GSI Orientation
Winter 2018

Presenter

Diana Woodworth, Financial Aid Coordinator, dianaw@umich.edu

Introductions

- Your name

- Your course

- Your questions

Discussion Topics

- Orientation Purpose

- Classroom Policies

- GSI Appointment

- Teaching Resources

Orientation Purpose

- Identify available resources to assist you in being successful in your role

  ✓ Key Contacts
  ✓ Useful Resources

Classroom Policies

- Waitlist Policy
- Class Rosters
- Grading and Record Keeping
- Students making poor progress
- Special Accommodations
- Cheating and Plagiarism
- GSI Relationships
- Social Media
- Office Hours

Waitlist Policy

- Don't admit more students than you have space for!

- Waitlists will remain active through third week of classes

- Jennifer Taylor waitlists and issue class permissions up until the first day of classewill manage s

- Open classes may be closed and set to permission of instructor

- After the first day of classes, instructors decide which students can enroll and notifies Jennifer Taylor

Contact: Jennifer Taylor, jennperk@umich.edu
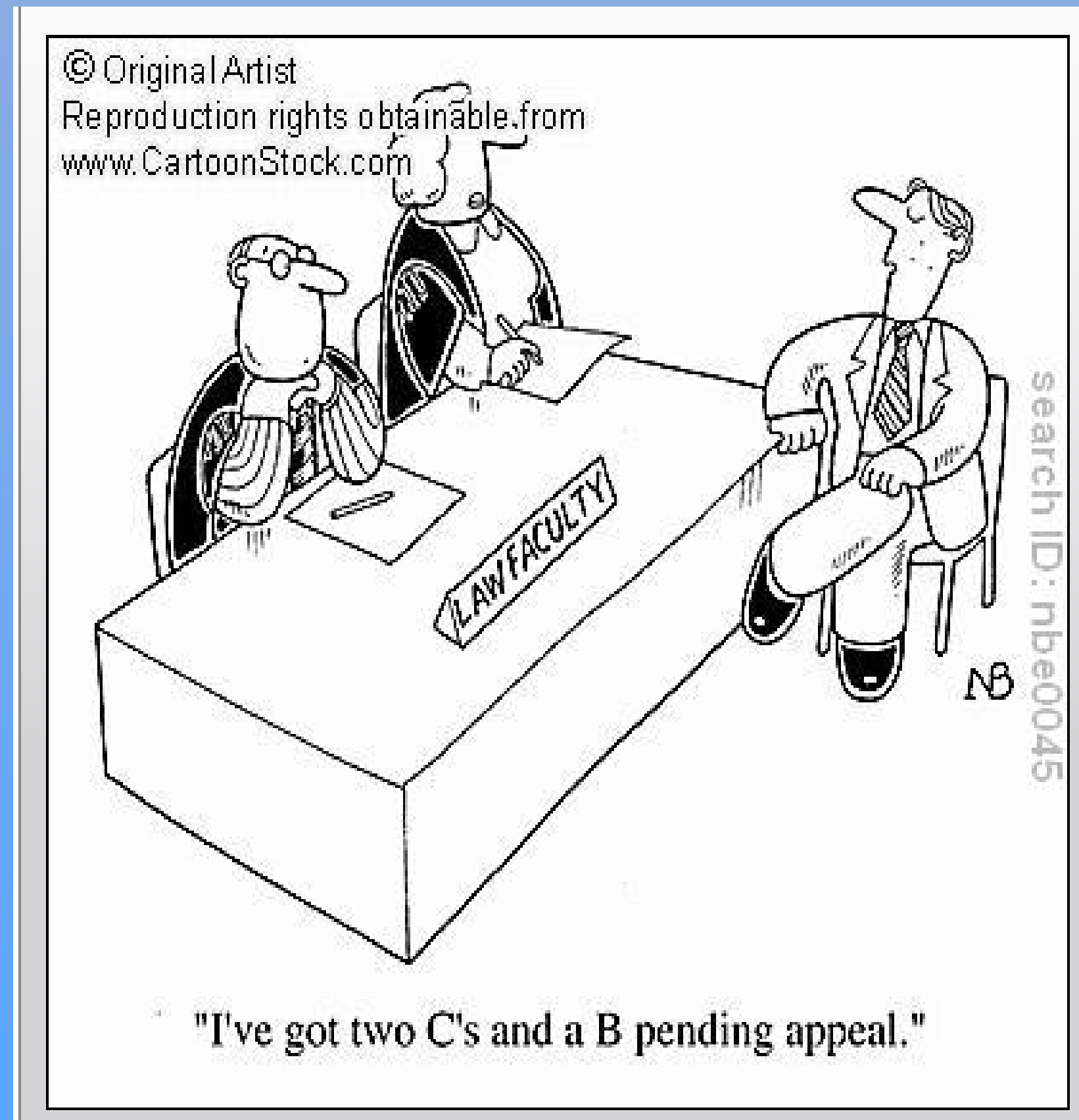
Class Rosters

