

**TIMELY TOPICS**

**SPRING 2024**



**UCONN**

**THE GRADUATE SCHOOL**

## TIMELY TOPICS

Timely Topics is a series of opportunities to engage with subject matter experts on topics relevant to those who support and advise graduate students and programs. We offer two tracks for this series: one designed for faculty and one designed for staff or faculty who hold an administrative role, however every session is available to anyone interested in joining. All sessions will be held as a Webex meeting. Links for each meeting will be sent directly to registrants and follow up materials will be posted on our website. Slides, recordings, and resources from past sessions can always be found at The Graduate School's Timely Topics webpage.

### REGISTRATION

All sessions will be held via Webex. To register for any of this semester's Timely Topics sessions, click the button below.

### REGISTRATION

## AT A GLANCE

#### FACULTY TRACK

- Effective Teachers and Productive Professionals: Giving TAs and Future Faculty What They Need to Succeed\* (February 1)
- Doctoral Degrees, Master's Degrees, and Graduate Certificates: A Comprehensive Overview of Degree Audit Processes\* (February 8)
- Graduate Student Trends and Patterns: Insights from the Ombuds Office (February 22)
- Embedding Career Readiness in Your Courses (March 7)
- "How Are You Doing?"...And Other Scary Questions (March 28)
- Best Practices in Onboarding and Graduating International Students\* (April 11)

#### ADMINISTRATIVE TRACK

- Setting Up For Success: Recruitment, Offer Letters, and Hiring of GAs (January 25)
- Effective Teachers and Productive Professionals: Giving TAs and Future Faculty What They Need to Succeed\* (February 1)
- Doctoral Degrees, Master's Degrees, and Graduate Certificates: A Comprehensive Overview of Degree Audit Processes\* (February 8)
- Best Practices in Onboarding and Graduating International Students\* (April 11)
- Graduate Admissions 2023-2024 Cycle Debrief (May 16)
- Preparing for Fall: Graduate Assistant Payroll Procedures (May 30)

*\*session appears on multiple tracks*

### CONTACT

#### THE GRADUATE SCHOOL

Whetten Graduate Center  
[gradschool@uconn.edu](mailto:gradschool@uconn.edu)  
[grad.uconn.edu/timely-topics](http://grad.uconn.edu/timely-topics)



## UPCOMING PROGRAMS

### SETTING UP FOR SUCCESS: RECRUITMENT, OFFER LETTERS, AND HIRING OF GAS

#### ADMINISTRATIVE TRACK

The goal of this session is to provide you with everything you need to know about GAs upfront as you recruit incoming grads and prepare to reappoint continuing GAs. We will cover identifying eligible grads, including how to determine stipend level, what information needs to be in the offer letter (and what shouldn't be in there), resources TGS provides to help you with these processes, and more. We'll also hear Labor Relations' perspective on the most appropriate way to hire graduate students in various contexts. Anyone involved in the recruitment or hiring process for GAs may find this session helpful. Please feel free to bring any GA-related questions you might have!

**DATE:** Thursday, January 25, 2024

**TIME:** 11:00 AM - 12:30 PM

**FACILITATORS:**

**Alison Cutler**, Labor Relations Associate, Labor and Employment Attorney, Office of Faculty & Staff Labor Relations

**Megan Petsa**, Director of Graduate Student Administration, The Graduate School

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### EFFECTIVE TEACHERS AND PRODUCTIVE PROFESSIONALS: GIVING TAs AND FUTURE FACULTY WHAT THEY NEED TO SUCCEED

#### FACULTY TRACK

#### ADMINISTRATIVE TRACK

Join the Center for Teaching and Learning (CETL) to discuss how CETL can help Teaching Assistants (TAs) and postdocs enhance their effectiveness in the classroom here at UConn and in future academic positions. Learn about workshops, courses, and opportunities for training and credentials through the Center for Integration of Research, Teaching and Learning (CIRTL), a network of 42 top PhD-producing universities committed to improving the preparation of future faculty through evidence-based professional development programming. We will also explore areas where departments and CETL can collaborate to better support TAs' teaching development.

