



ORIENTATION

WELCOME

New
Graduate Assistants

Tuesday, August 17, 2021





ORIENTATION

Thank You!

We're glad you're here!

Dr. Philip Allen

Acting VP of Research & Business Engagement

Dr. Marnie Saunders

*Interim Director, the Graduate School
Professor, Dept. of Biomedical Engineering*

Deborah Phillipp

Dir., Graduate Admissions & Student Services





NEW GRADUATE ASSISTANT ORIENTATION

AGENDA TOPICS

Graduate School Overview

Resources & Events

- ❖ *Graduate Student Government*
- ❖ *Health Services*
- ❖ *Testing & Counseling*
- ❖ *Parking & Transportation*
- ❖ *Financial Aid*
- ❖ *Getting Involved*
- ❖ *ZipAssist*

GA Guidelines & Expectations

- ❖ *Code of Conduct and Title IX*
 - ❖ *Eligibility*
 - ❖ *Payroll*
-





NEW GRADUATE ASSISTANT ORIENTATION

AGENDA TOPICS

Graduate School Overview

❖ *Where*

❖ *Who*

❖ *What*



GRADUATE SCHOOL OVERVIEW

Office Location

The Graduate School
Leigh Hall, Room 515
Akron, OH 44325-2101



 330-972-7663

 330-972-6475

 gradsch@uakron.edu

GRADUATE SCHOOL OVERVIEW

Staff

Ms. Heather Blake – Curriculum Support

Ms. Karen Caldwell – GA Contracts

Ms. Tanya Kauffman – General Support

Ms. Deborah Phillipp – Admissions, Graduation

G.A. GUIDELINES & EXPECTATIONS

Eligibility for a Graduate Assistantship

- Full Admission to a Graduate Program
- You must be enrolled as a full-time student during each semester you are working as a graduate assistant.
- Full-time definition
 - Fall and Spring – minimum of 9 hours
 - Summer – minimum of 6 hours
- Maintain a minimum cumulative 3.0 GPA and progressing toward degree completion
- Maximum work hours may not exceed 20 hours/per week
 - Students may not hold additional employment if on a full-time assistantship



G.A. GUIDELINES & EXPECTATIONS

Maintaining a Graduate Assistantship

- You are required to perform your graduate assistantship duties satisfactorily
- You must maintain the standards of academic conduct
- You must honor the terms of your contract agreement
- If a TA – you must meet the minimum oral proficiency requirement
 - 23 – TOEFL Speaking Component (Internationals)
 - Assessed by departmental procedures (Domestics)
- If you give up your assistantship – you also give up the tuition waiver – repayment is required (after Census date)

G.A. GUIDELINES & EXPECTATIONS

FEE REMISSION FOR GRADUATE ASSISTANTS (GAs)

UA shall provide a scholarship during each semester or summer session of award.

Scholarships are not provided for:

- undergraduate/audit courses
- professional fees
- administrative fees
- facilities fees
- technology fees
- drop/add fees
- library fees
- miscellaneous fees
- general service fees
- late registration fees
- tuition/fees at other institutions



G.A. GUIDELINES & EXPECTATIONS



[The Graduate Assistant Handbook](http://www.uakron.edu/dotAsset/678001.pdf)
www.uakron.edu/dotAsset/678001.pdf

G.A. GUIDELINES & EXPECTATIONS

OFFICE OF RESEARCH ADMINISTRATION

<https://www.uakron.edu/research/ora/>



Research Compliance at The University of Akron

The University of Akron is committed to ensuring that all research adheres to federal, state, and university policies.

For specific information on compliance matters, requirements, protocols, as well as the institutional bodies which approve and oversee UA research compliance, select the appropriate link.

- [Biohazards/Radiation Safety](#)
- [Conflict of Interest \(COI\)](#)
- [Effort Reporting and ecr](#)
- [Environmental & Occupational Health and Safety Office](#)
- [Export Control - UA Export Control Statement](#)
- [Financial Conflict of Interest \(FCOI\)](#) - for PHS-funded research
- [Institutional Animal Care and Use Committee \(IACUC\)](#) - Animal Subjects Research
- [Institutional Review Board \(IRB\)](#) - Human Subjects Research
- [Responsible Conduct of Research \(RCR\)](#)



The University of Akron is affiliated with the Collaborative Institutional Training Initiative (CITI) managed by Miami University to provide researcher training. This on-line training is a customized program for UA researchers and is required for:

- IRB
- IACUC
- RCR
- FCOI

[CITI LogIn/Register](#)

[General Instructions](#)

[IRB-specific Instructions](#)

[IACUC-specific Instructions](#)





NEW GRADUATE ASSISTANT ORIENTATION

AGENDA TOPICS

Resources

Parking & Transportation

RESOURCES

Parking & Transportation

- ❖ *Parking permits*
- ❖ *Lot/Deck information*
- ❖ *Shuttle services*
- ❖ *Maps & routes*

www.uakron.edu/parking



RESOURCES

www.uakron.edu/parking



METRO  **ZIP**
Zip Around Summit County for FREE!