Accessed via Wolverine Access:
Faculty & Staff → University Business →
Faculty Business

(NOTE: Must login for access)

Site provides info on course, students enrolled, as well as the portal where grades must be entered.

Additional Training Info:
https://csprod.dsc.umich.edu/htmldoc/eng/dftie/lsaa/htm/sr_fb_classroster.htm

Grading and Record Keeping

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LAW FACULTY

"I've got two C's and a B pending appeal."

"You will have an opportunity to request a re-grade of your exam if you feel there was a problem with the way it was graded. Requests will be honored ONLY if a request is submitted IN WRITING within 15 (fifteen) working days from the posting of the final grades. The request for a re-grade must include a SCIENTIFIC (or other appropriate adjective) depending on the nature of the course and a WRITTEN explanation of why your answer is correct. The instructors will be happy to discuss your re-grade with you only after receiving your written request."

To learn more:
SEAS Grievance Procedure
http://seas.umich.edu/sites/all/files/documents/Grievance_Procedures_2017.pdf

Grading and Record Keeping

- Mark all pages in assignments as being reviewed

- Make copies of any assignments that raise concerns

- Keep thorough records of all grades

- Have back-ups of grades. Such data can and has been lost! One suggestion - email updated grade logs to yourself after every assignment

- Note that final grades are due within 72 hours of the final exam

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Students Making Poor Progress

Poor academic performance due to frequent absence, other issues?

- Act early!

- Coordinate with your course instructor

- Approach the student and ask to meet

- Also notify OAP Director Kim Elliott, elliottk@umich.edu

Special Accommodations

- Students with disabilities
  - Services for Students with Disabilities Office: 763-3000
- Psychological/Mental Illness
  - Students - Counseling And Psychological Issues https://caps.umich.edu/
  - Faculty and Staff Assistance Program (FASAP)

    https://hr.umich.edu/benefits-wellness/health/mhealthy/mental-emotional-well-being/faculty-staff-assistance-program-fasap
  - General Health Problems – Health Service:

    https://www.uhs.umich.edu/
- Lifestyle problems
  - Work/Life Resource Center: https://hr.umich.edu/benefits-wellness/family/work-life-resource-center
  - U-M Child Care Gateway: https://hr.umich.edu/benefits-wellness/family/childrens-centers
- Public Safety/Emergency – Call 911

