DIRECTOR OF GRADUATE STUDIES

Orientation
Program
& Handbook

Friday, August 22, 2014
Kansas Room, Kansas Union

Graduate Studies
The University of Kansas
CONTENTS

WELCOME LETTER

PROGRAM

WHAT IS A DGS?

DGS CHALLENGES: SCENARIOS AND SOLUTIONS

CALENDAR OF ANTICIPATED GRADUATE STUDIES EVENTS FOR FACULTY, FALL 2014

BOLD ASPIRATIONS, 2014-2015

PRESENTATION SLIDES

RECRUITMENT

FUNDING

COMPARATIVE DATA & GOAL SETTING

RESOURCE GUIDE

NOTES
August 22, 2014

Dear Colleague,

As a Director of Graduate Studies, you perform a vital role in your department and on this campus. As an often unrecognized contributor to the success of your degree program, we thank you for your dedication to graduate education at the University of Kansas. I hope you find this service to be a rewarding experience in your faculty career at KU.

The activities of a DGS require a set of expertise that may not be necessarily obvious or immediately intuitive. We have created today’s orientation session and this handbook to assist you to become familiar with and prepare for the demands of this position. Some of those calls on your time and attention you will already have anticipated, and some may surprise you.

Besides the Office of Graduate Studies, there are many other resources inside your department and across campus of which you can avail yourself as you meet the challenges and the opportunities of your new role. My hope is that we can connect you to some of these resources, and that the presentations and discussions in the workshop, along with the information provided in this handbook will enhance your effectiveness in your graduate leadership role.

I appreciate your willingness to support KU’s graduate students and encourage you to call on us in the Office of Graduate Studies if you need help. If there are ways in which this handbook or any other work that we do can be improved, please do let us know.

Sincerely,

Michael C. Roberts
Dean, Graduate Studies
Welcome & Introductions  9:00 AM
Michael Roberts, Dean of Graduate Studies

What is the Role of a DGS?  9:30 AM
Giselle Anatol, English, Chris Petr, Social Welfare, and Greg Rudnick, Physics

Break  10:30 AM

DGS Challenges: Scenarios & Solutions  10:45 AM
Lisa Wolf-Wendel, 2014-15 Faculty Fellow, & Roberta Pokphanh, Assistant Dean

Bold Aspirations, 2014-15:
Elevating Doctoral Education  11:30 AM
Michael Roberts, Dean of Graduate Studies

Lunch and Conversation:
Program Assessment and Review  12:00 PM
Sara Rosen, Senior Vice Provost, Academic Affairs

Break  1:00 PM

Who’s Who & School Sessions  1:15 PM
Professional Schools: Amanda Ostreko, Director of Graduate Enrollment, & Roberta Pokphanh, Assistant Dean

CLAS: Kristine Latta, Director, College Office of Graduate Affairs
What is a DGS?

What is the role of a director of graduate studies at KU? A director of graduate studies is a faculty member from the respective program who serves as the representative of all things graduate for that unit. While the individual duties vary from program to program, this may encompass any and all aspects of the graduate student trajectory – from recruitment to admission and matriculation, from first year transitions to dissertation completion, and into placement and alumni relations. Graduate directors will become familiar during their tenure with a host of school, graduate studies, and university policies and processes that support graduate education at KU. Whether you are a seasoned veteran or a first-time director, welcome to your role!

Notes
**DGS Challengess: Scenarios and Solutions**

In your role as director of graduate studies, you will encounter difficult situations. Each table will be given a scenario, and asked to spend a few minutes coming up with a proposed solution. A representative from each table will then share their solution with the larger group for discussion.

Summaries of each scenario are provided below, with room for you to make notes.

**Scenario A:**
Chris, a 4th year student who is just getting started on his dissertation, comes to your office to discuss his committee. He expresses frustration with his advisor, a junior member of the department. He indicates that their meetings are not productive and that he is floundering, not quite sure what is expected in terms of research, writing, and feedback from his committee. What do you do?

