JUMP START!
Training for New Grad Coordinators

WORKSHOP 1: August 18th, 2015

Graduate School
UNIVERSITY OF WISCONSIN-MADISON
Advancing Knowledge through Education and Research
Introductions

- Name
- Program(s)
- When you started
Feeling a little of this?
JUMP START!
Workshop 1: Agenda

» Grad School Overview
» New Grad Coordinator Checklist
» Communications
» Admissions
» Funding
» Grad School Academic Requirements
» Enrollment & Academic Forms
» Professional Development
Format

» Full agenda with numerous presenters
» Quick questions
  > After each section
» Complex question
  > Save for the end
  > Note cards to write your questions throughout the workshop
» Presenters will be around after the workshop for individual specific questions
Grad School Overview

Daniel Kleinman
Associate Dean, Graduate School

Graduate School
UNIVERSITY OF WISCONSIN–MADISON
Advancing Knowledge through Education and Research
The Graduate School collaborates with faculty, programs, and other units to **educate the next generation of thought leaders, who lead and advance their fields in a wide range of career paths.**

The Graduate School supports a holistic approach to graduate education:

» Integrated, well-rounded, globally competent
» Interdisciplinarity, breadth
» Professionalism, communication skills
» Research ethics, social responsibility
» Leadership, management, collaborative skills
Graduate School Offices

Diversity, Inclusion and Funding
Assistant Dean: LaRuth McAfee

Admissions & Academic Services
Director of Admissions: Judy Bauman
Academic Services Coordinator: Michelle Holland

Academic Planning & Assessment
Assistant Dean: Marty Gustafson

Professional Development & Communications
Assistant Dean: Alissa Ewer
We facilitate access for graduate students to the best programs for graduate study in the nation and the world.
<table>
<thead>
<tr>
<th>Institution</th>
<th># Programs</th>
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<tbody>
<tr>
<td>UC-Berkeley</td>
<td>47</td>
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<tr>
<td>Harvard</td>
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<td>UW-Madison</td>
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<td>UCLA</td>
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<td>Stanford</td>
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<td>Univ of Michigan</td>
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<td>Yale</td>
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<td>Cornell</td>
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<td>Princeton</td>
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<td>Columbia</td>
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<td>Univ of Texas at Austin</td>
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<td>Univ of Illinois-UC</td>
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<td>Duke</td>
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<td>Ohio State</td>
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<td>Univ of Washington</td>
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<td>Purdue</td>
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<td>Univ of Minn-Twin Cities</td>
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Graduate Enrollment and Degrees Conferred
Summer, 1995 - Spring, 2015

Dataview Sources: UW_Retention_Plan_History, UW_Retention_Awards_Main
Fall Semester Enrollment of All Domestic, Ethnic Minorities

Dataview Sources: UW_Retention_Plan_History, UW_Retention_Student, UW_Stdnt_Multiterm
Fall, 2014 Enrollment by Domestic / International

- Domestic: 72%
- International: 28%

Dataview Sources: UW_Retention_Student, UW_Retention_Plan_History
Percent of full-time students with funding**

**Students in nonpooled programs have been excluded.

Dataview Sources: UW_Retention_Plan_History, UW_Retention_Sem_History, UW_UA_October_Payroll
Number of students enrolled in nonpooled graduate programs

![Graph showing the number of students enrolled in nonpooled graduate programs from 2005-06 to 2014-15. The graph compares the number of students in Doctorate and Masters programs. The number of students in Doctorate programs is shown in red, and the number of students in Masters programs is shown in brown. There is a clear upward trend in both types of programs, with a more significant increase in Masters programs starting from 2010-11.](image-url)
Overall Average PhD Time-to-Degree

Elapsed Calendar Years

Degree Year

APIR, UW-Madison
Partnership

The Graduate School balances:
» local expertise and autonomy of program: recruitment funds, fellowships/funding, admissions review and recommendations
» central leadership expertise: partnerships with minority-serving institutions, streamlined admissions processes, student services, retention programs, degree processing

The result:
UW’s graduate programs attract and retain the best graduate students.
Contact Us

Visit: www.grad.wisc.edu

2nd floor Bascom Hall
608-262-2433

Contact me: daniel.kleinman@wisc.edu
New Grad Coordinator Checklist

» A checklist designed to help new coordinators get on board right away

» Resources, meetings, Grad School and campus systems

» Available in the Knowledge Base (KB)

