

Smile! You are being recorded

This session will be recorded until 12:30 PM.

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

Graduate Assistants Orientation

Spring 2025



UMBC

CENTER FOR GLOBAL ENGAGEMENT



gaac
Graduate Assistants
Advisory Committee



UMBC



GRADUATE
SCHOOL



PROMISE

GRADUATE STUDENT
& POSTDOCTORAL
DEVELOPMENT

AGenda

10:00 - 10:05 AM Welcome

10:06 - 10:15 AM [What is GAAC](#)

10:15 - 11:15 AM [GA Handbook](#)

11:15 - 11:30 AM [CIRTL and SEA CIRTL certification](#)

11:30 - 12:00 PM [ISSS](#) International Student Scholar Services

12:00 - 12:30 PM [Valuable campus resources GAs must know about](#)

12:30 - 1:25 PM [Panel of GAs \(not recorded\)](#)

1:25 - 1:30 PM Closing statement and adjourn

[FAQs](#)



Graduate Assistants
Advisory Committee



gsa.umbc.edu/contact-gaac/



gsagaac@umbc.edu

What is Graduate Assistant Advisory Committee (GAAC)?

- ❖ What we do?
 - ❖ Facilitating **formal discussion** between GAs and university administration
 - ❖ Employment **issues** (compensation & benefits)
 - ❖ **We listen to you! We speak on behalf of you!**



Naghmeh Akhavan

GAAC Chairperson

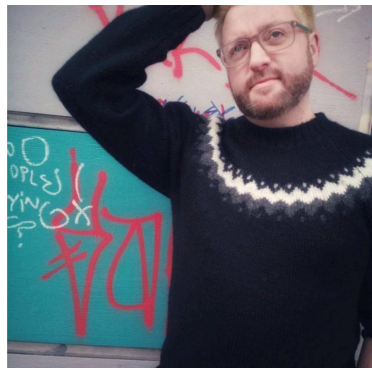
Applied Mathematics, PhD
Graduate Teaching Assistant
Department of Mathematics and
Statistics, UMBC.



Xixellonje Nebihu

GAAC Committee

Language, Literacy, and Culture, PhD
Graduate Research Assistant
CAHSS, UMBC.



Jackson Tucker

GAAC Committee

Language, Literacy, and Culture, PhD
Graduate Research Assistant
CAHSS , UMBC.



Ahmet Kaan Aydin

GAAC Committee

Applied Mathematics, PhD
Graduate Teaching Assistant
Department of Mathematics and
Statistics, UMBC.

Meet and Confer Policy

- ★ GAAC was created in accordance with the **University System of Maryland (USM)** Meet & confer policy → Formal discussion with administration
- ★ GAAC meet with **DEANs**, the **Provost**, & the **Vice President** of Administrative affairs (M&C)



Current Issues

- Keep free, quality health insurance
- Improving communication mechanisms between the GAAC and all GAs
- Keeping a running dialog with administration
- Editing the GA handbook

NEW: Notifications, Mail, Blackboard, Calendar, and Apps are now part of a unified sidebar. [More Info...](#)

TUESDAY August 20, 2024



AUDITION for UMBC's Jazz Groups



EDHS 230 - Community Lifelines



AUG 20 iHARP Talk Tuesday: IceCube Science and Computing



AUG 22 Men's Soccer vs. Maryland



AUG 24 Playfair, Fireworks & Dance Party



AUG 26 What's in Your Academic Toolkit? and Academic Resource Fair

RECOMMENDED RESOURCES

[Teaching Schedule](#)

[Advising Center](#)

[Class Search](#)

[Class Permissions](#)

[DocuSign](#)

[Campus Solutions \(SA\)](#)

IMPORTANT DATES

AUG 28 First Day of Classes

SEP 2 Labor Day

SEP 4 Waitlist Deadline

How to get featured

[Weekend Events](#)

[Featured Events](#)



Welcome to UMBC! We are so glad you are here.

[More Events](#)

TUE AUG 20 - 12 AM
International Student
Orientation - Webinar
Online

THU AUG 22 - 5 PM
Professional Programs New
Graduate Student Orientation
Engineering - Atrium

FRI AUG 23 - 12:30 PM
UMBC Graduate School
Welcome
Retriever Activities Center (RAC)

Trending



Announcing our new Director of the Dresher Center for the Humanities

Amv Froide, Professor of History



Discussion Groups



Academics



Campus Life



Group Directory

Search Groups

Discussion Groups

These are special groups set up that anyone can post to about a variety of topics.