Cheating and Plagiarism
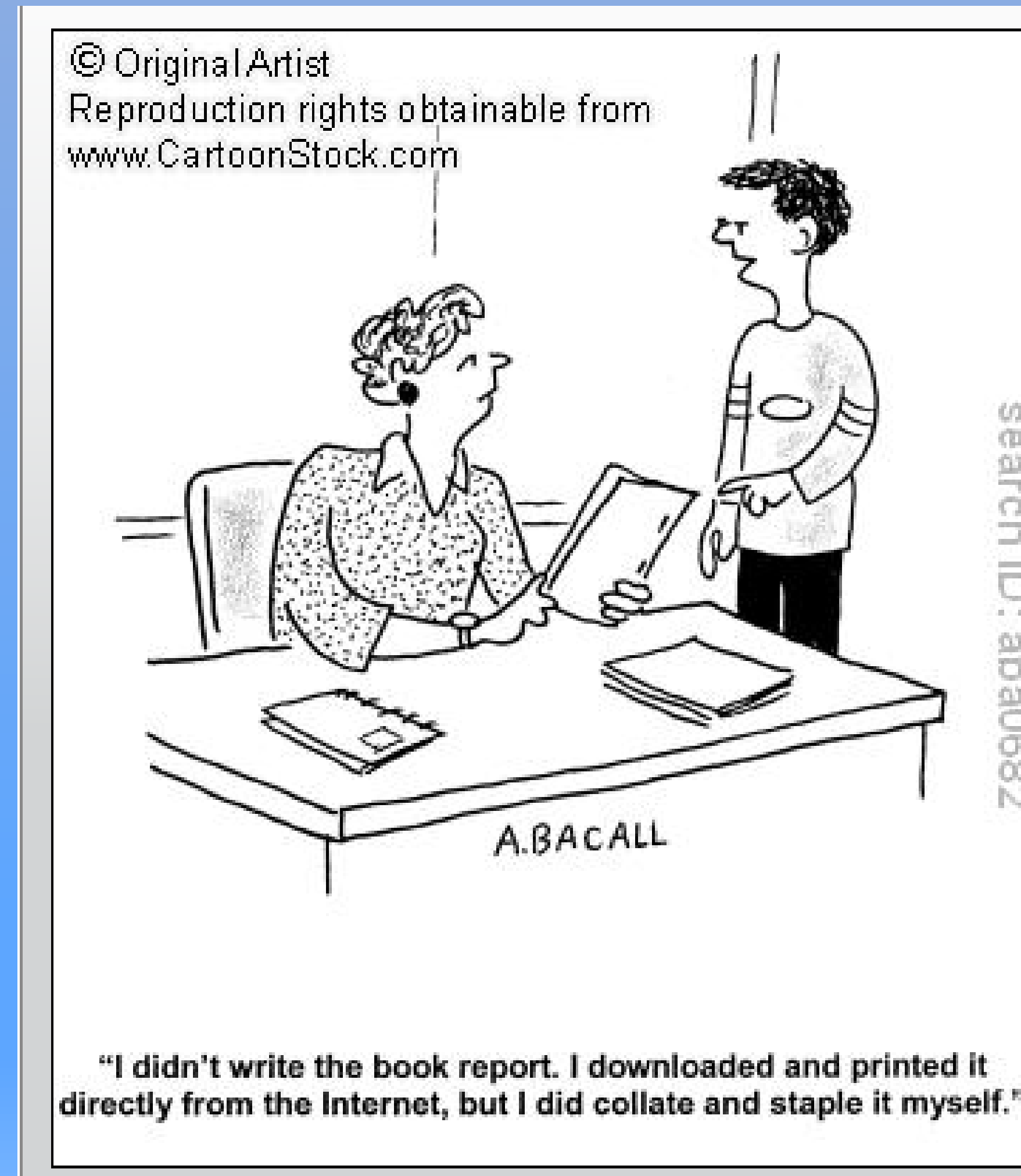
Cheating and Plagiarism

M Library

UNIVERSITY OF MICHIGAN

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Search MLibrary Articles Catalog

Find books, journals, databases, web pages   GO

Browse

- Select a Subject -

Get Help

Ask a Librarian

Us

Academic Integrity

Resources for Instructors

Resources for Students

U-M Rules and Procedures

Further Reading

Home > Services > Academic Integrity > Types of Plagiarism

Types of Plagiarism

Plagiarism Activities [1]

Intentional	Unintentional		
		Non-Attribution	
Fraud	**Patchwriting**	**Failure to Cite**	**Failure to Quote**
Intentional "borrowing, purchasing, or otherwise obtaining work composed by someone else and submitted"[2] under another's name.	Not always thought of as academic dishonesty, patchwriting is "half-copy[ing] the author's sentences . . .by plugging your synonyms into the author's sentence structure."[3] It can occur whether or not the original author is cited.	Summarizing, paraphrasing or using author's exact language without properly citing the source using footnotes, endnotes or parenthetical notes.	Using original author's exact language without using quotation marks or block quotation. Often results from students' inexperience with the material or discourse community

http://www.lib.umich.edu/academic-integrity/types-plagiarism

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Cheating and Plagiarism

- Remind students of expectation that everyone will act with integrity, and reinforce that message on your syllabus

    "Cheating on exams, plagiarizing papers, or other forms of academic dishonesty will be handled according to University policy. The policy is designed to be painful to you. Please do not make us use it!"