Notes:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

**Scenario B:**
Lisa, a second year doctoral student comes to visit with you in your office. She nervously shares that she is expecting a baby in March, and is concerned that her advisor, a senior member of the department, won’t take this news well and that she might be fired from her GRA position. What do you do?

Notes:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________
**Scenario C:**
Two GTAs teaching discussion sections for the introductory course come to your office to express concern about another GTA. His students have come to them and reported that the other GTA is showing up to class late, not returning graded assignments, and seems disoriented much of the time. How do you respond?

**Notes:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

**Scenario D:**
Susan, one of the doctoral students in your program, has come back to school to gain a PhD to further her career in industry. She is putting together her comprehensive exam committee and wants to include an expert from industry - who also happens to be a work colleague. What do you do?

**Notes:**

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
**Scenario E:**
You hear your colleagues talking about a student in your program who has recently become unreliable. The student has always been conscientious, but is now uncharacteristically withdrawn and arriving to class late or not at all. What do you do?

**Notes:**

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

**Scenario F:**
You are communicating via email with a new student to your program about a campus visit, course requirements for your program, and funding available to students. The student inquires about wheelchair accessibility on campus and in the department laboratories. How do you respond?

**Notes:**

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
Calendar of Anticipated Graduate Studies Events for Faculty, Fall 2014

Times, dates and locations subject to change

September 24, 2014
2:00 – 3:30 pm
Graduate Studies Campus-Wide Informational Meeting for Chairs and Directors of Graduate Study,
Big 12 Room, Kansas Union

September 25, 2014
12:00 – 1:00 pm
DGS Conversations Series
Brown bag lunch
Big 12 Room, Kansas Union

October 30, 2014
12:00 – 1:00 pm
DGS Conversations Series
Brown bag lunch
Alderson Room, Kansas Union

November 14, 2014
12:00 – 1:00 pm
DGS Conversations Series
Brown bag lunch
Multicultural Resource Center, Room 116

To be Announced, Tableau Training
Bold Aspirations Goal 2

Elevating Doctoral Education
Implementation Plan
2013-2016

4 Strategic Action Items:
1) Develop comprehensive and sustainable funding models
2) Use comparative data to set program standards
3) Develop a comprehensive recruitment plan
4) Set program goals focused upon merit, mentoring, and placement
**Bold Aspirations Goal 2**

3 areas of focus this year:

- Recruitment
- Funding
- Data-Informed Planning

---

**Recruitment – What can you do?**

**Goals:**

1) Increase number of applicants  
2) Increase quality of applicants  
3) Increase diversity of applicants  
4) Increase quality and diversity of matriculants

**Actions:**

1) Enhance communications in *Prospect*  
2) Use GRE scores  
3) Travel to conferences, feeder schools  
4) Host a campus visit
Funding – What can you do?

Goals:
1) Identify new ways to use current funding
2) Increase use of multi-year packages
3) Identify new sources of funding

Actions:
1) Apply for GS sources of funding
2) Mentor students to apply for external fellowships
3) Identify non-grant funded GRA opportunities

Comparative Data & Goal Setting – What can you do?

Goals:
1) Optimize time to degree
2) Mentor students for success
3) Placement into careers that utilize credentials

Actions:
1) Evaluate program data in Tableau, AIMS, & other sources
2) Evaluate Doctoral & Master’s Program Profiles
3) Consider mentoring plans & other targeted program improvements
What else can GS do?

1) Other data that would be helpful to you?
2) Other resources that would be helpful to you?
Recruitment

A variety of resources are available to programs and departments to support recruitment efforts.

Office of Public Affairs, Marketing Communications
Graduate departments and programs may utilize the resources of marketing communications to create recruitment materials. Marketing Communications is, “a team of experts in all areas of marketing communications — branding, writing and editing, design, Web, social media, video, and photography.” Examples of recent projects, and KU themed logos and templates are available on their website, http://publicaffairs.ku.edu/marketing.