**DATE:** Thursday, February 1, 2024

**TIME:** 1:00 PM - 2:00 PM

**FACILITATOR:**

**Rachel Prunier**, Director of Teaching and Learning in the Life & Physical Sciences, Center for Excellence in Teaching and Learning





## **DOCTORAL DEGREES, MASTER'S DEGREES, AND GRADUATE CERTIFICATES: A COMPREHENSIVE OVERVIEW OF DEGREE AUDIT PROCESSES**

ADMINISTRATIVE TRACK

FACULTY TRACK

The Degree Audit staff from the Office of the Registrars invite you to attend an informational session on degree auditing as it pertains to PhD, Master's, 6th Year, and Graduate Certificate programs. Topics covered will include auditing terms and timelines, required paperwork, substitutions, and the use of credits taken outside of the UConn graduate career. Degree Audit staff will also provide some tips and tricks on the utilization of the Advisement Report and the best ways to communicate with our office. There will be time allotted for questions, so please bring any that you may have. We look forward to seeing you!

**DATE:** Thursday, February 8, 2024

**TIME:** 11:00 AM - 12:00 PM

**FACILITATORS:**

**Sandra Cyr**, Registrar Specialist

**Jenn Horan**, Registrar Specialist

**Laura Mlyniec-Beam**, Assistant Registrar for Degree Audit

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## **GRADUATE STUDENT TRENDS AND PATTERNS: INSIGHTS FROM THE OMBUDS OFFICE**

FACULTY TRACK

In addition to faculty and staff, the Ombuds Office also serves graduate students at UConn. Join Jim Wohl and Cinnamon Adams from the Ombuds Office as they share insights from their work with graduate students and trends and patterns regarding the graduate student experience as it relates to graduate faculty. We will discuss different resources for graduate faculty as they navigate their work with graduate students, as well as facilitate conversation around effective practices currently being implemented around UConn.

**DATE:** Thursday, February 22, 2024

**TIME:** 11:00 AM - 12:00 PM

**FACILITATORS:**

**Cinnamon Adams**, Assistant Ombuds for Graduate Students and Postdocs

**Jim Wohl**, University Ombuds





## EMBEDDING CAREER READINESS IN YOUR COURSES

### FACULTY TRACK

Recognizing that graduate students often first connect with their faculty about career preparation, the Center for Career Development has created career readiness modules in HuskyCT for individuals to access on their own (self-paced) or to embed in courses that have professional development or career preparation components. During this Timely Topics, you will:

- View some of the components in the HuskyCT modules;
- Learn about the logistics of embedding content in your courses;
- Gain insights curated from those who have accessed and implemented the career readiness content in their courses;
- Tour through the faculty toolkit for sharing syllabi, activities, and resources;
- Contribute ideas for future module content.

**DATE:** Thursday, March 7, 2024

**TIME:** 1:00 PM - 2:00 PM

**FACILITATORS:**

**Kaitlyn Anderson**, Career Readiness Program Designer, Center for Career Development

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## "HOW ARE YOU DOING?"...AND OTHER SCARY QUESTIONS

### FACULTY TRACK

In this session we will cover the types of questions that you CAN ask and what questions you SHOULD ask when you sense that your student might need some assistance or support. These conversations or situations may include mental health matters, seeking accommodations, taking a leave of absence, or simply engaging a graduate student who may be struggling. We will discuss conversation starters, tools available to you, ways to refer to resources, and how to document conversations. We will have a facilitated dialogue around ways to have hard conversations to help you feel prepared to appropriately support your students.