- Work with faculty members and possibly follow up with:

    Michael Moore, Associate Dean (micmoore@umich.edu)
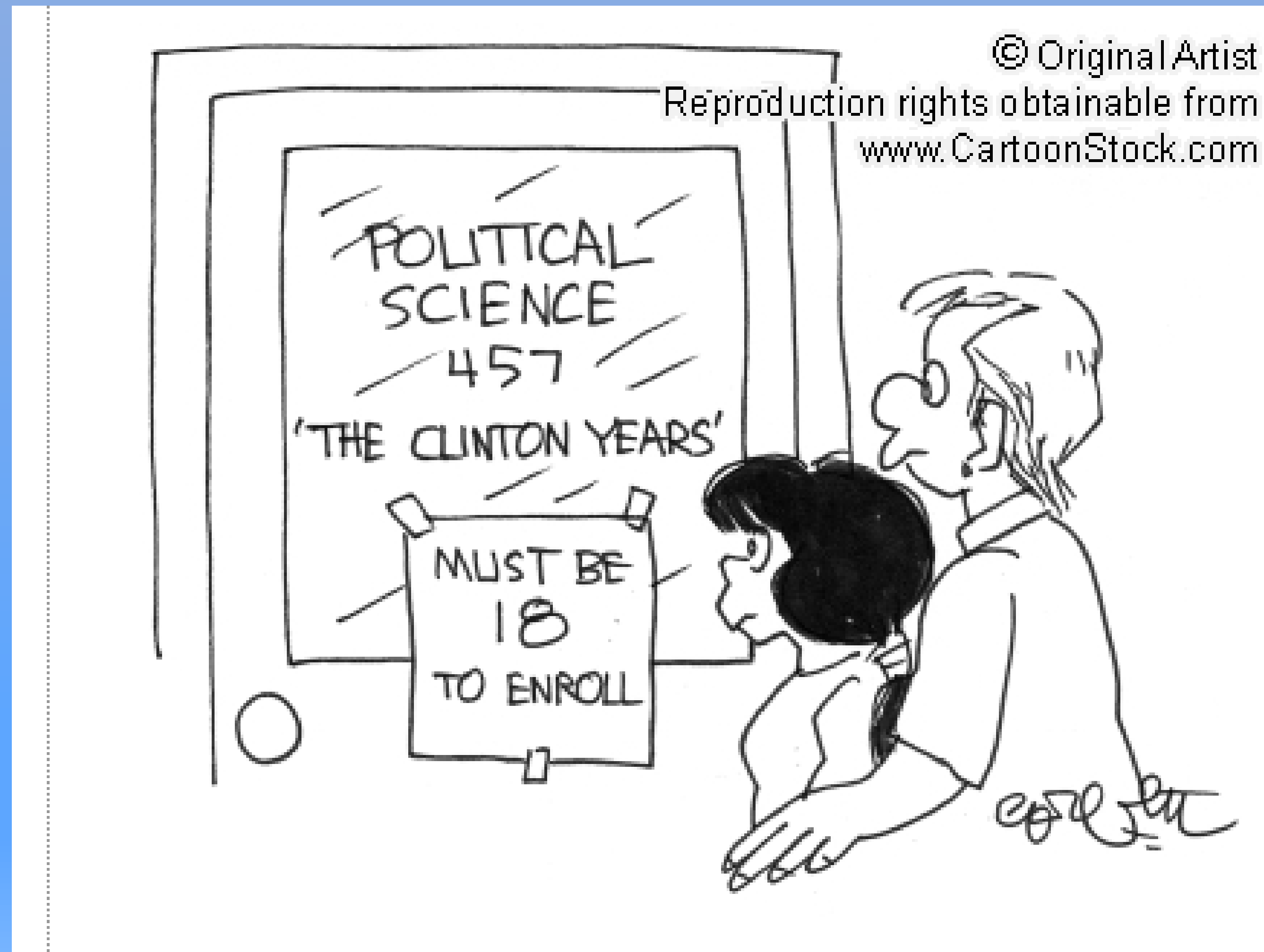
- Additional resources:

    o Academic Integrity (Rackham)
      http://www.rackham.umich.edu/policies/academic-policies/section11

    o Plagiarism: https://www.lib.umich.edu/academic-integrity

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GSI Relationships

GSI-Student Relationships

… If a romantic and/or sexual relationship occurs or has occurred between an instructor and a student for whom the instructor has supervisory responsibility, an inherent conflict of interest arises.

- When a conflict of this nature occurs, the instructor must disclose the relationship so that a resolution to the conflict can be sought …"

- See "Standard Practice Guide" http://spg.umich.edu/pdf/601.22.pdf

GSI-GSI Relationships

- Be careful of how fellow GSIs are engaged in front of students

- Friendly behavior can be misinterpreted by the students and/or fellow GSI

- Treat fellow GSIs in a professional manner.