Prospect
In support of graduate program recruitment, Graduate Studies is working with programs to create robust campaigns in Prospect, a software product that allows graduate programs to manage prospective graduate student inquiries from first contact through matriculation. For more information, contact Amanda Ostreko, Director of Graduate Enrollment (amandao@ku.edu), or your respective Graduate Admissions Specialist:

School of Architecture, School of Journalism, School of Pharmacy, College of Liberal Arts & Sciences, and School of the Arts: please contact Faith Eissler, feissler@ku.edu.

School of Business, School of Education, School of Engineering, School of Music, and School of Social Welfare: please contact Holly Shriner, hshriner@ku.edu.

Additionally, Graduate Studies has limited funds available to purchase of GRE scores during the 2014-2015 academic year. Contact Amanda Ostreko, Director of Graduate Enrollment (amandao@ku.edu), for additional information.

Brochures, banners, tablecloths
When programs/departments are traveling for recruitment purposes, Graduate Studies is happy to provide recruitment materials, including KU Graduate Studies brochures. The office is also able to loan out a KU pop-up banner and tablecloth, and has a limited supply of promotional items.

Faculty web resources
Additional resources for recruitment are hosted on the Faculty/Staff section of our website.
**Funding**

**Doctoral Funding Innovations Committee**
The Doctoral Funding Workgroup report outlined three recommendations that “have the potential to move our doctoral education program forward and serve the best interests of our students while providing a high quality of doctoral education.” These three recommendations are to:

1) **Ensure certainty in funding for the doctoral career.** Make recruitment offers to doctoral students that include a funding package commitment for the expected length of the degree program, usually 3 to 5 years.

2) **Ensure diversity in doctoral training experiences.** Fund the multi-year recruitment offers with training opportunities both as a Graduate Teaching Assistant (GTA) and as a Graduate Research Assistant (GRA) with a faculty mentor. Such diversity in training enriches learning, enhances training for varieties of professional careers, and brings additional breadth and depth to the student experience.

3) **Discover new sources of funding for doctoral programs in order to offer recruitment packages that are competitive and diverse.**

In order to assist KU in meeting these goals, the Dean of Graduate Studies commissioned a Doctoral Funding Innovations Committee. The committee is charged this year to think creatively about how KU may identify and obtain new resources and reallocate, rethink, recategorize, or otherwise use extant resources wisely.

**Graduate Studies funding opportunities**
Graduate Studies offers funding for graduate students in the categories noted below. Please refer to this list of deadlines:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/16/2014</td>
<td>University Graduate Fellowship applications</td>
</tr>
<tr>
<td>02/02/2015</td>
<td>Departmental Scholarships, new &amp; continuing students nominations</td>
</tr>
<tr>
<td>03/02/2015</td>
<td>Summer Research Fellowship nominations</td>
</tr>
<tr>
<td>03/02/2015</td>
<td>Byrd Graduate Educator award nominations, Graduate Teaching award nominations, Distinguished Service award nominations</td>
</tr>
<tr>
<td>04/16/2015</td>
<td>Argersinger Dissertation award nominations</td>
</tr>
</tbody>
</table>

**University Graduate Fellowships:**
Application deadline: 10/16/2014
For the 2015-2016 academic year, KU’s Office of Graduate Studies anticipates distributing approximately $1,000,000 in university graduate fellowship (UGF) funding to doctoral programs. The intent is to support departmental efforts that are aligned with the strategies and action items identified in strategic goal 2 of Bold Aspirations, the University’s strategic plan. Details on the call for applications will be released in September.

**Departmental Scholarships, New Students**
Nomination deadline: 02/02/2015
Nominations are limited to two (2) per program/department and must be ranked by the department. Please nominate no more than two students for all new student scholarships, and
for each student nominated, indicate all scholarships for which they are qualified. These $5,000 scholarships include:

• Mary Elizabeth and Andrew P. Debicki Scholarship
• Graduate Studies Diversity Scholarship
• Dorothy Clark Lettice Scholarship
• John H. Nelson Scholarship
• Dr. Laiten L. and Verna Nye Camien Scholarship
• Fred G. Soxman Memorial Scholarship

Information will be released in September on two new scholarship funds; the Jane Harris Scholarship, and the William Belt scholarship.