Academics



Campus Life



Classifieds



Current Events



Help & Advice



Lost & Found



Outside the Loop



Popular Culture



Random

Featured Groups

These groups have recent posted something pawpular or have an upcoming event.



Albin O. Kuhn
Library &
Gallery



Classifieds



Division of
Information
Technology
(DoIT)



Instructional
Technology



Non Exempt
Staff Senate
(NESS)










UMBC News &
Magazine

What are "Groups"?

Groups are a great way to collaborate with others to manage a calendar, share files, have a discussion and more. Anyone with a myUMBC account can start a group. Learn more about groups...

Your Groups

-  Announcements - All Students
-  Announcements - Campus
-  Announcements - Faculty
-  Announcements - Faculty and Staff
-  Announcements - Graduate Students
-  Enrollment Management Student Workers
-  Faculty Affairs
-  Grad Student & Postdoc Development
-  Graduate Assistant Advisory Council
-  HPCF
-  myUMBC Admins
-  PeopleSoft Student Administration Announcements
-  Police Announcements
-  Summer & Winter Sessions




Graduate Assistant Advisory Council

Student Organization • 1279 people

Home
Posts
Events
Files
People

Notifications: All Updates

PINNED ITEMS

- 

GAAC Meet and Confer w. COEIT Deans and Department Chairs
Reminder: COEIT GAs, Final week to voice your concerns !!!
What is Meet and Confer (M&C)? Meet and Confer (M&C) is a policy within the University System of Maryland (USM) that allows Graduate Assistants to participate in formal discussions with...

paw 0 · 0 comments
- 

GAAC Meet and Confer w. CAHSS Deans and Department Chairs
Final Reminder: Last day to respond is Friday
What is Meet and Confer (M&C)? Meet and Confer (M&C) is a policy within the University System of Maryland (USM) that allows Graduate Assistants to participate in formal discussions with...


paw 0 · 0 comments

About This Group

We listen to Graduate Assistants and dialogue with the administration about any work related issues. We listen to you, we speak on behalf of you.

The Graduate Assistant Advisory Committee (GAAC aka the g double a c) was created under the University System of Maryland (USM) Meet and Confer policy. This policy facilitates

gsagaac@umbc.edu

- 

GAAC Meet and Confer w. COEIT Deans and Department Chairs
COEIT GAs, It's time to voice your concerns !!!
What is Meet and Confer (M&C)? Meet and Confer (M&C) is a policy within the University System of Maryland (USM) that allows Graduate Assistants to participate in formal discussions with...

paw 0 · 2 comments

work and coordinate with administrators to continue a good work environment and bring about positive changes for graduate assistants. If you have any questions or an issue you would like brought to the administration's attention, please contact us through the people tab.

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.

THURSDAY
August 24, 2023



TRENDING R
Payments & f
Class Search
Student Sche
Account Inqu
Transcript (U
Campus Carc

GSA Discord Channel

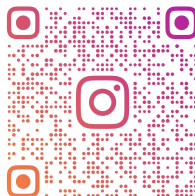


We invite you to join the GSA's new Discord as a way for all of us to connected as fellow UMBC Graduate Students.

Click here to join:
<https://discord.gg/MYR7FDPsdM>


- Receive updates from GSA representatives
- Communicate with your senators
- Join Town Hall Meetings
- Participate in Virtual Community Events

Instagram



UMBCGAAC

myUMBC Classic
Profile Guide Events Groups Help



gaac Graduate Assistant Advisory Committee

Graduate Assistant Advisory Council
Student Organization · 1263 people

Notifications: All Updates

Home Posts Events Files People Settings Promotions

PINNED ITEMS (most recently pinned first)

Graduate Assistants Orientation (GAs, TAs, RAs, graders)

myUMBC Classic
Profile Guide Events Groups Help

GRADUATE STUDENT ASSOCIATION


GSA


UMBC Graduate Student Association
Institutional Group · 1571 people


Notifications: All Updates

Home Posts Events Files People

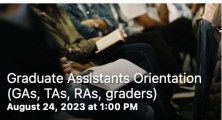
PINNED ITEMS


Reminder: Graduate Assistants Orientation
Only New Graduate Assistants (GA, TA & RAs) must attend
CLICK HERE TO RSVP August 24, from 1PM to 4PM Online This event is mandatory for all New Graduate Assistants, this includes teaching assistants, research assistants, graders and...
paw 3 · 0 comments