RESOURCES

Bike Share

www.uakron.edu/bikeshare



Scooters



NEW GRADUATE ASSISTANT ORIENTATION

AGENDA TOPICS

Events / Things to do

*Get
Involved*

EVENTS

SPRING SEMESTER

Graduate Student Appreciation Week

April 5 – 11, 2022

Professional development and fun activities

More details to come...



EVENTS

EACH SEMESTER



Writing your Thesis or Dissertation

Plagiarism
References
Citations
Literature
Formatting

Workshop dates T.B.A.

EVENTS

EACH SEMESTER



THE EX[L] CENTER FOR EXPERIENTIAL LEARNING

www.uakron.edu/exl/

EVENTS

GET INVOLVED!

Student Recreation & Wellness Services



ADVENTURE



AQUATICS



CLUB SPORTS



FACILITIES



FITNESS



INTRAMURALS





NEW GRADUATE ASSISTANT ORIENTATION

AGENDA TOPICS

Resources

Payroll

G.A. GUIDELINES & EXPECTATIONS

PAYROLL INFORMATION

Payroll forms

- International students: E-mail Brenda McHenry at mchenry@uakron.edu
- 2021 W-4 Form
- Ohio IT-4 Form
- Non-Resident Alien Identification Form
- Form SSA-1945
- Direct Deposit Form (pick-up 1st paycheck)



G.A. GUIDELINES & EXPECTATIONS

PAYROLL INFORMATION

State Retirement

- OPERS Exemption Form or Election Form for Students
(Hired on or after September 28, 2016)
- SERS Exemption Form or SERS Membership Record
- Students are eligible to be exempt from state retirement membership while regularly attending classes. Before you sign a student exemption, consider that the service credit you earn while in college counts toward your retirement if you become employed in the public sector during your career.
- 30 days from date of hire to submit an exemption form
(August 23 start must submit by September 21)
- Forms available on the Payroll Forms web page:
<https://www.uakron.edu/controller/payroll-forms.dot>

G.A. GUIDELINES & EXPECTATIONS

- If you are an active member in State Teachers Retirement System of Ohio (STRS) and you are *not* on a leave of absence from a teaching position covered by STRS Ohio, you may apply for exemption from contributions to STRS Ohio. For more information and an “Exemption from Contributions for Student Employees” form, please consult the STRS Ohio website at

<https://www.strsoh.org/employer/reporting/determination/exemptions.html>

- If you are an active member in State Teachers Retirement System of Ohio (STRS) and on a leave of absence from a teaching position covered by STRS Ohio, or wish to contribute to STRS Ohio, you must complete a “Member Information” form. The form is available on the STRS Ohio website at

<https://www.strsoh.org/employer/reporting/new-hire/overview.html>

G.A. GUIDELINES & EXPECTATIONS

Biweekly payroll schedule

<https://www.uakron.edu/controller/payroll.dot>

Submit all Payroll forms to the Payroll Office:

Administrative Support Building (ASB) Room 102
185 East Mill Street, Akron, OH 44325

Questions?

Contact	Last Name Begins With	Ext
Sue Allshouse	A – Fe	6759
Carla Corsaro	Fi – Ln	6555
Ruth Roberts	Lo – R	6558
Annemarie Crouse	S – Z	6553
Brenda McHenry	International Students	2312



NEW GRADUATE ASSISTANT ORIENTATION

AGENDA TOPICS

Resources

Financial Aid



NEW GRADUATE ASSISTANT ORIENTATION

AGENDA TOPICS

Resources

Health Services



NEW GRADUATE ASSISTANT ORIENTATION

AGENDA TOPICS

Resources

Graduate Student Government

RESOURCES



Graduate Student Government Officers

Katelyn Frey, President

Megan Kenworthy, Vice President

Migyeong Jang, Treasurer

Prudhvi Kishan, CAS Senator

Christine Albaba, CHHS Senator

Mohamed Salem Abd Salam, COB Senator