Departmental Scholarships, Continuing Students  Nomination deadline: 02/02/2015
Nominations are limited to two (2) per program/department and must be ranked by the department. Please nominate no more than two students for all continuing student scholarships. These scholarships include:

• Dwight Eisenhower/Clifford Roberts Graduate Fellowship
• Harry S. Truman Good Neighbor Awards, Henry J. Talge Memorial Scholarship

Summer Research Fellowships:  Nomination deadline: 03/02/2015
The Office of Graduate Studies is pleased to offer Summer Research Fellowships for the 2015 Summer Session. The stipend is $5,000. Nomination is by department only. Preference will be given to doctoral students who will have completed their comprehensive exams by the last day of class for the 2015 Spring semester. Enrollment in the 2015 Summer Session is required. It is expected that the summer research fellowship would be the student's primary form of support during the summer and that the student would not hold a GTA/GRA/GA appointment concurrent with the award.

Awards and Recognitions  Nomination deadlines vary
Graduate Studies also provides recognitions that include monetary awards. These include:

• Argersinger Dissertation Award  Nomination deadline 04/16/2015
• Byrd Graduate Educator Award  Nomination deadline 03/02/2015
• Graduate Teaching Assistant Awards  Nomination deadline 03/02/2015
• Distinguished Service Awards  Nomination deadline 03/02/2015
• Research Presentation Awards  from the annual research competition

Graduate Student Scholarly Presentation Travel Fund  Rolling application by student
The Graduate Scholarly Presentation Travel Fund is available to Lawrence campus graduate students only. Students must be presenting a paper or the disciplinary equivalent at a national or regional meeting of a learned or professional society. A student may receive an award ($500) only once, and funds are available on a first-come, first-served basis.
Doctoral Student Research Fund

Applications will open in August; rolling application

The Doctoral Student Research Fund is designed to support KU doctoral students who need assistance to carry out research that advances progress toward the degree.

External funding

Graduate Studies provides a series of fall workshops for students focused on applications to a small number of external fellowships. Graduate programs are strongly encouraged to look to increase the number of applications made by students for external fellowships. The fellowships that Graduate Studies conducts workshops on include:

National Science Foundation Graduate Research Fellowships  Deadlines in October/November

The purpose of the NSF Graduate Research Fellowship Program (NSF GRFP) is to help ensure the vitality and diversity of the scientific and engineering workforce in the United States. The program recognizes and supports outstanding graduate students who are pursuing research-based master's and doctoral degrees in fields within NSF's mission. The GRFP provides three years of support for the graduate education of individuals who have demonstrated their potential for significant achievements in science and engineering research.

Ford Foundation Fellowships  Deadlines in November

Ford Foundation Fellowships are sponsored at the predoctoral, dissertation, and postdoctoral level by the National Academy of Sciences. The Ford Foundation seeks to increase the diversity of the nation’s college and university faculties by increasing their ethnic and racial diversity, to maximize the educational benefits of diversity, and to increase the number of professors who can and will use diversity as a resource for enriching the education of all students.

National Institutes of Health F31/F32 Fellowships  Deadlines vary

The National Institutes of Health supports predoctoral and postdoctoral fellowships through the F31 and F32 mechanisms. Find more information on the Ruth L. Kirschstein National Research Service Awards on the NIH website.

Non-Grant Funded Graduate Research Assistantships

Programs/departments are encouraged to consider how they may begin to implement non-grant funded research assistantships. In order to support innovation in this area, Graduate Studies has limited funding available to support tuition for the 2014-15 academic year for a small number of such positions. Applications for this funding will need to demonstrate a commitment to providing tuition funding from alternative sources in future years. Programs interested in creating non-grant funded GRA positions should contact Roberta Pokphans, Assistant Dean (pokphans@ku.edu), for additional information.
Comparative Data & Goal Setting

Graduate Studies has partnered with the Office of Institutional Research and Planning to provide graduate programs with data and information that may be utilized for program planning and goal setting.

