



GPS ROUNDTABLE TRAININGS

Community of Coordinators

GPS invites you to attend a 

COMMUNITY

of

COORDINATORS

ROUNDTABLE

Topic: What's new in GPS & Social (drinks/treats)




January 15, 2015

12 PM - 1 PM

Duncan Hall, Room 3076


Coordinators Provide an Invaluable Service to the Grad Programs

**GRADUATE COORDINATORS
ARE RECRUITING
SUPERHEROES**



They are faster than a speeding bullet

They put on their masks during tough moments (and smile)



They can function with little sleep

They are "Hotter" than most superheroes

**GPS ROUNDTABLE TRAINING
RECRUITING WEEKEND RECAP
OPEN DISCUSSION**

WHAT WENT RIGHT

WHAT WENT *slowly*

WHAT NEXT??

(keeping prospective students engaged)

Wednesday, March 8, 2017 * 1:30 PM * Duncan Hall, Room 2076

Consistency in Processes



Graduate Coordinators Roundtable

Tuition and External Fellowship Processing
(Cashier's Office, RCA, GPS)

*For your convenience, April's Roundtable will be held on 2 separate dates.
Please have a representative from your department be in attendance on one of the days.*

Thursday, April 16 or 23, 2015

12:00 - 1:15 PM

Duncan Hall, Room 3076

Organization Strategies for Coordinators



**organize
your
owls!!!**

- processing incoming students (OISS & GPS)
- organizational tips

thursday, march 19, 2015
12 - 1 pm
duncan hall
room 3076

graduate coordinators roundtable

Resources - GPS and Auxiliary Departments



The logo features a central gear with the GSA shield and the text "GEAR UP YOUR PROGRAM" and "INVOLVE YOUR GSA". Surrounding this are ten smaller gears, each containing a different colored owl.


Graduate Coordinators Roundtable
GSA President & IVP, CGSA and BCBGSA Presidents

Thursday, May 21, 2015
12:00 - 1:00 PM
Duncan Hall, Room 3076



A small logo of an owl wearing a graduation cap.

Graduate Wellbeing



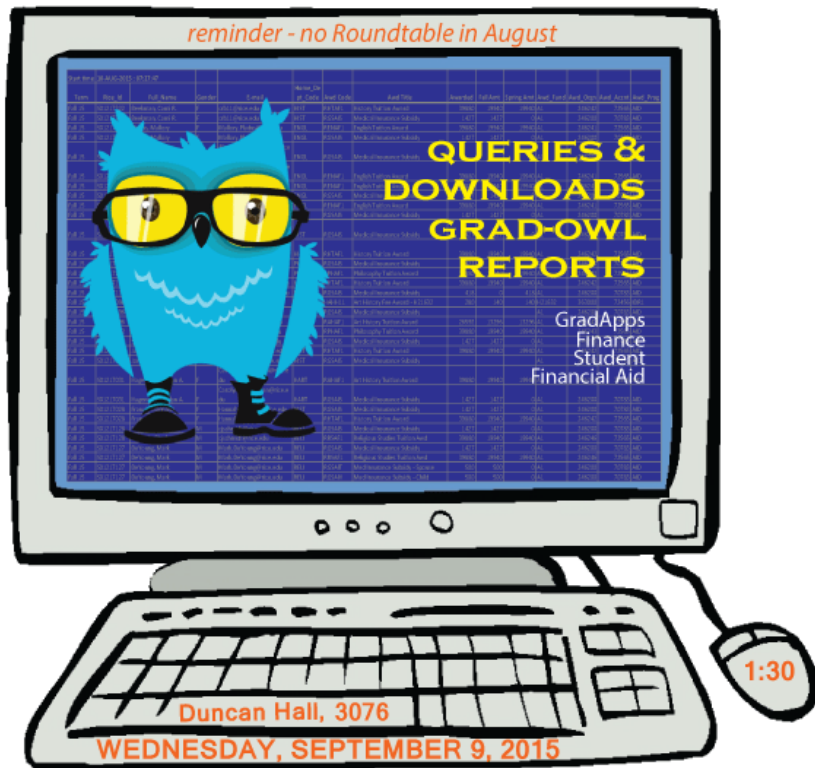
A cartoon illustration of a brown owl wearing a graduation cap, looking down.