Looking for an on Campus Job?
Chesapeake Arena & Chartwells Hiring Event
Chesapeake Arena & Chartwells Hiring Event Tuesday, August 22, 2023 10 AM - 4 PM
Chesapeake Employers Insurance Arena On Tuesday August 22, 2023, the Chesapeake Employers Insurance...
paw 0 · 0 comments


Looking for Food on Campus this Summer?
For anyone working, studying, or doing research on campus during the summer, finding food on campus can be hard. Here are a few spots and resources to find out what is open. 1) Check out UMBC...
paw 2 · 0 comments

Events


Graduate Assistants Orientation (GAs, TAs, RAs, graders)
August 24, 2023 at 1:00 PM

AUG 24 Graduate Assistants Orientation (GAs, TAs, RAs, graders) 1:00 PM - Online
Free Farmers Market w/ So What Else
2:15 PM - Library and Gallery, Albin O. Kuhn - Outside!
Free Farmers Market w/ So

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

Dr. Jeffrey Halverson

Interim Vice Provost and Dean, Graduate School

Dr. Lauren Edwards

Interim Associate Dean

Shirl Curtis

Assistant Dean of Policy, Compliance and Student Mediation

Shannon Mize

Acting Business Manager, Graduate School

Naghmeh Akhavan

Chair, Graduate Assistant Advisory Committee (GAAC)

Brionna Stokes

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



#1 GRADUATE ASSISTANT HANDBOOK

Read it! Refer to it! Keep it handy!

GET TO KNOW



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 and Winter Break ***

#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. **(Summer Only)**

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

If you receive a message while trying to enroll in GRAD 600/601 which states 'term limit exceeded' please reach out to Dean Jeffrey Halverson (jeffhalv@umbc.edu).

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	\$720.00	\$1,237.00
Technology Fee	18.00	18.00
Athletic & Recreation Fee*	35.00	35.00
Transportation Fee*	27.00	27.00
Auxiliary Facilities Fee	27.00	27.00
Campus Engagement Fee* (formerly the University Commons Fee)	36.00	36.00
Graduate Program Fee	17.00	17.00
Total Tuition and Mandatory Fees per credit	\$880.00	\$1,397.00



THE GRADUATE SCHOOL AT UMBC

STATEMENT OF COMPLETION OF DUTIES BY A
GRADUATE ASSISTANTAcademic 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!!!

Dr. Lauren Edwards - ledwards@umbc.edu

Interim Associate Dean, Graduate School

Shannon Mize – mize@umbc.edu

Acting Business Manager, Graduate School

Naghmeh Akhavan - nakhava1@umbc.edu

Chair, Graduate Assistant Advisory Committee (GAAC)

International Student and Scholar Services (ISSS)

www.issc.umbc.edu/contact



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!

International Student & Scholar Services (ISSS)

About ISSS

International Student and Scholar Services (ISSS), a branch of UMBC's Center for Global Engagement, is dedicated to supporting UMBC's international student and scholar community and helping them achieve their academic, personal, and professional goals. ISSS offers a variety of programs and services to aide students in these endeavors:

Immigration Advising - ISSS helps international students and scholars navigate the U.S. visa process and maintain valid immigration status by providing the guidance, knowledge, and necessary resources.

Community Building - ISSS offers programming designed to help students make important connections within the UMBC community. These opportunities for intercultural exchange and mutual understanding enhance the UMBC international student experience. Work and

Internships - ISSS works with current students and alumni to help them access the many employment and internship opportunities available to them by facilitating the use of benefits such as Curricular Practical Training (CPT), Optional Practical Training (OPT), and other employment authorizations.

How do I contact ISSS?



Help Ticket

The ISSS office does not respond to emails. Instead, we use a Help Ticket system to send and receive messages.



Walk-In

In person, no appointment needed. Students will be seen on a first come first serve basis for a max of 10 minutes. Please bring your campus ID with you.



Virtual Appointment

Schedule a 15-minute appointment to speak with an advisor.

How to Check In with ISSS

Please complete your check-in with ISSS.
This is required to become an ACTIVE student!!!

