

# Graduate Coordinator Meeting

Spring 2018

## WELCOME

**Hannah Schneider-Lynch**

Admissions & Recruitment Manager

**Jered Nagel**

Assistant Dean of Academic Affairs

**Tori Byington**

Assistant Dean of Professional  
Development and Student Opportunities

**Lisa Howard**

Director of Finance and Operations

# STAFFING UPDATES

## **New dean:**

Janet Woodruff-Borden

Starts August 1<sup>st</sup>

## **Open position:**

Academic Affairs & Admissions Specialist

Kim Wollter – Temporary Thesis/Dissertation Editor

EXCELLENCE AWARD WINNER

Congratulations!

**Tish Ramey**

Political Science

The Excellence Award for Graduate  
Coordinators

# ADMISSIONS UPDATES/REMINDERS

## Declined/Not Coming & Accepted Offer

- Graduate School relies on timely and accurate submission of decisions for official records in Banner and for our communications, both to share resources with incoming students and for orientation information.
- Also important for data collection and dissemination to departments.

Remind students to complete declaration forms ASAP for concurrent degrees, specializations

# UPCOMING AWARDS

## Grad School Award:

- Kimble First Year Teaching Award
  - Deadline: Friday, June 30<sup>th</sup>
  - <https://gradschool.uoregon.edu/kimble-teaching-award>
  - Designed to recognize outstanding teaching performances by graduate employees (GE) teaching for the first time at a post-secondary institution, either as first-time section or lab leaders or first-time sole instructors or co-instructors, while maintaining a strong academic record. Two awards of \$500 each are distributed annually.

# THESIS/ DISSERTATION RESOURCES & REMINDERS

## Getting ready to graduate thesis and dissertation PDF

- <https://gradschool.uoregon.edu/sites/gradschool1.uoregon.edu/files/Getting%20Ready%20to%20Graduate.pdf>

## Thesis/dissertation step by step submission guide

- <https://gradschool.uoregon.edu/etd>
- June 11, 2018
  - Last day to upload thesis/dissertation and [submission approval forms](#)

# MASTER'S GRADUATION

## Master's Graduation Process

- Department certifies after the grading deadline if all department requirements were completed during the term or denies certification
- Do not send master's Statements of Completion until all department requirements have been met (grades are in, terminal projects approved, etc.)

# MASTER'S GRADUATION

- Spring Statement of Completion deadline is June 27 to allow the department time to verify completion of all department degree requirements. Student needs to complete the degree requirements within the term.
- If completing a thesis (503)--after the Graduate School approves their thesis the "I" grades for 503 will be changed automatically as part of the graduation process.



# SUMMER TUITION WAIVER

[HTTP://GRADSCHOOL.UOREGON.EDU/GTF/SUMMER-SANDWICH](http://gradschool.uoregon.edu/gtf/summer-sandwich)

Eligibility Criteria	Action Needed
A summer term GE appointment.	No action needed. The tuition waiver will be applied with the appointment.
A GE appointment in any <u>two</u> quarters of the preceding academic year (that is, the preceding fall, winter, and spring).	Complete and submit the <a href="#">Summer Tuition Waiver Request</a> by <b>May 10</b> (or the closest business day) to ensure it is processed before the start of the applicable summer term. Forms will be accepted through <b>September 10</b> (or the closest business day) following the applicable summer.
A fiscal year GE appointment that includes the applicable summer (that is, the dates on the Notice of Appointment are July 1-June 30 and the assignment is for research).	No action needed. The tuition waiver will be applied with the appointment.

# SUMMER REGISTRATION

- Summer registration is required if students complete advancement requirements, major exams, graduate, or use faculty/staff resources in the summer.
- Graduate student enrollment in summer term is not limited to those students graduating, advancing, or so forth if suitable courses for their program of study are available.
- Tuition waivers are for classes/credits that will be used to meet requirements for the degree (excluding those with irregular fees). Enrollment in 601, 603, 503, 605 credits presumptively qualify towards the requirements for their degree/ program of study.

# AMERICAN ENGLISH INSTITUTE

Alicia Going ([arguing@uoregon.edu](mailto:arguing@uoregon.edu))

Associate Director for IEP and Integrated Programs

Trish Pashby ([pashby@uoregon.edu](mailto:pashby@uoregon.edu))

International GE Program Coordinator

# INTERNATIONAL TEACHING GE REQUIREMENT

All international teaching GEs entering with IBT TOEFL speaking score lower than 26 (or 7.5 on IELTS) must take SPEAK Test

50 on SPEAK=pass (free to teach as GE)

Lower scores require support courses

A low iBT TOEFL speaking score (such as 23) is a strong predictor that a student will probably not pass SPEAK. Please strongly consider

- assigning Fall GTF positions accordingly
- making room in schedule for GRST coursework

# SPEAK TEST DATES

September 14: 9:00 AM & 10:00 AM

Scores will arrive at the Graduate School by Tuesday of Week 0.

Registration for SPEAK via email: [pashby@uoregon.edu](mailto:pashby@uoregon.edu)

Individual SPEAK tests offered through August 17. Departments who need to know the results of SPEAK before Week 0 should encourage their students to test before August 17.

# AEIS COURSES FOR GRADUATE STUDENTS

GRST 621 “Academic Discourse” (for students with SPEAK score 40)

T/R 2:00-3:20 (4 credits) **Fall Term**

GRST 624 “Teaching in US University Settings” (for students with SPEAK score 45)

F 2:00-4:50 (4 credits) **Fall and Winter Terms**

GRST 631 Graduate and Scholarly Writing I

F 9:00-11:50 (4 credits) **Fall and Winter Terms**

GRST 632 Graduate and Scholarly Writing II

F 9:00-11:50 (4 credits) **Spring Term**

Note: These courses are open to ALL international graduate students.

# AEI INTENSIVE ENGLISH PROGRAM SUMMER OPTION: GRADPREP BOOTCAMP

AEI's Intensive English Program (IEP) offers a summer academic language course for students who have already been admitted to the university

August 27 – September 14, 2018

Cost \$2,752

Application deadline: August 17

For details, contact Cheryl Ernst: [cheryle@uoregon.edu](mailto:cheryle@uoregon.edu)

Or see <https://aei.uoregon.edu/programs/summer/gradprep>

# GRAD PREP GOALS

**Writing:** Refine academic summary and response writing, introduce students to research and development of a medium length research paper,

**Reading:** To refine efficient academic reading skills,

**Listening:** To demonstrate comprehension of authentic academic lectures,

**Speaking:** To display spoken fluency in preparation for further graduate study in the American university system.



# GRAD SCHOOL WEBSITE REDESIGN

Kirstin Hierholzer

University Communications

[kirstinh@uoregon.edu](mailto:kirstinh@uoregon.edu)

# DISCUSSION

Possible topics:

- Tracking academic progress
- Systems you use
- What can grad school do to help you do your jobs more effectively?
- How can we make these meetings more useful?
- Other?

**THANK YOU FOR COMING**

Don't forget to sign in.

Enjoy your evening!

# DISCUSSION NOTES

- Mentorship program to connect new grad coordinators with more seasoned grad coordinators
- Revive Grad Coordinator blog
- Jessica Simoes offered to share results of CAS grad coordinator interviews