» https://kb.wisc.edu/gsadminkb/page.php?id=40570
Communications

Kathi Matthews-Risley
Director of Communications
Office of Professional Development & Communications

Graduate School
UNIVERSITY OF WISCONSIN–MADISON
Advancing Knowledge through Education and Research
Communications

» [grad.wisc.edu](http://grad.wisc.edu)

» Primarily for prospective and current students
Communications

Graduate Program Resources

Whether you are an admissions, Masters, Ph.D., or fellowship coordinator (or all four), you are often the first contact students have with UW-Madison or your department. You may be asked about applying to graduate school, your program requirements, and deadlines for fellowships. The resources on this page can lead you to many of the answers.

- Administrative KnowledgeBase (KB)
- Program/Unit Directory Information
- Our Academic Programs
- Admissions/GWIS

NEW GRADUATE PROGRAM COORDINATOR CHECKLIST

GRADUATE SCHOOL SEMINAR SERIES
Communications

Academic Programs/Major Area of Studies

Our Academic Programs

SEARCH OPTIONS - CHOOSE ANY OF THE FOLLOWING

ADMITTING DEGREE TYPE:  LEARNING MODE:  ACADEMIC DIVISION:
All Degrees  All Options  All Divisions

Not sure what these search criteria mean? Read more in the Graduate School Catalog »

KEYWORD SEARCH:

A • B • C • D • E • F • G • H • I • J • K • L • M • N • O • P • Q • R • S • T • U • V • W • X • Y • Z

• Actuarial Science (Capstone Certificate)
• African Languages and Literature: M.A., Ph.D.
• African Studies (Doctoral Minor) and African Studies (Graduate Certificate)
Communications

» Academic Programs/Major Area of Studies
Communications

» Updating MAS - GREU

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<tr>
<td>0715</td>
<td>Business: Supply Chain Management</td>
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2015 Graduate Education Utilities

Major Areas Of Study - Update
Communications

» Home page photo carousel
Communications

» Story ideas

WE NEED YOUR HELP
IDEAS FOR GRADUATE STUDENT AND ALUMNI STORIES

IMPACT
Ideas that innovate, engage, and influence.

VARIETY
Across disciplines, degrees, and demographics.

EXCITEMENT
With passion and energy that draw you in.

CLARITY
With messages that are concise, crisp, and direct.

STORYTELLING
About real people, showing rather than telling.

VISUALITY
That you can see via multimedia and high-res photos.

We'll take: news stories, videos, concepts with potential... pretty much anything. We'll use them for: webpage carousel, Our Unique Approach, reports, presentations, and more.

Contact: Kathi Matthews-Ridley kathi.matthewsridley@wisc.edu or Alissa Ewer alissa.ewer@wisc.edu
Communications

Alumni Profiles

Alumni Career Paths

How do you visualize your future after graduate school? Did you start out thinking academia was where you wanted to be but discovered that your true passion is outside of a lab or classroom?

Your graduate school experience has given you a solid foundation for advancing your career path, whether that career is as a faculty member or in a wide assortment of exciting opportunities in the private sector or public service.

Your graduate degree will add value to any organization you join. You are leaving UW-Madison equipped with highly developed skills in writing, teaching, project management, analytical techniques, data collection, collaboration, and leadership.

We invite you to explore the variety of career paths open to you as a UW-Madison graduate by reading the success stories of some of our alumni. Just click on the icons below.
Communications

 Alumni Profiles

Tina Nielsen
by Leslie Jermegan

With a personal and professional resume of titles such as student, teacher, geoscientist, college faculty member, mother and wife, Tina Nielsen has a history of juggling multiple responsibilities, and, consequently, fostering a multitude of talents. Now in her latest venture as the associate director of Great Lakes Bioenergy Research Center in Madison, Nielsen has arrived full-circle from her original undergraduate pursuits.

Initially following a career in science, Nielsen discovered during her undergraduate years that she needed to mix science with her desire to work more closely with people.

After working as a schoolteacher, she earned her master’s degree from University of Michigan, and then moved to UW-Madison to acquire her Ph.D. in Geology.