NOVEMBER GPS ROUNDTABLE

Guest Presenters:
Rice Wellbeing and Counseling Center

Wednesday, November 9, 2016
1:30 PM - 2:30 PM
Duncan Hall, Room 3076

Resources - GPS and Auxiliary Departments



#howto #recruit
**GPS Roundtable
Training
Social Media**

Kaitlyn DuBose
Web & Social Media Specialist

Wednesday, February 8, 2017
1:30 PM
Duncan Hall, Rm. 3076

Resources - GPS and Auxiliary Departments



October GPS Roundtable

GUEST SPEAKERS:

Career Guidance

(Andrew Tessmer, CCD)

Connecting with Alumni

(Dan Stypa, Alumni Relations)

The Versatile PhD

(Kiri Kilpatrick, GPS)

Wednesday, October 14, 2015

1:30 - 2:30 PM

Duncan Hall, Room 3092



GPS ROUNDTABLE

“From the Perspective of
International Students”

Ben Colston

Office of International Scholars

Jennifer Wilson


Center for Written Oral & Visual Communications

Wednesday, May 11, 2016

1:30-2:30 pm

Duncan Hall, #3092

Resources - GPS and Auxiliary Departments




**Center
for
Career
Development**

RESOURCES FOR YOU & THE GRADS


**BRAND
YOURSELF**

GPS ROUNDTABLE
Wednesday, June 14, 2017
1:30 PM - 2:30 PM
Duncan, 3076



We're all EVRS

Graduate Coordinators Roundtable

Open Discussion
Salsa Party 

Thursday, July 23, 2015 🍷 Noon - 1 PM 🍷 Duncan Hall, Room 3076

Resources - GPS and Auxiliary Departments



MARCH GPS ROUNDTABLE

Wednesday, March 9, 2016

1:30 - 2:30 pm

Duncan Hall, Room 3092

*Graduate's Perspective
Last Semester Guidelines
Thesis Submission*

RECRUITING
DISCUSSION

w/ DEAN MATSUDA

EFFECTIVE PRACTICES FOR ATTRACTING
& RECRUITING GRADUATE STUDENTS



JANUARYS GPS ROUNDTABLE
Wednesday, January 13, 2016
1:30 PM - Duncan Hall 3092

we encourage departments to have a representative attend the GPS roundtable

Resources - GPS and Auxiliary Departments

RICE RESOURCES FOR RICE GRADUATE STUDENTS

The Initiative for Students KNOWLEDGE
The Initiative for Students' goal is to provide students with professional experience, leadership training, and hands-on learning while receiving graduate-level support and building on our strengths in research, teaching and learning, and academic excellence. The initiative provides opportunities for students to explore meaningful careers through internships and internships.
Website: <http://www.rice.edu/undergraduate>
Contact: knowledges@rice.edu

DIGITAL MEDIA COMMUNITY
The Digital Media Community (DMC) supports the creation and use of multimedia in education, scholarship, and creative expression. Working toward this end, the program provides a wide range of hands-on training, assistance with digital projects, and access to the essential tools for creating digital resources such as digital video and audio, images and

RICE ALLIAN

RICE WELLBEING & COUNSELING CENTER wellbeing

RICE FOUNDATION LIBRARY

RICE RESOURCES FOR RICE GRADUATE STUDENTS

STUDENT HEALTH
The Rice Student Health Services provide preventive and student clinical care for the students of Rice University. Student Health is located on-campus and is dedicated to meeting the unique needs of undergraduates and graduate students, with an emphasis on prevention. Student health does not bill for all health services. Your services are available to all Rice students regardless of the type of health insurance you have.
Website: <http://www.rice.edu>
Contact: Health Services
For appointments, call 713 348-4888

RICE DISABILITY SUPPORT SERVICES
It is the mission of Disability Support Services (DSS) to be committed to providing access to the educational environment for students. DSS also assists faculty, staff, and visitors with accommodation requests to help ensure equal access and opportunities.
Website: <http://www.rice.edu>
Contact: dss@rice.edu

CHILD CARE RESOURCES
Operated by the Center for Early Childhood Education, the Rice Children's Campus is one of Houston's premier early learning facilities serving the children of Rice University faculty and students, ages 18 months through five, located on the grounds of www.rice.edu. The Children's Campus is committed to providing the best possible educational experiences for the children in its care and offers a rich curriculum grounded in the work of Maria Montessori. The Campus also serves as a hub for a variety of family programs and is dedicated to supporting families through collaboration and support and the mutual goal of doing what is best for children in care.
Website: <http://www.rice.edu/CenterforEarlyChildhoodEducation>
Contact: info@ricechildrens.org

OFFICE OF INTERNATIONAL STUDENTS & SCHOLARS
The mission of Rice University's Office of International Students & Scholars (OISS) is to provide the best services and support possible for our international students. Our population includes degreed students, visiting and exchange students, faculty, researchers, staff, and others. We seek to enhance our foreign visitors' view of the USA, and particularly of Rice, by providing multicultural, academic, regulatory, and social programs.
Website: <http://www.rice.edu>
Contact: ois@rice.edu

