completed before your Thesis/Dissertation Submission Form (GS30) can be completed.

Graduate Student Showcase Updates:

- The GradShow will be held IN PERSON in the Lory Student Center on Wednesday, November 16. Students will present in two groups from 9 am – 12:30 pm.
- Abstract submission will open on August 26.
- The full calendar (still being updated) is here.
- There is still space for enrollment in BIOM 750, Grant Writing

Graduate School Resources

- Graduate Professional Development Series for Fall 2022
  - CSU Writes' fall program for graduate students, GRAD Writes, features workshops on a range of topics—form final publication to preparing to write literature reviews. CSU Writes will once again run a 12-week non-credit course for students interested in developing an article for publication.
  - Students and faculty can subscribe for weekly calendar digests—these are really nice summaries of what’s coming up in the next week.
  - The full calendar (still being updated) is here

- To access the Graduate School Calendar, login to RAMweb.
Mentorship

- An Individual Development Plan (IDP) helps you to reach goals and drives communication between you and your mentors
- Where (on psychology website)
- Mentor Mondays is a series discussing effective mentoring relationships and their critical role in the graduate community. Hybrid format; starts September 12, Noon – 1:00 pm. Lunch provided at Student Services, Room 133. 
- GCIM provides a variety of tools and opportunities (find them on the graduate school website)
- Consider sharing your experience with MUGSS; Mentorship; contact Colleen Patton and Annika Benson if interested

Grad Rep Group

- New Group formed in 2021 (Sarah Meyers; Luke Saunders; John Duffy; Annika Benson; Shelby Tuthill)
- Purpose: Make sure each program has a voice in the Department regarding decisions and procedures impacting your experience
- Looking for a new Counseling Program Member – meet monthly
- Accomplishments last year:
  - Updates on program curriculum
  - Direct link to program students
  - GTA Feedback Survey
  - Distributed funds for DEIJ training
  - This GTA Refresher
Graduate Student Council

- GSC General Body Meetings: 3rd Tuesday of each month @ 6pm
- Seeking 1 to 2 Representatives for the Department of Psychology
  Get Involved in GSC Internal Committees (e.g., Justice, Equity, Diversity, & Inclusion; Grants; Budget; Wellness Wednesdays)
- Seeking External 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 (Travel Grants; Professional Development & Supply Grants)
- Other Grad Orgs (International Student Branch, Graduate QTs, Graduate Students of Color)

Mark your calendars!

- TONIGHT - Graduate Student Picnic!
- Wednesday, 8/24 - Wellness Wednesday: Campus Bike Tour: 1:30-2:30 PM
- Friday, 8/26 - Travel Grant due by 5:00 PM
- Tuesday, 9/6 - 1st GSC General Body Meeting: 6-7:30 PM

What to do if you have Questions/Concerns?

- Please reach out:
  - Your advisor
  - Your program coordinator (Bryan Dik; Michael Thomas, Carol Seger, Gwen Fisher; Lorann Stallones)
  - Me 😊
  - Ginger
  - Don
  - Other folks in the Department!
What you need to know and probably way more!

ON GRAD STUDENT DEPT WEBSITE (TEACHING)

- Compiling Your Own Student Evaluations of Teaching
- CSU recommended Teaching Resources
- GTA Agreement
- GTA Probation Document
- Teaching Supervision Document
- Teaching – Logistics, tips and resources
- Let’s Talk Teaching Lunch (Teaching Fellows)
- Tracy Richards - Chair for Undergraduate Affairs
- First Four Weeks Graduate Student Training

ON GRAD STUDENT DEPT WEBSITE (TEACHING)

- Course Planning/Setting Up the Course
- Strategies for Supporting Students in Advising Class Meetings
- Recommendations for Class by online Teaching Strategies
- Online Teaching: Creating a Resilient Course for Remote Learning
- Online Teaching: Reaching Dedicated Student Populations
- Organizing Your Canvas Shell for Clarity & Transparency
- Online Teaching: Tools to Support Career
- Online Teaching: Tools to Support Classroom
- Tips for Remote and Online Course Inclusions
- Using Hybrid Tools for Inclusiveness
- Using Hybrid Tools to Focus on Communication
- Creating Syllabi for Online and Hybrid Courses
- Leveraging lessons learned from remote instruction for your residential classes

ON GRAD STUDENT DEPT WEBSITE (TEACHING)

- Registration is now open for the Inclusive Pedagogy training opportunity offered to GTA's this fall. Training takes place online or in Canvas, from October 3-23, 2022. Current GTA's have been notified. Students should register by September 24, 2022. http://shrm.colostate.edu/InclusivePedagogyTraining/Pages/
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

GTA Feedback Survey

Why:
- To provide students with an opportunity to share their experiences with the department
- This is a voluntary survey. The only individual that has access to the raw data is the graduate programming coordinator, Sara Anne Tompkins. The data will be deidentified (as needed) before sharing findings with the Head of the Department. If you can list what course you are working on this will maximize the Department's ability to make any necessary changes. If you have questions, please reach out to Sara Anne (sara.tompkins@colostate.edu).
- https://colostate.az1.qualtrics.com/jfe/form/SV_9BImvoa5qUZ3p虽

Questions?