

Smile! You are being recorded

This session will be recorded until Noon (12 pm) for future reference.

Your chat conversations are **NOT** being recorded, so if you want to remain anonymous please use the chat!

Graduate Assistants Orientation

Spring 2023



UMBC

CENTER FOR GLOBAL ENGAGEMENT



gaac
Graduate Assistants
Advisory Committee



UMBC

GRADUATE
SCHOOL



Agenda

10:05 - 10:10 AM Welcome

10:10 - 10:15 AM What is GAAC

10:15 - 11:20 AM GA Handbook & ISSS FAQs

11:30 - 12:00 PM Inclusive Teaching & Teaching Resources

12:00 - 1:00 PM Panel of GAs by College (not recorded)



gaac

Graduate Assistants
Advisory Committee



gsa.umbc.edu/contact-gaac/

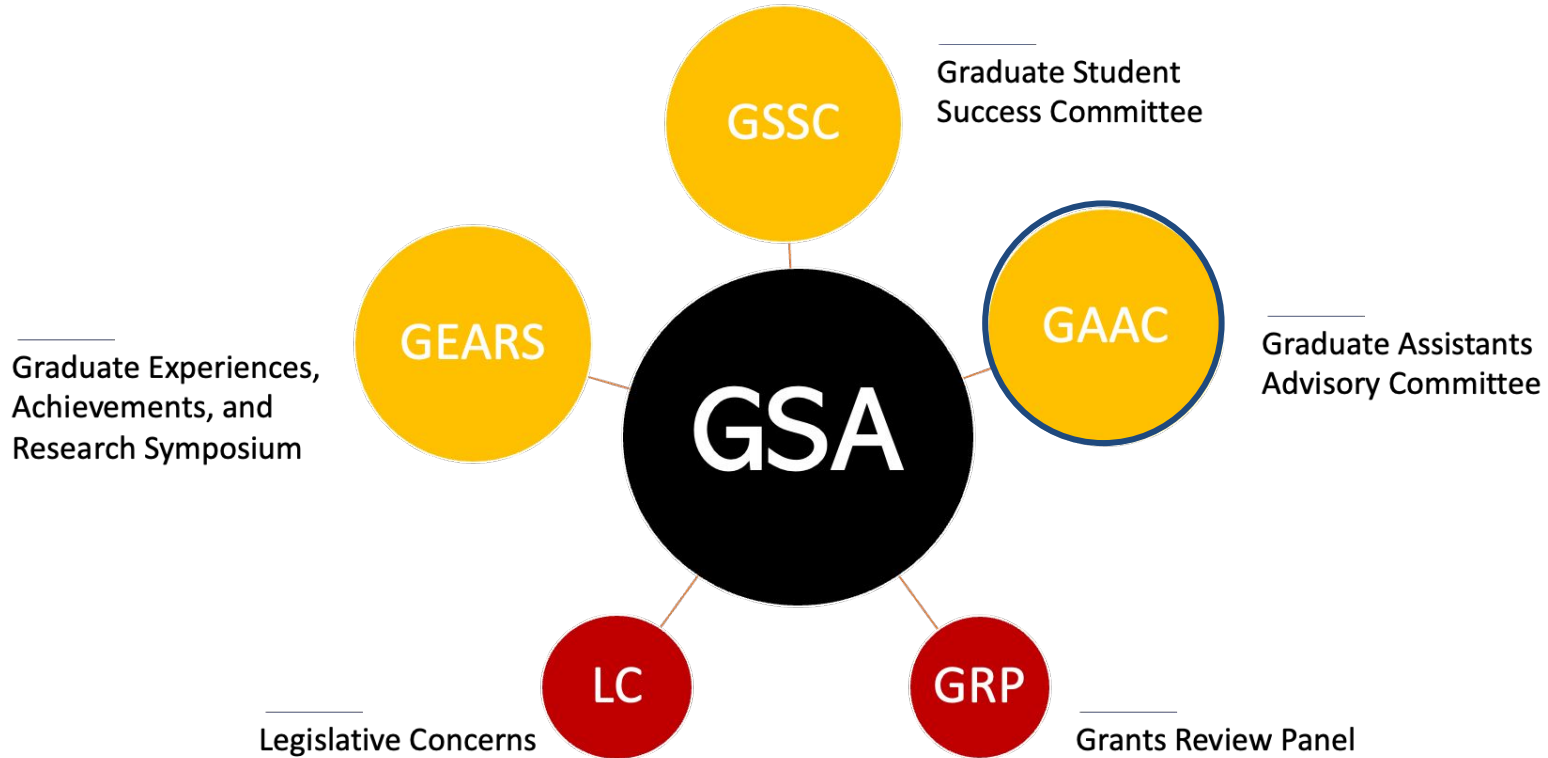


gaac@umbc.edu





GRADUATE STUDENT ASSOCIATION



GAAC COMMITTEE MEMBERS

Co-Chairs



Sahara Ali

IS, PhD
COEIT



Anoosha Fayyaz

Physics, PhD
CNMS



Jessica Burstrem

LLC, PhD
CAHSS



Ayesha Adkar

HCC., MS
COEIT

WHAT DOES GAAC DO?

Facilitate

Facilitate formal discussions between Graduate Assistants (GAs) and university administration

Represent

Represent positions and opinions of UMBC GAs to the Graduate School, Graduate Senate, and other bodies, where necessary

Coordinate

Legislative work relating to GA's
Review of GA Handbook
Review of GA Health Insurance

Work

Work as the standing committee to resolve issues facing graduate assistants

Ensure

Ensure collaboration and collegial relationships with administrative partners

ISSUES CONCERNING GAS

\$\$ GA Benefits

- We are rigorously conducting research and are in running dialogue with the Graduate School to provide GAS competitive allowances and benefits, including health insurance, stipends, PTOs, payroll management, etc.

✉ Communication

- We are improving communication mechanisms between the GAAC and all GAS at UMBC. At the same time, we engage in Meet & Confer sessions with the administration to convey and discuss issues brought up by GAS.



On Campus Resources

- We have created a running list to useful resources for GAS to meet GA's administrative, academic, financial, mental, professional and health-based needs.



GA Handbook

- We collaborate with the administration to make timely updates to the Graduate Assistants handbook.

SPRING 2023 GAAC EVENTS

Early March

Mid-Semester GA Meetup

Take a coffee break and check in with fellow GAs to discuss how the semester is going, address new questions or just socialise with your peers.