Doctoral Program Profiles
The fourth annual doctoral program profiles were released in spring 2014. Each profile includes data on faculty, enrollment, admissions, financial support, the number of degrees completed and postdoctoral plans. Master's program profiles are in development and will be released this year. If you have questions about your doctoral program profile, or suggestions, please contact Roberta Pokphanh at (pokphanh@ku.edu).

Departmental Faculty includes tenured and tenure-track faculty, regular and temporary instructors, and other instructional faculty paid by the department governing this program. Faculty counts are taken in October of each year and may include faculty administrators and tenured faculty on phased retirement.

Enrollment and demographic counts are included for the most recent fall and averaged for the previous three fall semesters.

The admissions table shows average number of applicants, admissions, and enrollments in the doctoral program during the three most recent summer/fall application cycles. When available, GRE scores and GPA data from previous institutions are included in averages. Beginning with the FY 2013 reports, GRE scores have been converted into the current score ranges to allow comparisons over time.

Doctoral student support includes any assistance disbursed through or recorded in the university HR Pay, financial aid, student financials, or third party payment systems. Assistantship data is as of Fall 2012, calculated for 9 months, and includes appointments in departments other than the student's program, including on the Medical Center campus, if applicable. Other support is as of March 2013 and includes assistance received during the academic year as of that date. Other institutional support may include tuition waivers and adjustments; scholarships, grants, and fellowships; and other grant-funded or institutional support. Some external support may not be included.

Degree counts and time to degree data are included for the previous six years, in three-year increments. Time to degree calculations are based on time elapsed from the first semester enrolled as a degree-seeking graduate student in the program's department to the graduation term.

Postdoctoral plans as reported on the Survey of Earned Doctorates at the time of dissertation submission are included for the most recent five years available. Type of employer or further training type is collected only for students with firm postdoctoral plans.

Graduate Student Satisfaction Survey
The Graduate Student Satisfaction Survey was conducted in spring of 2013. Results were shared with individual programs in the fall semester of 2013. Questions about the survey results should be directed to Roberta Pokphanh at pokphanh@ku.edu.
Additional Data for Planning
Graduate Studies is currently partnering with the Office of Institutional Research and Planning to create additional departmental reports in the areas of admissions and enrollment. Draft reports of admissions data have been shared with programs, and additional reports are being developed. For access to these data, please contact Amanda Ostreko. Graduate programs are encouraged to utilize the information from the doctoral program profiles and graduate student satisfaction survey as part of the departmental program planning process. If there is other data that would be useful to the program in this endeavor, please contact Graduate Studies.
Graduate Studies staff guide
The Dean of Graduate Studies oversees three units; the Graduate Studies office, Graduate Military Programs, and the Self Graduate Fellowship Program. Below is a staff listing of each unit, followed by a guide of who to contact regarding graduate studies policies and practices.

Graduate Studies:
Michael C. Roberts, Dean, Graduate Studies
Roberta Pokphanh, Assistant Dean
Amanda Ostreko, Director, Graduate Enrollment
Damon Talbott, Program Coordinator
Austin Fitts, Policy Coordinator
Sara Gillahan, Accounting Specialist
Abby Ehling, Senior Graduate Admissions Coordinator
Holly Shriner, Graduate Admissions Coordinator
Faith Eissler, Graduate Admissions Specialist
Janet Lukehart, Administrative Professional

Graduate Military Programs:
Mike Denning, Director
Randy Masten, Assistant Director
William Steele, Senior Administrative Associate

Self Graduate Fellowship
Cathy Dwigans, Program Associate
Patty Dannenberg, Office Manager

If you have a question about:

<table>
<thead>
<tr>
<th>Question</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission process/applications</td>
<td>Abby Ehling/Holly Shriner/Faith Eissler</td>
</tr>
<tr>
<td>Credential evaluations</td>
<td>Abby Ehling/Holly Shriner/Faith Eissler</td>
</tr>
<tr>
<td>Prospect/CRM</td>
<td>Abby Ehling/Holly Shriner/Amanda Ostreko</td>
</tr>
<tr>
<td>Admit</td>
<td>Abby Ehling/Holly Shriner/Faith Eissler</td>
</tr>
<tr>
<td>Decision letters</td>
<td>Abby Ehling/Holly Shriner/Faith Eissler</td>
</tr>
<tr>
<td>Admissions data</td>
<td>Amanda Ostreko</td>
</tr>
<tr>
<td>Progress to Degree (PtD) system</td>
<td>Amanda Ostreko</td>
</tr>
<tr>
<td>Recruitment</td>
<td>Amanda Ostreko</td>
</tr>
<tr>
<td>Graduate Studies policies</td>
<td>Austin Fitts</td>
</tr>
<tr>
<td>Executive Council of Graduate Faculty</td>
<td>Austin Fitts</td>
</tr>
<tr>
<td>Electronic thesis and dissertation submission, embargo</td>
<td>Austin Fitts</td>
</tr>
<tr>
<td>Survey of Earned Doctorates</td>
<td>Austin Fitts</td>
</tr>
<tr>
<td>Doctoral Hooding ceremony participation</td>
<td>Austin Fitts</td>
</tr>
<tr>
<td>Graduate faculty status/appointment</td>
<td>Austin Fitts</td>
</tr>
<tr>
<td>Graduate Catalog</td>
<td>Austin Fitts</td>
</tr>
<tr>
<td>GTA/GRA/GA hiring and policies</td>
<td>Austin Fitts</td>
</tr>
<tr>
<td>Bold Aspirations</td>
<td>Roberta Pokphanh</td>
</tr>
<tr>
<td>Learner outcomes</td>
<td>Roberta Pokphanh</td>
</tr>
<tr>
<td>Graduate Studies website</td>
<td>Roberta Pokphanh</td>
</tr>
<tr>
<td>Fellowships, scholarships, awards</td>
<td>Roberta Pokphanh</td>
</tr>
<tr>
<td>Responsible scholarship</td>
<td>Roberta Pokphanh</td>
</tr>
<tr>
<td>Graduate student programming</td>
<td>Damon Talbott</td>
</tr>
<tr>
<td>Graduate Studies Facebook or Twitter presence</td>
<td>Damon Talbott</td>
</tr>
</tbody>
</table>
**Graduate Calendar 2014-2015**

**Please check with the graduate office of the school in which your program resides for the last date to take master’s final, doctoral comprehensive oral or doctoral final examinations for each term.**