- Remember - the classroom, lab, field, etc. are your work spaces and you should act accordingly

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Social Media

January 4, 2010

'I Still Want to Stab a Certain Someone,' and Other Ideas Not to Post on Facebook

A student at the University of Minnesota, smarting from recently getting dumped, wrote a violent message on the social-networking site that led to a campus-police investigation.

- Most instructors recommend <u>you do not</u> accept students as Friends on Facebook.

- Some have policy of considering Friend-requests only after some time period after the end of a class, such as a year, two years etc.

- Review you own security settings:
  - In your <Profile>, go to <Settings> then <Privacy> and review your choices.

- Do you want your Facebook posts read by your students, advisor?

Office Hours

Office Hours and Location:

- Post CLEARLY on the syllabus and Canvas

- Try to minimize any absences/re-scheduling

Office Space - SEAS-facilities@umich.edu

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GSI Appointment

<u>Period</u> 1 Jan 2018 to 30 Apr 2018

<u>Fraction Calculation / Hours Worked</u>
- Be sure to maintain a log of hours worked!
- THIS IS VERY IMPORTANT. It's critical if we have to address any issues related to your overall effort

<u>Salary & Benefit Info</u>
http://www.benefits.umich.edu/benefitgroups/grads.html
Wolverine Access: Faculty&Staff >Employees >Employee Self Service

<u>GEO-UM Agreement</u>
http://hr.umich.edu/acadhr/contracts/index.html

SEVIS – International Students

- International students who are GSIs may be reimbursed for their SEVIS fee within the first 4 terms of employment.

- Use the SEVIS Fee Reimbursement form, available on the GEO website: http://www.geo3550.org/member-resources/sevis-fee/

- Take the completed form to the SEAS business office to initiate the processing request.

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Training Requirements

- CRLT Orientation—Jan 2

- SEAS Orientation—Jan 3

- CPR/First Aid/AED Certification required for specific courses (SEAS pays for the training)

- Register for at least 6 credits of graduate-level courses

- Register for NRE 600-086 (1 credit course)

- Attend a minimum of <u>two</u> CRLT seminars or PitE Brown Bag sessions

- Complete a CRLT Mid-term Evaluation/Consultation Activity

- Encourage students to complete the Final Course Evaluation for both the Instructor and GSI(s)

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Teaching Resources

- **Center for Research on Learning and Teaching (CRLT)**
  - http://www.crlt.umich.edu/
  - One stop shop for instructors and GSIs
  - Consultations, workshops, performance feedback

- **University of Michigan GSI Guidebook**
  - http://www.crlt.umich.edu/gsis/deptgsidevelopment
  - Useful tips!
  - How to lead discussions, run lab sections and other teaching strategies

- **U-M Graduate Teaching Certificate**
  - http://www.crlt.umich.edu/um.gtc
  - Documents professional development as *college-level* instructors

- **Outstanding GSI Awards**
  - Offered by Rackham; $1,000! Department must nominate student to Rackham.

Teaching Resources

Class Rosters (Wolverine Access)

– Jennifer Taylor, jennperk@umich.edu

Canvas - Contact Instructor

Course Supplies/Copies

Print, Copy, Mail: SEAS Business Office, Jane Parrish, wjparrish@umich.edu

Classrooms – Jennifer Taylor, jennperk@umich.edu

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Teaching Resources

<u>Tech Support</u>

G552 Dana Building – Information Technology Services (ITS) (x4-4357)

Transportation

Vehicle rental/ bus charters are available for class field trips. It is best practice to schedule them as soon as possible. If you need to reserve transportion, please contact the SEAS Business Office.

Rules for driving a UM Vehicle:

❑ Parking & Transportation must approve your Motor Vehicle Record. You must create a driving profile on this site: https://ltp.umich.edu/fleet/vehicle-use.php.

❑ When you are approved, you will receive an email notification. Each driver must be approved.

❑ Operators with 7 or more points on their MVR are not allowed to operate U-M vehicles.

❑ If you receive a ticket (moving violation or parked), you are responsible for bringing the ticket to the SEAS Business office and paying for the ticket.

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Transportation-cont'd

<u>Additional Notes</u>

- 7 or more points on a license – not eligible to drive

- All drivers must present a valid driver's license

- Provide a photocopy of DL to Parking & Transportation Services:

  - U-M PTS by fax (734-763-1470), mvr-check@umich.edu

- Allow at least <u>72 hours</u> for driving record review

- Plan for back-up drivers for longer trips

- Vans MUST be returned by the end of classes

- Additional questions?