1

Login to the ISSS Portal. Click on "Search Forms"

- Select [New Student Arrival Documentation Check-in](#)

2

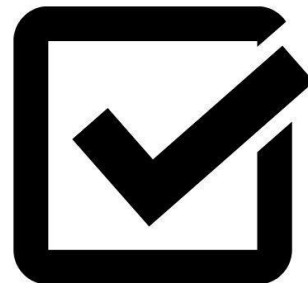
Select your start term. **Upload** these documents:

- Visa stamp page
- I-94 record

3

Update your personal information on myUMBC:

- U.S. address
- Foreign phone number
- Foreign address
- Emergency contact
- U.S. phone number



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

- UMBC's HR department: <https://hr.umbc.edu/payroll/payroll-employees/>

Health Insurance

- Retriever Integrated Health: <https://health.umbc.edu>

US Taxes

- ISSS team are not tax professionals and cannot provide tax advice.
- 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



International Student
and Scholar Services
(ISSS)



Contact Us:
iss.umbc.edu/contact/



Website:
iss.umbc.edu



Instagram:
[@umbc_iss](https://www.instagram.com/umbc_iss)



Questions ?



Center for the Integration of Research, Teaching and Learning (CIRTL)


Dr. Jamie Gurganus

<https://gspd.umbc.edu/center-for-research-teaching-and-learning-cirtl/>

Reflect upon your
Undergraduate time and how
you felt about the teaching?

What would you change?

- Increasing institutional fragmentation of STEM teaching and research
- Most faculty positions expect career-long success in ***research and teaching***, with different balances depending on institution
- Undergraduate students perceive that STEM teaching is neither effective nor motivating



Center for the Integration of Research, Teaching and Learning (CIRTL)

*The CIRTl mission is to **enhance excellence** in **undergraduate education** through the development of a national STEM faculty committed to implementing and advancing **effective teaching practices for diverse learners** as part of successful and varied professional careers.*

CIRTl was founded in 2003 as a National Science Foundation Center for Learning and Teaching in higher education.



CIRTL Core Ideas (Pillars)

Teaching-as-Research

- STEM professor as change agent
- The deliberate and systematic use of research methods to advance teaching and learning practices
- Self-sustained improvement of STEM education

Learning Community

- In learning communities, graduate students, post-doc, and faculty share learning and discovery
- Participants collaboratively construct knowledge and achieve learning goals
- Supports growth in teaching and learning



Learning-through-Diversity

- Excellence and diversity are necessarily intertwined
- Students and faculty bring an array of experiences and skills
- Learning of all students is enhanced if all engaged

Opportunities for you!
Become Certified from a Nationally recognized
organization



Outcomes, Get Certified in

CIRTL Associate: recognize the role of the CIRTL pillars in effective teaching and learning.

CIRTL Practitioner: scholarly teaching that builds on the CIRTL pillars to demonstrably improve learning and make the results public.

CIRTL Scholar: scholarship that advances teaching and learning under peer review.



For more information

<https://gspd.umbc.edu/about-cirtl/>

What Does this Mean for CIRT Graduate Students and Post-Docs?

- Being more effective teachers throughout their careers.
- A competitive advantage for faculty positions, and a head start as junior faculty members.
- Increased success in obtaining NSF Graduate Fellowships, CAREER awards, and research funding.

Summer Enrichment Academy (SEA) CIRT L Fellows

Summer Enrichment Academy

- The Summer Enrichment Academy at UMBC offers unique, fun, challenging and mind expanding academic summer workshops and camp programs for middle school and high school students that can't be found anywhere else.
- SEA brings our students exposure to the college experiences with opportunities in science, engineering, technology, the arts and humanities, all led by UMBC faculty, industry professionals and graduate students.
- Rigorous, engaging, 1 week summer workshops and camp programs are designed to spark our students deepest passions and interests.