April End

Meet & Confer

Utilize the GAAC platform to share your grievances, lingering issues and concerns with the Graduate School.

Early May

GA Trivia

Reward yourself for the Semester long hard work! Have fun testing your encyclopedic knowledge... and win prizes!



gsa.umbc.edu/contact-gaac/



gaac@umbc.edu

The Graduate School at UMBC

Graduate Assistant Handbook “Top 10” Important Facts For GAs

<https://gradschool.umbc.edu/>

KEY PEOPLE

Jeffrey Halverson

Associate Dean, Graduate School

Jennifer Artis

Assistant Dean, Graduate School

Shannon Mize

Business Service Specialist, Graduate School

Anoosha Fayyaz, Sahara Ali

Co-Chairs, Graduate Assistant Advisory Committee (GAAC)

Adwoa Hanson-Hall

International Student Advisor, International Student and Scholar Services
Center for Global Engagement

EFFECTIVE Spring 2020

GRADUATE ASSISTANT HANDBOOK



#1 GRADUATE ASSISTANT HANDBOOK

Read it! Refer to it! Keep it handy!

GET TO KNOW



PROMISE



Join GSA's Discord:

<https://discord.gg/MYR7FDPsdM>

#2 GA REQUIREMENTS

Basic Requirements for Full-time and Part-time GAs

- GAs must be registered full-time (9 credits or more) in Spring and Fall
- GAs must be in a degree-granting program
- GAs must be registered in courses that lead toward the degree and/or GPD approved (a GPD may not allow a certain course to be covered under GA tuition funding)

#3 GA CLASSIFICATIONS



Teaching Assistant



Research Assistant



Administrative Assistant
(Only through spring 2022)



Peaceworker Assistant



Fellow



Grader
(No tuition remission)

#4 GAs APPOINTMENTS

- Annual GAs - 12 Months August - August
- Academic GAs - 9.5 months August - May
- Single Semester GAs very exceptional

- Full-time GAs 20 hours, **on average**, per week commitment
- Part-time GAs 10 hours, **on average**, per week commitment

Although appointment renewal is not guaranteed, more often than not, appointments are renewed.

International students are not permitted to work more than 20 hrs./week. Contact ISSS with any questions. *** Allowed to work up to 40 hours in the Summer ***

#5 REQUIRED FORMS

ALL GA FORMS ARE LOCATED: <https://gradschool.umbc.edu/funding/assistantships/forms/>

Appointment Letter – Stipend, tuition remission, fees, insurance

Addendum - Duties, expectations, position description, department specific information.

