ORIENTATION

WELCOME

New Graduate Assistants

Tuesday, August 17, 2021
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
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)
AGENDA TOPICS

Resources

Parking & Transportation

NEW GRADUATE ASSISTANT ORIENTATION
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
AGENDA TOPICS
Events / Things to do

Get Involved
Graduate Student Appreciation Week

April 5 – 11, 2022

Professional development and fun activities

More details to come...
EVENTS
EACH SEMESTER

WORKSHOP

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
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](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?**

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<th>Contact</th>
<th>Last Name Begins With</th>
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<tbody>
<tr>
<td>Sue Allshouse</td>
<td>A – Fe</td>
<td>6759</td>
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<tr>
<td>Carla Corsaro</td>
<td>Fi – Ln</td>
<td>6555</td>
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<td>Ruth Roberts</td>
<td>Lo – R</td>
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<td>Annemarie Crouse</td>
<td>S – Z</td>
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<td>Brenda McHenry</td>
<td>International Students</td>
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NEW GRADUATE ASSISTANT ORIENTATION

AGENDA TOPICS

Resources

Financial Aid
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