Describing her move to UW-Madison as “probably one of the best decisions I’ve ever made,” Nielsen credits the university with diversifying her knowledge base and network, and exposing her to the industry side in geology.

"The geoscientists the university produces are very, very desirable for industry."
—Tina Nielsen

Although Nielsen continued to envision working in academia rather than industry, her decision to try an internship changed her perspective.

"I had always thought that I was going to be an academic. I was a schoolteacher,” Nielsen says. “It just made sense. Then I started getting interested in what they did in industry.”

After interning with ConocoPhillips and later accepting a position with BP, Nielsen became a geoscientist in Houston who utilized her science knowledge, while also building new communications skills as a geoscience recruiter on the UW-Madison campus.
Communications

» For Coordinators

» CoordLink newsletter

If you haven’t had a chance to sit on the Terrace this summer to watch the sunset, you still have time. But before you head to the Union, take a look at the summer edition of CoordLink.

This CoordLink Contains (click any header to jump to the section):

- Mark Your Calendars
- Announcements
- Summer Graduate Program Coordinator Meeting Recap
- Trends in Higher Education
- We’d Like Your Help
- Opportunities for Graduate Students
- Changes in the Graduate School
Communications

For Coordinators –

Graduate School Seminar Series

OTM Catalog

Graduate Education Administration [back]

A selection of workshops designed to assist new and continuing Graduate Program coordinators with Graduate Admissions, Fellowship nominations, academic processes and degree granting.

This series is sponsored by the Graduate School

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<thead>
<tr>
<th>UPCOMING EVENTS</th>
<th>DATE</th>
<th>BEGIN TIME</th>
<th>END TIME</th>
<th>LOCATION</th>
<th>SEATS AVAILABLE</th>
<th>WAITLIST AVAILABLE</th>
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<tbody>
<tr>
<td>Brown bag: Graduate Student Mental Health</td>
<td>8/4/2015</td>
<td>11:30 AM</td>
<td>12:30 PM</td>
<td>Bascom Hall, Room 260</td>
<td>24</td>
<td>YES</td>
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<tr>
<td>Brownbag: What's in Store for Fall?</td>
<td>8/12/2015</td>
<td>12:00 PM</td>
<td>1:30 PM</td>
<td>Red Gym</td>
<td>YES</td>
<td>NO</td>
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<tr>
<td>Jump Start 2015: New Graduate Coordinator Training Workshop 1 of 2</td>
<td>8/18/2015</td>
<td>8:30 AM</td>
<td>11:30 AM</td>
<td>Bascom Hall, Room 260</td>
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<td>Jump Start 2015: New Graduate Coordinator Training Workshop 2 of 2</td>
<td>9/30/2015</td>
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<td>11:30 AM</td>
<td>Bascom Hall, Room 260</td>
<td>20</td>
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Communications

» Materials for students
Communications

» Materials for students
Communications

» Onboarding campaign - new grad students

New Graduate Student Welcome

The UW-Madison Graduate School invites you to attend the New Graduate Student Welcome on Wednesday, August 26, from 11:15am - 2:15pm at Union South, with a "Meet & Greet" reception to follow, from 2:30 – 4:00pm. A complete schedule of events can be found here.

Please take a moment to register for the Welcome! Registration is required and the deadline is August 19, 2015.

At the Welcome event, you will check in using your Wiscard, the official UW-Madison identification card. If you haven't yet obtained your Wiscard, you can do so any time before the Welcome event by visiting the Wiscard Office in Union South with some form of personal photo identification (such as a valid passport or U.S. driver's license).
Communications

» Twitter Account
  @UWMadGSEd
Communications

- Recruiting Materials
Communications

Grad School Promotional Materials
Admissions

Sandy Onsrud
Student Status Examiner (A-H alpha split)
Office of Admissions & Academic Services

Graduate School
UNIVERSITY OF WISCONSIN--MADISON
Advancing Knowledge through Education and Research
Admissions Staff

- Judy Bauman, Director of Admissions
- Alpha splits: Admissions Staff work by the alphabet of the applicants last name
  - Sandy Onsrud (A-H)
  - Debbie Klimek (I-O)
  - Kasey Fiske (P-Z)
- Randy Tackett, International Credentials Evaluator
Admissions

» Decentralized process at UW
  > Review of applications at the program level
  > Recommend applicants for admission to the Grad School using GWIS

» Grad School **minimum requirements**
  > Undergrad GPA of 3.0 in the last 60 semester hours or Masters degree with 3.0 GPA
  > Bachelors degree from regionally accredited US institution or a comparable degree from an international institution
  > English proficiency for those whose native language is not English, or whose undergraduate instruction was not in English, must provide an English proficiency test score (TOEFL, IELTS, MELAB)
  > International applicants are required to have adequate financial resources to cover expenses for the duration of their studies at UW-Madison
Graduate Web Information System (GWIS) is a tool that is used throughout the application and admission process.