Tuition Remission form - UMBC Tuition Remission Form

GA Health Insurance application - department will initiate if funded

#6 BENEFITS

| | |
|----------------------------------|-------------------------------------|
| Stipend | All GAs (varies across departments) |
| In- State Tuition | All GAs (<i>Summer Residency</i>) |
| Sick Leave | All GAs |
| Parental Leave Fellowship | All GAs (<i>must apply</i>) |
| Tuition Remission | Department Discretion |
| Health Insurance | Department Discretion |
| Mandatory Fees | Department Discretion |
| Vacation Leave | ONLY 12 Month GAs |

#7 GA REGISTRATION REQUIREMENTS

Fall/Spring Semesters

- **All GAs** (Full-Time and Part-Time) must register as a full-time student **9 credits**
- **Full-Time GAs** whose total commitment is 20 hours a week - have the *option* to register for **GRAD 601** (5 credits)
- **Part-Time GAs** - whose total commitment is 10 hours a week have an *option* to register for **GRAD 600** (3 credits)

GRAD 601 is fixed at **5 credits**. Students who register for this course must register for a minimum of four (4) credits in addition to this course.

GRAD 600 is fixed at **3 credits**. Students who register for this course must register for a minimum of six (6) credits in addition to this course.

GRAD 603 is fixed at **2 credits**. Students who register for this course needs to register for a minimum of one (1) credit in addition to this course.

GAs are not billed for GRAD 600, 601, or 603 AND they do not appear on transcripts

FICA is a federal payroll tax and stands for Federal Insurance Contributions Act. It includes contributions to Social Security and Medicare.

Summer Residency

If you are not a GA in the summer but plan on taking classes - please note you will be billed for your original residency rate.

Summer Sessions I/II

- GAs must register for at least 3 credits for both sessions to be exempt from FICA.
- If GAs are not enrolled in regular coursework providing an enrollment of at least 3 credits for Summer I and Summer II students should choose a combination of **GRAD 603** and research credits to satisfy the minimum enrollment requirement.
- Ph.D students who have reached candidacy are allowed to register for either **898 or 899** for summer FICA exemption.

MANDATORY FEES

READ YOUR APPOINTMENT LETTER BEFORE SIGNING TO SEE IF YOU ARE RESPONSIBLE FOR FEES!

- Most Departments **DO NOT** pay mandatory fees
- Mandatory fees are charged per credit
- A balance owed for mandatory fees will prevent registration

International student fee - \$125 Charged once each semester

Matriculation fee - \$200 (charged only to new students split between 1st and second semester)

Tuition and Mandatory fees per credit

| | Maryland Resident (per credit) | Non-Resident (per credit) |
|--|-----------------------------------|------------------------------|
| Tuition | \$699.00 | \$1,201.00 |
| Technology Fee | 17.00 | 17.00 |
| Athletic & Recreation Fee* | 33.00 | 33.00 |
| Transportation Fee* | 26.00 | 26.00 |
| Auxiliary Facilities Fee | 26.00 | 26.00 |
| Campus Engagement Fee* (formerly the University Commons Fee) | 32.00 | 32.00 |
| Graduate Program Fee | 17.00 | 17.00 |
| Total Tuition and Mandatory Fees per credit | \$850.00 | \$1,352.00 |

*Non-refundable

**STATEMENT OF COMPLETION OF DUTIES BY A
GRADUATE ASSISTANT**

Academic term: Fall Winter Spring Summer 201

Graduate Assistant¹ Name:

Graduate Assistant Student ID²:

Select (and Complete where Prompted) One or More Statement(s):

I performed all duties assigned to me.

I did not perform or I performed some of the duties assigned to me and used __ hours of Sick Leave, __ hours of Parental Leave, __ hours of Vacation Leave, and __ hours of Other Long-Term Leave instead. In using authorized paid time away from duties, I complied with the policies and procedures of my supporting department and those articulated in the Graduate Assistant Handbook.

I performed some of the duties assigned to me and forfeit % (a prorated portion) of my total stipend.

I had no duties assigned to me³.

Graduate Assistant Signature
Date
Supervisor Signature
Date

#8 COMPLETION OF DUTIES

- GAs are required to submit a completion of duties statement at the *end of each semester*.
- ***Federal Work Study*** funded GAs are required to complete the form at the end of each pay period.