<table>
<thead>
<tr>
<th>Fall 2014</th>
<th>Spring 2015</th>
<th>Summer 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>See <a href="http://www.registrar.ku.edu">www.registrar.ku.edu</a> for enrollment dates.</td>
<td>See <a href="http://www.registrar.ku.edu">www.registrar.ku.edu</a> for enrollment dates.</td>
<td>See <a href="http://www.registrar.ku.edu">www.registrar.ku.edu</a> for enrollment dates.</td>
</tr>
<tr>
<td><strong>August 25:</strong> Classes begin</td>
<td><strong>January 20:</strong> Classes begin</td>
<td><strong>June 9:</strong> Classes begin</td>
</tr>
<tr>
<td><strong>September 9:</strong>&lt;br&gt;If a student was enrolled during Summer session 2014 and meets all degree requirements¹ for Fall 2014 graduation by this date, the student is not required to enroll for Fall semester 2014.</td>
<td><strong>February 3:</strong>&lt;br&gt;If a student was enrolled during Fall semester 2014 and meets all degree requirements¹ for Spring 2015 graduation by this date, the student is not required to enroll for Spring semester 2015.</td>
<td><strong>June 16:</strong>&lt;br&gt;If a student was enrolled during Spring semester 2015 and meets all degree requirements¹ for Summer 2015 graduation by this date, the student is not required to enroll for Summer session 2015.</td>
</tr>
<tr>
<td><strong>September 1:</strong> Labor Day. No classes.</td>
<td><strong>March 2:</strong>&lt;br&gt;Last day for students to submit their Application for Graduation (AFG) to ensure their names are included in the printed Commencement and Doctoral hooding programs.</td>
<td><strong>July 30:</strong> Last day of classes</td>
</tr>
<tr>
<td><strong>October 11:</strong> Fall break begins</td>
<td><strong>March 16:</strong> Spring recess begins</td>
<td><strong>July 30:</strong>&lt;br&gt;Last day for Summer 2015 Master’s and Doctoral candidates to meet all degree requirements¹. No extensions will be granted.</td>
</tr>
<tr>
<td><strong>October 15:</strong> Classes resume</td>
<td><strong>March 23:</strong> Classes resume</td>
<td><strong>August 1:</strong> August degrees awarded (formally conferred at May 2016 commencement)</td>
</tr>
<tr>
<td><strong>November 26:</strong> Recess begins</td>
<td><strong>May 7:</strong> Last day of classes</td>
<td></td>
</tr>
<tr>
<td><strong>December 1:</strong> Classes resume</td>
<td><strong>May 11-15:</strong> Final examinations</td>
<td></td>
</tr>
<tr>
<td><strong>December 11:</strong> Last day of classes</td>
<td><strong>May 15:</strong>&lt;br&gt;Last day for Spring 2015 Master’s and Doctoral candidates to meet all degree requirements¹. No extensions will be granted.</td>
<td></td>
</tr>
<tr>
<td><strong>December 15-19:</strong> Final examinations</td>
<td><strong>May 16</strong>: Doctoral hooding ceremony</td>
<td></td>
</tr>
<tr>
<td><strong>December 19:</strong>&lt;br&gt;Last day for Fall 2014 master’s and doctoral candidates to meet all degree requirements¹. No extensions will be granted.</td>
<td><strong>May 17</strong>: Commencement</td>
<td>*Tentative date</td>
</tr>
<tr>
<td><strong>December 31:</strong> December degrees awarded (formally conferred at May 2015 commencement)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ Degree requirements include: (a) Electronic filing of thesis or dissertation, (b) submission of paperwork to the school’s graduate office and (c) submission of the application for graduation in Enroll & Pay.

**Note:** These dates vary among the schools and are subject to change. Consult the graduate office of your school, as well as [www.registrar.ku.edu](http://www.registrar.ku.edu), to confirm all dates.

KU’s academic calendars are online at [www.registrar.ku.edu/calendar](http://www.registrar.ku.edu/calendar). Information about KU commencement ceremonies is online at [www.commencement.ku.edu](http://www.commencement.ku.edu).
Resources for your students on the graduate school TRAC (Teaching, Research, Academics, and Career development)

Graduate Studies partners with various campus units to provide professional development opportunities to graduate students in four thematic areas: Teaching, Research, Academics, and Career development. The following resources may be of interest to you and your students.

Teaching  
**Center for Teaching Excellence**  
The Center for Teaching Excellence hosts the new GTA conference, tutorial, and follow-up sessions both fall and spring semesters. Additionally, CTE provides an online guide for new teaching assistants and materials and guidance for experienced teaching assistants to improve and document their teaching. Additionally, most sessions at CTE are open to graduate students. The center has also regularly provided a course for students who wish to produce a portfolio based upon their teaching. During the fall 2014 term, CTE will also host the following programs for GTAs:

- Friday GTA Lunch Discussions  
- Graduate Student Book Club  
- The Global Teaching Commons: A Seminar for New International GTAs  

**Spencer Museum of Art**  
The Spencer Museum of Art hosts annual “University in the Art Museum” events for graduate teaching assistants.

**Applied English Center**  
The Applied English Center hosts a course for international students to help prepare them to be graduate teaching assistants at KU.

Research  
The Research Integrity unit within the Office of Research provides training and oversight for compliance in research involving humans or animals, conflict of time and interest, restricted research, export controls, and research misconduct. KU now subscribes to the Collaborative Institutional Training Initiative (CITI) which provides online training in responsible scholarship. Courses are available to KU faculty, staff, and students free of charge in responsible conduct of research in six focus areas: biomedical, social & behavioral research, physical sciences, humanities, engineering, and administration. Additional resources of interest are available from the US Department of Health and Human Services Office of Research Integrity. “The Lab,” an interactive movie on research integrity, is available at this link: [http://ori.hhs.gov/thelab](http://ori.hhs.gov/thelab).