SEA CIRT L Fellowship

Students receive the following:

- 1 year-long experience
 - One on One with the Director and Program Coordinator
 - Intentional PD around teaching and curriculum development with experts
- CIRT L associate and practitioner levels certification after the year
- \$2000 stipend (\$1000/week for half day, 5 days)
- Cohort experience training
- Faculty mentors



sea.umbc.edu



EXPLORE

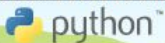
sea.umbc.edu



2023 SUMMER ENRICHMENT ACADEMY - CIRTL PROGRAMS

June 26-30

INTRODUCTION TO
PYTHON PROGRAMMING



\$299

July 24 - 28

GAME BUILDING WITH
PYTHON



July 10-14

EXPLORING THE
PRINCIPLES OF SCIENCE



July 10-14

ELECTRICAL
ENGINEERING: OPTICAL
EFFECT AROUND US



July 24 - 28

CRYPTOGRAPHY AND
SYSTEMS SECURITY



July 31 - Aug 4

ETHICAL HACKING



FOR REGISTRATION:

[SEA.UMBC.EDU](https://sea.umbc.edu)



sea.umbc.edu

<https://gspd.umbc.edu/sea-cirtl-fellows/>



2024-2025 Call for applications for the SEA CIRTL program

The call for applications will open on August 30 and close on September 18, 2024

Calling **ALL** current graduate students at UMBC interested in being a [SEA CIRTL](#) Fellow for the [Summer Enrichment Academy \(SEA\)](#) and the [CIRTL](#) programs at UMBC. SEA provides one-week camps for middle and high school students on the UMBC Campus. These camps help kids to stay engaged, have fun learnin new skills, and get excited about higher education at UMBC.

These SEA CIRTL Fellows will develop and implement a SEA one (1) week course in a topic of their choice with guided mentorship in Fall 2024 and Spring 2025 and implement the course with SEA in Summer 2025. Fellows will be required to attend a variety of sessions that help them solidify their course ideas, learn about teaching approaches that are accessible and engaging for high school and middle school students, and plan their courses. This will all count toward a CIRTL certificate, which is a nationally recognized teaching certificate! Upon teaching the course in Summer 2025, Fellows will be paid \$1000/week if the course runs.

Note: Courses are run as half-day camps for a week (5 days), and Fellows will be able to choose two weeks of these five options: June 23-27, July 7-11, July 14-18, July 21-25, July 28 – Aug 1.

Please complete this [form](#) by September 18, 2024.

- [More Information about the SEA CIRTL Fellows Program](#)



I'm interested.. Now What?

Visit: <https://gspd.umbc.edu/center-for-research-teaching-and-learning-cirtl/>

1. Join/Follow the [GSPD myUMBC page](#).
2. If you think you are going to pursue a certificate, we would really love for you to fill out this very short [Intent Form](#) online.
3. Please go to [CIRTl.net](#) to register to attend events using your umbc email address.
4. Start participating in local and national cross-network events at CIRTl.net! These count toward [certificates](#), so keep track of what you attend via Blackboard.

Contact information

Dr. Jamie Gurganus: jgurganus@umbc.edu

RESOURCES

RESOURCES

- GSPD has a great [RESOURCES](#) page!
 - [CIRTL](#) Teaching Certification (free)
 - [Office of Equity and Civil Rights](#)- mandatory training & reporting
 - [Retriever Integrated Health](#) & [Center for Well-Being](#), the RAC
 - [Initiatives for Identify, Inclusion, and Belonging \(i3B\)](#)
 - [AOK Library Services for Graduate Students](#)
 - [Graduate Student Association \(GSA\)](#)
 - [GSPD PROMISE](#)
 - [Office of Accessibility & Disability Services](#)

Office of Equity and Civil Rights (ECR)

- **Location**
 - Administration Building, 9th Floor
- **Contact Information**
 - ecr@umbc.edu
 - 410-455-1717
 - <https://ecr.umbc.edu/>
 - Online Reporting Form

What is ECR?

- UMBC's Office of Equity and Civil Rights (ECR) is responsible for promoting and coordinating the University's core values of inclusive excellence, equity, and diversity
- ECR has primary responsibility for managing UMBC's efforts related to Title IX as well as other civil rights issues, including discrimination, harassment, hate and bias
- The office's mission is to not only ensure compliance with sexual misconduct and non-discrimination laws, regulations, and policies through prompt, fair investigations, education and training, and outreach and engagement; but also to foster an inclusive and accessible environment for all members of our campus community through partnerships and initiatives

What does ECR do?