#9 RESOLVING ISSUES

To assist GAs or Graduate Students through issues such as workload, treatment, reasonable expectations, and coursework, the Associate Dean and or the Assistant Dean is available for consultation.



First attempt to resolve grievance within the program
(Supervisor, GPD, Chairperson, GPC, ISSS liaison)



If still aggrieved, consult with Associate Dean of the
Graduate School (Dr. Halverson)



GAAC is your advocacy group for matters that affect
ALL Gas. GAAC provides a platform specifically for Gas
to voice their concerns.

#10 WHO YOU GONNA CALL /EMAIL!!!

Jeffrey Halverson - jeffhalv@umbc.edu

Associate Dean, Graduate School

Jennifer Artis – jartis@umbc.edu

Assistant Dean, Graduate School

Shannon Mize – mize@umbc.edu

Business Service Specialist, Graduate School

Sahara Ali, Anoosha Fayyaz - sali9@umbc.edu, afayyaz1@umbc.edu

Chair, Graduate Assistant Advisory Committee (GAAC)

International Student and Scholar Services (ISSS)

www.iss.umbc.edu/contact



Meet the International Student and Scholar Services (ISSS) Team!



Adam Julian
Director



Dave Anguish
Assistant Director



Natalie Lobb
Assistant Director



Mercedes Arias
ISSS Advisor



Sarah Cockcroft
ISSS Advisor



Victoria Sung
ISSS Advisor



Diane Zeenny
Ghorayeb
International Scholar
Coordinator



What should I do if I have a question?



**Check the
website!**



**Ask us on
Live Chat**



**Submit a
Help Ticket**



**Advising
Appointment**

Check the ISSS website!

Start here!

Most answers can be found on the website



CPT: Off-Campus
Work Authorization



Social Security Numbers
(SSN)



Travel Outside the US



Applying for a Maryland
Driver's License or State ID



OPT: Post-Graduation
Work Authorization



STEM OPT Extension



Extend Your F-1 Program
(I-20)



Change of Immigration
Status

On the ISSS home page, we put icons that will take you to the answers for the most common questions

Always do this first!

Have a question? Follow these steps to contact ISSS

Step 1: Always start with the website! iss.s.umbc.edu

- Most answers are found on our website. On the home page there are icons that link you to the most common topics.

Searched and can't find an answer? Go to step 2

Step 2: Ask us on Live Chat

- Ask an ISSS advisor quick questions.
- Keep it brief, other students may be in the queue.
- Live Chat is **not** for following up on submitted requests or applications

Still need more help? Go to step 3

Step 3: Submit a Help Ticket

- Once you submit a ticket, all ISSS staff can see it.
- **Current response time: 5-7 business days**
- You don't need to CC staff or submit follow up tickets.
- Help tickets are **not** for following up on submitted requests or applications

Still require further assistance? Go to step 4

Step 4: Advising Appointment

- Most questions are resolved before this step!
- An advisor can let you know if your situation requires an advising appointment.
- **Don't need the appointment anymore? Cancel it!**

Social Security Number (SSN)

Purpose

- Required to get paid
- Tracks income for tax purposes

Application Process

- Receive job offer
- Complete New Student Arrival Documentation Check-In in ISSS Portal
- Submit SSN Letter Request via ISSS Portal
- Allow 5-7 business days for processing
- See the ISSS website for instructions: iss.umbc.edu/ssn/

FAQs

Understanding your Paycheck

- For more information, please contact UMBC's Human Resources department: <https://hr.umbc.edu/payroll/payroll-employees/>

Health Insurance

- Covered in orientation on Friday, January 27th
- For more information, please contact Retriever Integrated Health: <https://health.umbc.edu/>

US Taxes

- ISSS is not legally able to provide tax advice.
- For more information, please visit our Tax Resources page: <https://iss.umbc.edu/international-students-f-1/current-students/understanding-your-tax-documents/>

Stay connected with ISSS



ISSS email list:
Read your email!



ISSS Portal:
iss-portal.umbc.edu



myUMBC Group:
ISSS



Contact Us:
iss.umbc.edu/contact/



ISSS website:
iss.umbc.edu



Answers to most
of your questions
can be found here!

REMINDERS

- Read the GA Handbook!
<https://gradschool.umbc.edu/funding/assistantships/handbook/>
- Read your UMBC email regularly!
- Review your financial student account on myUMBC!
[myUMBC - Billing and Personal Finances](#)
- Open your e-bill!
[You will receive a notification via email when it is available](#)
- Don't wait! Ask for help right away!