**DATE:** Thursday, March 28, 2024

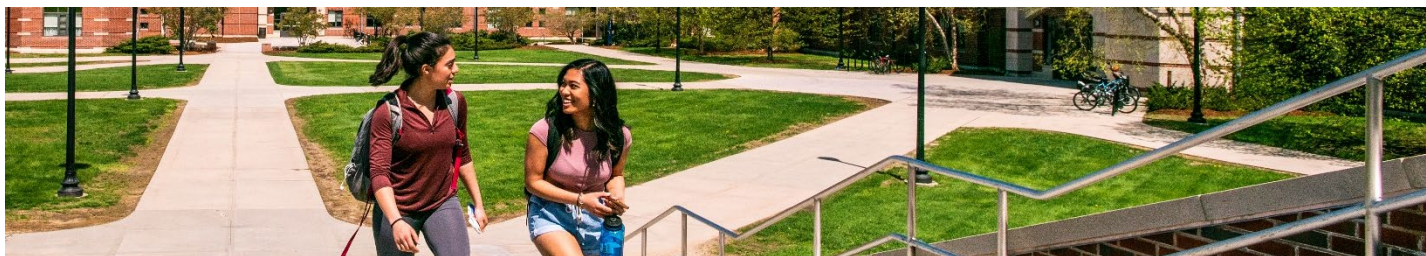
**TIME:** 11:00 AM - 12:00 PM

**FACILITATORS:**

**Karen Bresciano**, Assistant Dean of The Graduate School

**Kimberly Curry**, Director of Graduate Student and Postdoctoral Support, The Graduate School





## BEST PRACTICES IN ONBOARDING AND GRADUATING INTERNATIONAL STUDENTS

ADMINISTRATIVE TRACK

FACULTY TRACK

Spring and summer are busy times at UConn with academic departments planning their welcome activities for new students starting in fall term, while at the same time advising continuing students graduating in spring and summer term. Join presenters from ISSS and UCAELI to review the most important topics for academic departments to be aware of when welcoming new international students to UConn. We will discuss employment restrictions for graduating students and focus on resources and events to support incoming international students, ITA Screening and Microteaching Testing and provide departments with a checklist of topics to get students started for success.

**DATE:** Thursday, April 11, 2024

**TIME:** 11:00 AM - 12:00 PM

**FACILITATORS:**

**Members of the ISSS Advising Team**, International Student and Scholar Services  
**Jeannie Slayton**, Director of Intercultural Programs and Support/UCAELI

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## GRADUATE ADMISSIONS 2023-2024 CYCLE DEBRIEF

ADMINISTRATIVE TRACK

Join the Graduate Admissions and GradSlate teams to debrief the recent admissions cycle and hear updates regarding the next cycle. We will go over changes and best practices for graduate admissions, and we will preview and request feedback on new developments. Please bring your observations, questions, and items for your Slate wish list.

**DATE:** Thursday, May 16, 2024

**TIME:** 11:00 AM - 12:00 PM

**FACILITATORS:**

**Holly Brunette**, Graduate Admissions, **Meg Drakos**, Graduate Admissions, **Shirley Fiasconaro**, Graduate Admissions, **Katie O'Keefe**, Graduate Admissions, **Lisa Pane**, Slate Core Team, **Sarah Shore**, Graduate Admissions, **Paula Steele**, Slate Core Team





## PREPARING FOR FALL: GRADUATE ASSISTANT PAYROLL PROCEDURES

### ADMINISTRATIVE TRACK

This session will outline everything you need to know to successfully process graduate payroll transactions for this fall. We'll cover SmartHR templates, important dates and deadlines, outline the payroll audit process, and discuss common mistakes and ways to prevent them. This session will also discuss how the English Proficiency Policy for TAs intersects with payroll so that departments can communicate with their GAs and plan accordingly.

**DATE:** Thursday, May 23, 2024 (Date has been changed from 5/30)

**TIME:** 1:00 PM - 2:30 PM

#### FACILITATORS:

**Graduate Payroll Manager/Payroll Staff**, Payroll Department

**Ana Colón-Wallace**, Educational Program Assistant, UCAELI

**Megan Petsa**, Director of Graduate Student Administration, The Graduate School

**Jeannie Slayton**, Director of Intercultural Programs and Support/UCAELI

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**REGISTRATION**



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