Information that is in the campus Integrated Student Information System (ISIS) is also shown in GWIS.

Admission committee members can review an applicant’s materials using GWIS lite.
GWIS

» GWIS Link
  > https://www.gradsch.wisc.edu/gwis/

» Request Access to GWIS
  > https://kb.wisc.edu/gsadminkb/page.php?id=41942

» GWIS Lite
  > https://my.gradsch.wisc.edu/gwis-lite
Select Your criteria e.g. program, term, last names

GWIS Home page
» Submit the form to request access to GWIS

» You will be contacted by one of the Admissions Staff (alpha split) for a training session at their desk

  > Sandy Onsrud (applicants with the last name A-H)
  > Debbie Klimek (applicants with the last name I-O)
  > Kasey Fiske (applicants with the last name P-Z)

» Once you have completed the training, Judy will authorize you for GWIS access
» GWIS Training User Guide
  > https://kb.wisc.edu/gsadminkb/page.php?id=33541

» GWIS Training Document
  > https://kb.wisc.edu/gsadminkb/page.php?id=33312

» Additional Admissions & GWIS information in the Knowledge Base (KB)
  http://kb.wisc.edu/gsadminkb/
KB: Admissions
> Domestic Students

https://kb.wisc.edu/gsadminkb/search.php?cat=2651
KB: Admissions
> International Students

https://kb.wisc.edu/gsadminkb/search.php?cat=2652
Administering Grad Student Appointments

» Tuition remissions and third-party deferrals for students with:
  • Graduate assistantships (TAs, PAs, RAs, Lecturers [SA])
  • Fellowships or Traineeships

» August 15th deadline for submission of tuition remission and third-party deferral forms to Bursar’s Office for Fall 2015
Grad School Academic Requirements

Michelle Holland
Academic Services Coordinator
Office of Admissions & Academic Services

Graduate School
UNIVERSITY OF WISCONSIN–MADISON
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Grad School Satisfactory Progress

- Minimum standards for the Grad School, programs may have higher requirements
- Monitored at the beginning of each semester once students are enrolled (end of the second week of classes) and at the end of each semester (once grades are reported)
- **GPA at least 3.0**: all grad students must have a cumulative graduate GPA of 3.0
- **Incomplete grades**: temporary grade, must be completed by the end of the next enrolled semester
- **U grades in research**
Grad School Academic Requirements

» No Report (NR) grades
  » temporary grade
  » students cannot graduate with an NR

» 5 year rule
  » students have 5 years after the date of the prelim exam to complete the doctoral degree
**Grad School Academic Requirements**

» **Enrollment Requirements**

  > Minimum: 2 credits fall/spring and in semester of graduation
  > Depends on funding and/or International Student
  > Grad School checks for minimum 2 credits each semester
  > Programs check for proper enrollment of students based on funding

» To check enrollment each semester, many coordinators use the following systems:

  > Query Library (reports by program and funding)
  > SARA (list by program)
  > ISIS (check by individual student)
Advising

Grad School needs to know that all students have a current advisor

Program coordinators assign advisors in ISIS for all students (Advisor: Managing Advisor Assignments)
Enrollment & Academic Forms

Michelle Holland
Academic Services Coordinator
Office of Admissions & Academic Services

Graduate School
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Advancing Knowledge through Education and Research
Enrollment & Academic Forms

» Admissions & Academic Services Office
  > Dean’s Office for all Grad Students
  > 217 Bascom Hall
  > Forms that need “Dean’s Signature”