Questions ?



INCLUSIVE Teaching

If you're not intentional, you're not being inclusive

Check in:
which squirrel
best represents
how are you
feeling?

put # in the chat!





Being INCLUSIVE is part of your role

Support

Respect





Support

- Connect
- Don't assume
- Empathize
- Be clear and transparent



Respect

- Use preferred name & pronouns
- Be equitable; reduce your own bias
- Reconsider cultural references
- Recognize and respect difference

North

- Likes to be in control
- Enjoys challenging others
- Ambitious
- Likes to move quickly
- Decisive

East

- Innovative, Creative
- Spontaneous
- Big picture thinker
- Unconventional
- Exploring
- Risk-taker

South

- Team player
- Supportive of others
- Peace-loving
- Sympathetic
- Likes consensus
- Trusting

West

- Practical, dependable
- Careful
- Uses data for thoughtful analysis
- Critical
- A planner
- Risk-Averse



IMPORTANT

Intercultural Competence Training Series - Module 1

This session counts toward a CIRTL Certificate

Wednesday, February 22, 2023 · 10 - 11:30 AM

[The Commons](#) : 329

Exploring Intercultural Awareness, Dialogue, and Competence Series

Would you like to learn how to better understand other cultures? Would you like to know how to build better bridges? If yes, then we invite you to join us during our Intercultural competence training series this summer. **This is a 3-part training** where we will be discussing Intercultural Awareness, Intercultural Dialogue, and Intercultural Competence. With this training series, we hope to expand on your intercultural talents and share the knowledge, skills, and behavior necessary to function effectively and appropriately in intercultural environments in order to have better and fruitful relationships in a globalized school and workplace.



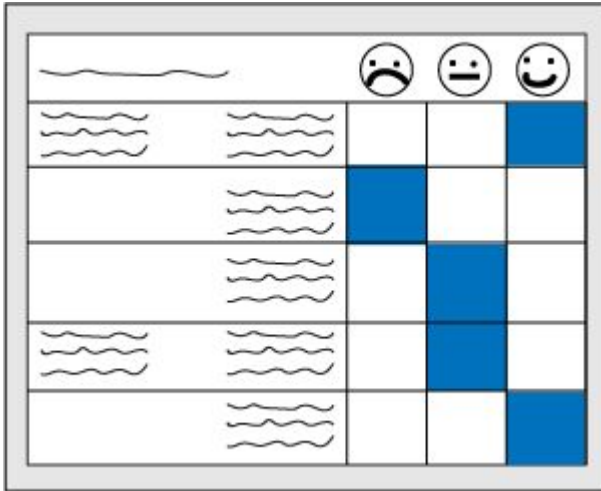
This series will be taking place on Wednesday, February 22nd, Wednesday, March 1st, and Wednesday, March 8th. *In order to have this three-event series count towards your CIRTL certification, participants must attend all three events since they build upon one another. This event will not be* Please RSVP by clicking the green "Going in person" button below.




Module 1 - Intercultural Awareness - Wednesday, February 22

Module 2 - Intercultural Dialogue - Wednesday, March 1st

Module 3 - Intercultural Competence - Wednesday, March 8th

Things to try:



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- Give prompts in advance
- Have rubrics for grading and provide them to students
- Use low/no stakes assessments
- Solicit feedback
- Encourage student interactions/peer support

RESOURCES

- [CIRTL](#)
- [Office of Equity and Inclusion \(OEI\)](#) - mandatory training & reporting
- [Retriever Integrated Health](#) & [Center for Well-Being](#)
- [Initiatives for Identify, Inclusion, and Belonging \(i3B\)](#)
- [PROMISE](#)

Questions ?



PANEL DISCUSSIONS

GA Responsibilities

Please briefly describe your role as a Graduate Assistant (Teaching Assistant, Research Assistant, Peace Worker, etc) and address your major responsibilities.

Time Management

How did you manage your time with your coursework or research and your Graduate Assistantship responsibilities?

How do you prioritize your deadlines to ensure all your projects are completed promptly?

Do you use a particular program or system you could share with the audience?

Tips & Helpful Resources

Is there anything regarding your GA role that you wish you had known before starting your position?

Please share any additional resources or support that incoming GAs must learn about.

