Welcome Back & Graduate Student Update
August 2023

Agenda

• Welcome Back and Department Updates from Head of the Department (Don Rojas)
• Updates of new Grad Student Info
  • Support Button
  • Grad Admin Tool
  • Course Waivers
• Graduate school & GS Information
• Department Opportunities & Resources
• GTA/Teaching Refresher Tips

Welcome Back: Dr. Don Rojas

• Research Funds
• Budget Items
Thrive, Navigation, Support

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

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

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 CEU training
- The GTA Refresher
- Social Department Gatherings

Grad Rep Group

Who to ask?

Program policies and procedures: your program coordinator (Katie McMahon)

Graduate school policies and procedures: Sara Anne Tompkins

Department policies: Ginger Gill and Sara Anne Tompkins

Research Funds: Terri Ratzlaff

Make an appointment with the Chair: Ginger Gill or Sara Anne Tompkins

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 ASCs

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

Where to access information

- Graduate Students – Department of Psychology | CSU (colostate.edu)
- Center for Identity and Community | CSU (colostate.edu)
- Graduate Admin Tool: Graduate Program Admin | College of Natural Sciences (colostate.edu)
- Review: Graduate Student Manual Policy/Procedures/Dates

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

Seeking help is a sign of strength.
Difference as a Strength

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

Find your Community:

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

Health Insurance Information

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

*Links on Department Website – Support Button
Grad Admin Tool

- https://echo360.org/media/89eff67e-f2fc-464a-a6d9-16b57a0fd515/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

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 requirements 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 your coming in with a MS document with your advisor and submit to ginger and me by end of Sept.

Thesis and Dissertation Committee

Masters Committee
Required 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)

Dissertation
Required 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 (different program)
1 member is outside of our department
1 additional member (graduate school needs 4 members; we recommend you follow the below dissertation committee requirements)
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

GS Forms

GS Dates for FA 2023

Sept. 14
- Fall 2023 Graduation - Deadline to apply to Graduate
- GS Dates for Fall 2023 - Dates to be announced for the fall 2023 graduation

Oct. 26
- Graduation from your degree program by the semester in which you submitted the fall 2023 application

Nov. 3
- GS Forms Completion Deadline - Forms must be completed by the end of the semester
- All forms must be completed by the end of the semester
- All forms must be completed by the end of the semester

Nov. 8 – By 11:59 PM MT
- GS42 Confirmation of Completion Form – must be completed to confirm completion of all requirements
- All forms must be completed by the end of the semester
- All forms must be completed by the end of the semester

Dec. 14
- Clearance of all incompletes/grade changes (if applicable)
- Completion of all course requirements (if applicable)
- Last Day to submit ETD forms and required forms

*In Shared Graduate School OneDrive Link & on Department Website

Graduate Student Resources: Make the Most of your Time Here

- Professional Development Series
- Grad Student Showcase
- Conflict Resolution Services
- CSU Write
- Library – Peer Research Program
- OOD and GR
- Center for Family and Couple Therapy
- Meet with the Dean & Faculty across campus
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)
- **Grants** (Conference Travel Grants, Professional Development & Supply Grants)
- **Other Grad Orgs** (International Student Branch, Graduate QTs, Graduate Students of Color)

Shelby Davis | VP of Advocacy
Brittany Lynner | VP of Engagement

Mark your calendars!

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

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. 31.

- **Graduate Professional Development Series for Fall 2023**
  - **GradWrite**
    - 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
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.

*MUGSS
Mentoring Undergrads to Graduate School Success

Join fellow Psych Department graduate students in mentoring undergraduates as they apply to graduate school. Meet students from other programs, build your CV, and learn about inclusive mentorship!

Scan to fill out the interest survey!

Questions Before the GTA Specific Info
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

Guidelines and Expectations for being a Graduate Teaching Assistant

- Seek prior approval from a mentor before applying for/accepting instructor of record or teaching fellow position
- Be familiar with the GTA agreement and GTA probation documents
- Work with Program Coordinators to find an appropriate Faculty supervisor, if one cannot be found, reach out to the Department
- Teaching Fellows, Graduate Instructor of Records, for certain lab assignments (e.g., Cog) should sign up for 1 credit of PSY 784, (FA and SP only)
- Receive feedback and an overall performance rating

Each GTA should have a faculty supervisor and receive training and feedback each semester
Teaching Resources: Department

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

Teaching Resources: Campus

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

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