» Actions that require a form and Grad School permission
  > Add/drop/change credit/change section (after 9th week of semester)
  > Audit, pass/fail (before 9th week of semester; not accepted after 9th week)
  > Overload
  > Withdrawal (between first day of class and last day of classes)
  > Late enrollment, late drop (after 9th week of semester)
  > Add/change major

» Registrar’s Office Deadlines
  > Deadlines at a glance
  > Enrollment deadlines: permissions & procedures
Enrollment & Academic Forms

MyUW Student Center Forms

- Student fills out directly in MyUW
- **Course change request**
  - Add, drop, section/credit change: can do on their own until the end of the 9th week of classes (no signed form required)
  - Audit: must turn in signed form by the end of the 9th week of classes
  - Pass/fail: must complete online form by the end of the 9th week of classes (no signed form required, all online!)
- **Withdraw from the semester**
  - Student wants to drop ALL courses for that term
  - Anytime from first day of classes to last day of classes
  - All online!
Graduate School PDF Forms

- Academic Forms menu on left side of Academic Policies & Procedures web page
- Student fills out PDF from the Grad School website and turns in the signed form to 217 Bascom
  - Add/change program form (add or change program)
  - Credit overload (+15 credits Fall/Spring, +12 credits Summer)
  - Course change form
    - Late initial enrollment: not enrolled by the end of the 2nd week of classes, appeal required
    - Late drop: after the 9th week of classes, appeal required
Professional Development

Alissa Ewer
Assistant Dean
Eileen Callahan
Director of Professional Development
Amy Fruchtman
Assistant Director of Professional Development

Office of Professional Development & Communications

Graduate School
UNIVERSITY OF WISCONSIN–MADISON
Advancing Knowledge through Education and Research
Professional Development

» Why professional development?
  > Build skills needed to succeed at UW-Madison and beyond:
    + Communication
    + Leadership
    + Career development
    + Managing projects and people
    + Personal effectiveness
    + Just to name a few...
  > Networking
  > Self-assessment
  > Career Exploration
  > Campus resources
Why professional development?

- Individual Development Plans
  - grad.wisc.edu/pd/idp
  - Recommended for ALL grads/postdocs, required for NIH-funded
  - Self-assessment / Define goals / Identify resources
  - Conversation with mentors, developing a mentoring team
  - Strategies of implementing and sustaining the IDP
  - Evidence to support goal-setting
- Identify and develop transferrable skills
- Communicate what makes them employable
- Make the most of their time in graduate school!
Event example:

> *But I Have No Skills! Debunking Myths and Exploring Career Options for PhDs*
> *Melanie Sinche, Director of the FAS Office of Postdoctoral Affairs at Harvard*
Welcome Week 2015
grad.wisc.edu/newstudents/welcomeweek

> M 8/24: “The Enjoyment of Employment”, Doug Kalish
> T 8/25: Madison Bike Tour
> T 8/25: Cool Tools Workshop
> W 8/26: New Graduate Student Welcome
> Th 8/27: MGN Celebration
> F 8/28: Welcome Social
> Plus, we’ll visit your program!
Fall event highlights

  September 10 12:00-1:30 pm 6191 Helen C. White

- **First Steps to Building a Personal Brand**
  September 21 5:00-6:30 pm 1111 Genetics – Biotechnology Center

- **Presidential Management Fellows/PMF Stem Information Session**
  September 22 12:00-1:00pm Union South

- **Creating an Individual Development Plan (IDP)**
  October 7 & 22, 4:30-6:00pm Union South

- **Interviewing for Faculty Positions**
  October 27 12:00-1:30pm 1111 Genetics – Biotechnology Center

- **How to Write a KILLER LinkedIn Profile**
  October 29 5:30-6:30pm Union South

- **Last Steps to Completing Your PhD**
  November 3 12:00-1:30pm 159 WI Idea Room, Education Building

- **Perspectives of Hiring Managers: What Employers Look for in Your LinkedIn Profile**
  November 10 5:30-7:00pm Location TBA

- **For New Dissertators: Tips for a Successful Transition**
  November 16 4:30-6:00pm 159 WI Idea Room, Education Building

100+ events each semester! grad.wisc.edu/pd/events
Professional Development

» Partnerships
  > Writing Center
  > UW-Madison Libraries
  > Delta
  > DoIT Student Technology Training
  > Career services offices across campus
  > Design Lab
  > Social Science Computing Cooperative
  > Office of Postdoctoral Studies
  > and growing...
Professional Development