Conflict Resolution

Were there any challenges during your tenure that you can share with us? Either with your supervisor, your contract, your responsibilities, or your relationship with collaborators or students. How did you handle that situation?

What is your advice for new GAs in the same situation? Who was the most appropriate contact person for that situation in your particular school?

FAQs

- **Do stipends get taxed?**

Stipends are taxable income. Graduate Assistants (GA) will receive a 1099 form at the beginning of each calendar year to use when filing taxes. We cannot advise as to how the income must be reflected on taxes and ask that GAs consult with a tax professional on those types of questions.

- **Does tuition remission get taxed if you are a Research Assistant? If not, how do you include it as non-taxable income in your taxes?**

If you are an Research Assistant (RA) or Teaching Assistant (TA), tuition remission is not taxed. If you are an Administrative Assistant (AA), your tuition remission is capped to \$5,250 annually; anything over this is taxed at 25%.

- **How much summer leave days do we get as a 12 months Graduate Assistant?**

40 hours if Full Time, 20 hours if Part Time.

- **Do we get sick leave days and study days too?**

Sick leave 40 hours FT, 20 hours PT; no study days. if so, how many days?

- **How early can we register to classes to avoid problems?**

Not sure what "problems" the student is referring to when they ask about how early they should register for classes to avoid problems. I would say it is always advisable to register early recommended to review their financial information on myUMBC and read their UMBC email regularly to avoid problems. This will ensure that they know if tuition remission is posted, if there is a balance, if any action is necessary, etc.

- **Can international students be full time GAs while they are completing an off campus unpaid mandatory internship from their program?**

Overload restrictions only apply to on-campus employment.

FAQs

- **Are we (GAs at UMBC) a union/have collective bargaining?**
UMBC GAs are not unionized and do not participate in collective bargaining.
- **Grad 600 or Grad 601 count towards full time, right?**
Yes, Grad 600 and Grad 601 count towards full-time status each semester.
- **If you are NOT an international student, and wanted to work more than 20 hours through work that is not through the GA (like tutoring or part time coffee job) are you allowed to?**
Overload for additional on-campus employment may be approved by the Associate Dean of the Graduate School for domestic student GAs.
- **GAs are not eligible for FMLA.**
Correct but a Parental Leave Fellowship is available.
- **If we are already registered for 9 credits of courses in the fall or spring, do we still need to register for these "courses"?**
No you do not need to register for either GRAD 600 or 601.
- **We have pre-candidacy CMSC 898 in cs department, is it equal to grad 601?**
No.
- **So the purpose of the 600 level courses is to alleviate the academic burden while still qualifying as a full GA?**
Yes. They account for the time and effort put into the GA.
- **Would it count towards our degree? The 898 course?**
Yes, as a Ph.D. in pre-candidacy status.

FAQs

- **I have 3 credits next semester remaining in my program, should I get 601 and 600 to get full time?**

Yes.

- **When we get 5 credits cs 898, why do we need grad 601?**

If you have in addition to 898 4 other academic credits, for a total of 9, you don't need 601. But if you still need 4, then you may use 601.

- **Would certificate program credits fulfill the requirements of full time and GA application?**

Certificate program credits cannot be used. They must be from courses.

- **Could you register for an extra class?**

Yes but most classes are 3 credits. So that's 12 credits which is OK but anything beyond 9 credits is considered "term overload" and you need Associate Dean approval.

- **Do the fees apply to the credits of GRAD 601 as well?**

No fees are assessed on GRAD 600 or 601.

- **It's per ISSS an international student with less than 4 academic credits can work full time under CPT. Let's say a GA wants to do this could the GA register for less than 3 academic credits and 6 credits under 600 or 601 and also work full time in CPT?**

No. 9 credits is full time enrollment (regardless of whether or not 601 is part of the enrollment) and students are not eligible for full-time CPT while enrolled full time.

FAQs

- **I have an academic GA appointment, and I was told that I can apply to be a summer GA. How do I go about that?**
Work with your Graduate Program Coordinator or Director to get this established.
- **What classifies as work? If its unpaid or volunteer position, does it still count?**
Although unpaid volunteer positions are certainly considered work, all GAs must be paid for their service to the university. Every GA receives a stipend.
- **Is health insurance provided for all GA's (including Grader)?**
For any GA contractor health insurance is at the department's discretion.
- **For Peace Workers if there is a conflict and it can't be resolved through the program do we still go to you for assistance?**
Please reach out to the Associate Dean of the Graduate School.