- Manage UMBC Policies related to civil rights issues
 - UMBC's Interim Policy on Sex Discrimination, Sex-Based Harassment, and Sexual Misconduct
 - UMBC's Discrimination and Equal Opportunity Policy
 - and more...
- Investigate reports of sex and gender-based harassment, discrimination, hate, and bias
- Offer/apply Interim/Supportive/Protective Measures, Remedies, and Sanctions as appropriate
- Training/education
 - Mandatory training for staff, faculty, students (New Hire, Mandated Reporter, Sexual Assault Prevention)
 - Supplemental educational programs
- Generally serve as a resource for UMBC community members

Annual Title IX Training

- Requirement for all UMBC employees
- Live “Understanding Your Rights and Responsibilities Under Title IX” training sessions posted to ECR’s myUMBC [page](#)
 - 50-55 minutes, offer both virtual and in-person options
 - Additional sessions will be offered between Feb 3 - Feb 14
 - For questions about this training, contact ecrtraining@umbc.edu
- If you are a student employee **who has completed your Online Annual Mandatory Training via Vector Solutions**, you have the option to complete additional asynchronous online training instead of attending a live training session
 - This additional async training is called “UMBC Mandated Reporters: Understanding Your Responsibilities Under Title IX”
 - Please note this is a two-part training - all parts must be completed, in addition to the required student training, to meet the training requirement
 - You can find this training by logging into [Vector](#) with your SSO credentials and searching under “Courses”
 - If you are having difficulty finding the training, please contact ecrtraining@umbc.edu

DISABILITY AS DIVERSITY: Access, Inclusion, & Awareness = Beyond Compliance

Cassie Kilroy Thompson, Assistant Director, Student Disability Services

On behalf of

Tawny L. McManus

Assistant Vice President for Accessibility

Accessibility & Disability Services Department

Division of Institutional Equity (DoIE)

We are in the process of adding the full presentation to our website at accessibility.umbc.edu

Office of Accessibility and Disability Services

[Welcome Retrievers!](#) [Digital Accessibility](#) [Employees](#) [Visiting Campus](#) [Report Campus Accessibility Concerns](#)

Location

Math/Psychology
212

Hours

9 AM - 5 PM, Monday - Friday

Contact

☎ Phone:
**(410) 455-5745/(410)
455-2459**

✉ [Contact Us](#)

📱 [myUMBC](#)

Welcome Retrievers!

Diversity and inclusion are fundamental values at UMBC, and we are committed to providing access to individuals with disabilities in all of our programs, activities, and services.

Whether you are an [employee requesting accommodations](#) in order to perform the essential functions of your job, a [visitor looking for accessible parking and pathways on campus](#), or a new [student](#) who has questions related to the transition of accommodations from high school or community college, we can offer information, resources, and support to ensure you can accessibly take advantage of all that UMBC has to offer.

We look forward to working with you!

EMPLOYEE ACCOMMODATION REQUESTS: Faculty, Staff and Student Workers

START the employee disability accommodation request process through the [online form](#) found on the **employee** menu tab on this site.

The ADA Coordinator will reach out to schedule a meeting upon receipt of the employee's request.

STUDENT ACCOMMODATION REQUESTS- Student Disability Services (SDS)

[Requests for academic or housing accommodations for undergraduate, graduate, and professional studies students.](#)

Students start the disability accommodation request process by registering online in the SDS Accommodate student portal on the [sds.umbc.edu](#) site using their myUMBC log-in.

An intake meeting is offered once the registration and disability documentation is received.

GENERAL QUESTIONS, CONCERNS, OR INQUIRIES REGARDING CAMPUS ACCESSIBILITY OR WORK-RELATED ACCOMMODATIONS?

[CONTACT](#) us!

Student Disability Services (What we do)

Our mission:

... to ensure that UMBC students with disabilities are afforded an equal opportunity to participate in and benefit from the programs, services, and activities of the University, through the provision of accommodations and reasonable modifications that result in equal access and full inclusion.

Website:

<https://sds.umbc.edu>

Contact Us:

Math/Psych Room 212, (410) 455-2459
disAbility@umbc.edu

SDS is part of the Office of Accessibility and Disability Services (ADS). ADS also manages campus accessibility questions and concerns, as well as employee accommodations (including student employees). We are in the Division of Institutional Equity (DoIE).

ADS Website:

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

Questions?