R.E.A.P. - International
R.E.A.P. International (Rice Experience Assisted to Promote - international), a program designed to increase Rice University's visibility, or international access to prospective international students, overseas university applications, and overseas visiting, visiting, through meeting with Rice students, researchers, Rice

Page 4 of 5

English as a Second Language Programming

Workshops
ESL students can enroll in workshops designed to improve their oral and written communication skills. In 2015-16, workshop topics included:
Academic Conversation Skills
Oral Presentation Skills
Stylized Writing
Communicating Science to Non-experts

Courses
For in-depth instruction, students can enroll in courses designed specifically for students who do not speak English:
• FWIS 100: Fundamentals of Academic Writing, Oral, & Visual Communication Skills
• UNIV 601: Oral Communication Skills
• UNIV 602: Academic Writing Skills
Graduate Students

Individual Attention
All students at Rice can make appointments for one-on-one peer coaching on papers, oral presentations, or published research texts they are writing or creating. All of the CWOVC are trained to work with ESL students.

Faculty Support
Two specialists at the CWOVC are available to you or your TAs on working with students whose first language is not English. For more information, contact Jennifer Wilson at jwil@rice.edu.

For current workshop information and enrollment information, as well as individual appointments, visit www.rice.edu.

At a Glance
PROCESSING EXTERNAL AWARDS/FELLOWSHIPS
Submit Award/Fellowship Documents by July 1st

* The below are general guidelines. Please contact Pam at GPS for specific questions.
Updated 4.7.17

	Tuition	Medical Insurance	Student Fees	Stipend	Process	Examples of External Agencies	Notes
Agency Pays Rice for University Disbursement (*SPARC -	\$ applies tuition award	Insurance, GPS applies Medical Insurance, GPS applies Medical aid award	\$ applies fee award	NAF	<p>PRE-AWARD: Department submits proposal to SPARC* in Cayuse. OSR submits to Agency. Agency awards. OSR sends "Notice of Award" to PI, RCA & Department</p> <p>POST-AWARD: RCA assigns & sets-up fund. RCA sends "Budget Action" sheet to PI & Department. Department uploads Budget Action sheet thru GPS Online Submission</p> <p>S creates banner fund code and obtains details from the Cashier's Office</p> <p>S applies tuition/fees/medical insurance to dept's account</p>	NIH Training Grant, Draper, Fulbright, Corporations GPS will handle NSF-GFRP fellowships.	Sponsored Research "R" funds.

AT A GLANCE - LEAVES & WITHDRAWALS

VISIT THE GPS ADMIN WEBSITE FOR DETAILED INFORMATION & PROCESSES.

	TYPE	DURATION	SAMPLE SITUATIONS	PROCESS	NOTES
SHORT TERM	Medical and Parental Release*	Up to six weeks	Birth or adoption of a child, medical or psychological condition that cannot be addressed while the student is actively a student. Students are expected to complete that semester's coursework. If they are doing research, their pay continues and they stay enrolled, but are not expected to work during the period of the release.	Apply for short-term medical (STM) or parental (STRP) release. Returning students must provide documentation that they can return to their studies.	Students may not do degree work or work involving Rice faculty or facilities on short-term medical release. Receives Stipend (contact Sherry for additional info)
	Leave of Absence	Generally one or two semesters in length	A voluntary leave of absence for a student to take time off from study (without pay) without being required to petition for readmission.	Leave of Absence Request form submitted to GPS by department. Must have approval before the first day of the semester.	Student notifies department of return. Reinstatement fee of \$125.
VOLUNTARY SEPARATIONS	Nonmedical Withdrawal and Readmission	Student is no longer classified as a student at Rice	Student no longer intends to continue graduate studies at Rice or intends to return but must leave Rice during a semester.	Notify the chair of their academic department in writing and submits a Withdrawal Form to GPS. Failure to register before the end of the fourth week of classes without a leave of absence granted by GPS constitutes a de facto withdrawal.	Readmission - student submits a written petition to GPS. \$350 readmission fee
	Medical Withdrawal and Readmission	Student is no longer classified as a student at Rice	Student no longer intends to continue graduate studies at Rice or intends to return but must leave Rice during a semester.	Request a medical withdrawal by applying in writing to GPS anytime during the semester. Encourage to contact Graduate Affairs Manager or Student Wellbeing.	Readmission - student submits a written petition to GPS. \$350 readmission fee

Community of Coordinators

“Taking the time to build a community, to get to know your [Coordinators] will have long-lasting benefits.”

- Clifton Taulbert