» Stay up-to-date!
» Share with your grad students!
» GradConnections
  > Helpful tips and alumni profiles
  > Professional development
  > Funding opportunities
  > Announcements and deadlines
  > All grad students automatically subscribed
  > Subscribe: join-gradconnections-subscribers@lists.wisc.edu

» Monthly emails to your students
  > Watch for email from Amy Fruchtman
  > FWD or copy/paste, add a personal message (“check out these great opportunities from the Graduate School!”), and send to your students
Professional Development

- **Calendar**
  - > 100+ events each semester
  - > One-stop-shop for ALL campus professional development activities relevant to graduate students
  - > Search, sort by category
  - > Register for events here
  - > *Tell your grad students about this!*

grad.wisc.edu/pd/events
The Versatile PhD

- Thriving and supportive web-based community
- Virtual discussions and networking
- Virtual panel discussions (e.g. careers in fed. govt., careers in grant writing, entrepreneurship for humanists)
- Job postings
- Examples of successful resumes and cover letters
- Actual application materials
- CV-to-resume conversions
- Description of how people have established their non-academic careers

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### Humanities & Social Sciences
- Business
- Consulting
- E-Learning & Instructional Design
- Finance
- Institutional Research
- Government
- Grant Writing
- K-12 Education
- Law
- Marketing
- Nonprofits

### Science, Technology, Engineering & Mathematics
- Biotechnology
- Consulting
- Data Science & Software Development
- Entrepreneurship
- E-Learning & Instructional Design
- Finance
- Government
- Industry
- Intellectual Property
- K-12 Education
- Marketing

The list continues...
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Career Development Training for Grad Program Coordinators

- Goal: Increase graduate students’ access to career planning expertise, by building basic career development knowledge and referral skills in graduate program coordinators
- You’ll build knowledge and skills to have career-related conversations and referrals for graduate students considering careers outside of the academy

Past Events in the Series (held each summer)

- A Context for Graduate Student Career Development
  Presenter: Mindi Thompson, Associate Professor of Counseling Psychology
- Graduate Student Success: A Framework for Linking Career Development Theory, Mentoring, and IDPs
  Presenter: Angela Byars-Winston, Ph.D., SMPH Department of Medicine
- Career Development 101: Intro to Career Development Theory and Assessment Tools
- Career Development 201: Preparing Your Grad Students for Non-academic Job Interviews
  Presenter: Judy Ettinger, Senior Outreach Specialist, UW-Madison Center on Education and Work
- Brownbag: What Works? Panel on Career-related Practices in Graduate Programs
- And more...

kb.wisc.edu/gsadminkb/page.php?id=50906
In review:

- Remind your graduate students to develop their Individual Development Plans (IDP) grad.wisc.edu/pd/idp
- Encourage your students to attend professional development events – watch for monthly emails from Amy Fruchtman and relay this info to your students
- Invite us to your orientation events, hang PD event posters, and/or distribute flyers
- Subscribe to GradConnections to stay up-to-date join-gradconnections-subscribers@lists.wisc.edu
- Refer your students to the graduate professional development calendar grad.wisc.edu/pd/events
- Refer your students to the Versatile PhD grad.wisc.edu/pd/versatilephd
- Join us for career development training each summer
Part 1 of 2: Today in Review...

» Grad School Overview
» New Grad Coordinator Checklist
» Communications
» Admissions
» Funding
» Grad School Academic Requirements
» Enrollment & Academic Forms
» Professional Development
Handout & Evaluation

» Handout
  > Paper copy available today
  > Always available online in the Knowledge Base (KB)

» Online Evaluation
  > Email from the Office of Human Resources & Development (OHRD)
  > Please fill out!
Part 2 of 2: Workshop 2 Agenda

- Wednesday, September 30\textsuperscript{th}, 2015
  - 8:30-11:30am, Room 260 Bascom Hall
  - Admissions in depth
  - Admissions international credentials evaluations
  - Graduate Student Diversity
  - Fellowships and funding
  - Campus data
  - Academic assessment
  - Minimum degree requirements
  - Degree granting & clearing process
Questions?

» Time for questions as a large group

» Presenters will also be available for 15 minutes to answer individual questions