**KU Libraries**  
The KU Libraries Center for Graduate Initiatives and Engagement offers a variety of services of interest to graduate faculty and students. These include:

- A dedicated space for faculty and graduate student use in the Watson Library  
- Free printing for graduate students  
- Lockers available for graduate student check-out  
- Responsible scholarship training in the areas of copyright, open access, and data management  
- Training on research skills, data management, thesis/dissertation formatting, GIS, SPSS, Endnote, and Zotero
Hall Center for the Humanities
In addition to the programming offered through the Center, the Hall Center website also provides information on Hall Center sponsored graduate fellowships, funding opportunities lists, grant development links for graduate student funding opportunities, and workshops on grant development for graduate students. Information for students is available at this link: http://www.hallcenter.ku.edu/~hallcenter/hgdo/development/students.shtml.

Center for Research Methods and Data Analysis
The Center for Research Methods and Data Analysis offers resources and programs for graduate students on statistics and computing, including

- Weekly colloquiums
- Workshops
- Workgroups
- Summer Methodology Institute
- Online guides and resources

Academics
KU Writing Center
The KU Writing Center offers services to graduate students, including:

- Appointments with a Graduate Writing Consultant
- Online consultations
- Online guides and resources
- Graduate student writing groups
- Graduate Student Research/Write-In events
- Writing workshops

More information on services for graduate students is available here: http://writing.ku.edu/ku-graduate-students.

Counseling and Psychological Services (CAPS)
CAPS offers a dissertation distress/thesis torment support group for graduate students working on a dissertation or thesis. More information is available on the website here: http://caps.ku.edu/groups/.

Applied English Center
In addition to testing and coursework, the AEC also provides a Cross Cultural Counseling and Advising program. Counselors can work with students on matters of attendance, cultural adjustment, health, family, academics, and other matters of personal concern. For more information, contact Sandra Issa in the AEC.

Grad Hacker
Grad Hacker is a website written by graduate students for graduate students. The blog focuses on survival skills for graduate school and beyond. Visit: www.gradhacker.org

Vitae
Vitae is a website maintained by the Chronicle of Higher Education, “designed just for faculty and administrators” but geared toward graduate students and recently graduated persons. The site offers a dossier service for academic job applicants, job listings, news and advice articles, and social networking functions.
Career Development

*University Career Center*

The University Career Center provides a wide range of services to support career development. Students can make appointments with Career Center staff to explore options, review job search materials, and schedule mock interviews. Career Center staff will also work with faculty to bring career information and workshops to your unit. More information and additional resources are available at the website here: [http://career.ku.edu/](http://career.ku.edu/).

Versatile PhD

Graduate Studies maintains a subscription to VersatilePhD, a web-based resource for students interested in careers outside of academia. Students may access the subscription service by logging on through MyKU; VersatilePhD is listed under the services tab.

MyIDP

MyIDP is a web-based resource provided by Science Careers. It provides information and guidance to students on creating an individual development plan. More information is available here: [http://myidp.sciencecareers.org/](http://myidp.sciencecareers.org/).

Additional Resources List

*Professional development books for graduate students*

A number of books have been written with advice for graduate students. Our favorites include:

- *Getting What You Came For: The Smart Student’s Guide to Earning a Master’s or PhD*, Robert L. Peters
- *How to Write a Lot*, Paul Silvia
- *So What Are You Going to Do with That? Finding Careers Outside Academia*, Susan Basalla & Maggie Debelius
- *Outside the Ivory Tower: A Guide for Academics Considering Alternative Careers*, Margaret Newhouse

*Graduate Studies Facebook page*

Graduate Studies regularly posts professional development articles on our Facebook page at: [https://www.facebook.com/KUGradStudies](https://www.facebook.com/KUGradStudies).