- **Cassie Kilroy Thompson**, Assistant Director, SDS
mthomps2@umbc.edu and via direct message or call in Webex
- SDS main office contacts:
410-455-2459 or disability@umbc.edu

Library Resources for Graduate Students

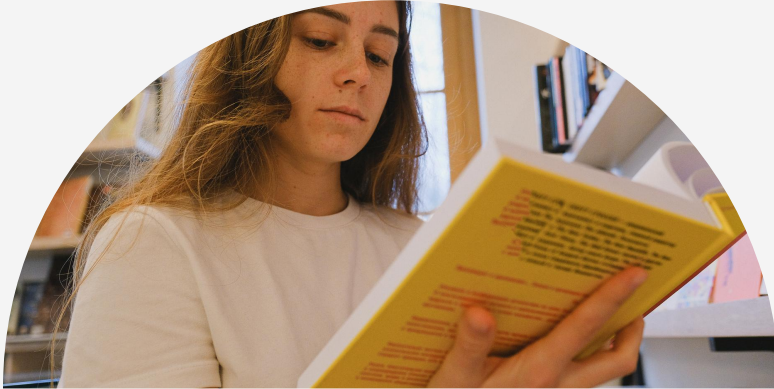
Supporting your students in their academic success

Brianna E Hughes (she/her), MLIS
behughes@umbc.edu

STEM Reference & Instruction Librarian
Graduate Student Services Librarian



Library Spaces



- Group and individual study rooms
- Retriever Learning Center (RLC) 24/7 access with campus ID
- Lockers
- Media-equipped rooms
- *Brand new!* Innovation Lab

Also, the Academic Success Center

Borrow these items:

- Laptops (4-hour or 7-day loan periods)
 - Cameras, tripods, projectors, & other tech from the Digital Media Lab
 - Books, movies, & other media
 - Digital items: eBooks, academic articles, newspapers, streaming media
 - Browse UMBC & the other USM libraries in OneSearch
 - Request items from other libraries through Interlibrary Loan
-



Your Friendly Librarian



01 Find your subject librarian — email or schedule a one-on-one appointment

02 Type in any questions into the live librarian chat

03 Come by the research desk on the first floor

More support for our students

- Workshops
- Tutorials
- Research Guides
- In-class instruction

Stay in up to date with our events & announcements by following us on [myUMBC](#)



Upcoming events:

Library Services for Graduate Student Success

Monday, September 9 12–1 PM

Hybrid workshop, register on [myUMBC](#)

AOK OneSearch Workshop for Graduate Students

Monday, September 30 12–1 PM

Hybrid workshop, register on [myUMBC](#)

Graduate Student Association

About ▾ Executive Council ▾ Graduate Senate ▾ **GSOs ▾** Grants ▾ **GEARS ▾** **GAAC ▾** Legislative Concerns ▾ **GSSC ▾**
EoFC ▾ Awards ▾ OGSL Staff **Writing Advisor**

The logo for the Graduate Student Association (GSA) features the letters "GSA" in a bold, white, sans-serif font. The letter "A" is stylized with a yellow and red arrow pointing upwards and to the right, integrated into its structure. The logo is set against a dark, circular background.

**Subscribe to the myUMBC
GSA page.**

Subscribe to to GSA's myUMBC
page:

<https://my3.my.umbc.edu/groups/gsa>



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

GA PANEL DISCUSSIONS



Jessica Burstrem
Language, Literacy and
culture, PhD candidate
Graduate Assistant
(CAHSS)



**Sarthak
Tavate**
Information
Systems, MS
Graduate
Assistant
(COEIT)



Kayry Segarra
Chemistry, PhD candidate
Graduate Assistant
(CNMS)



Emily Kruszon
Mechanical
Engineering, MS
Graduate Assistant
(COEIT)



Kelsey Gray
Chem Eng, PhD
Graduate Assistant
(COEIT)

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 do you manage your time with your coursework, research, and Graduate Assistantship responsibilities?

Responsible Conduct of Research



Can you share your experience with ethical issues or challenges in research? How you navigated them?

Teaching Responsibilities



What are your tips for managing classroom dynamics and engaging students during lectures or lab session?

Collaboration



How do you effectively collaborate with faculty and peers on research projects or teaching assignments?

Professional Development



What opportunities for professional development (conferences, workshop, etc.) have you found valuable, and how do you make time for them?

Well-being



How do you maintain a healthy work-life balance, and what advice would you give for managing stress during busy periods?

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?

The End

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.