This guide was created in hopes of assisting new graduate students in the Sociology department here at CSU. As graduate students ourselves, we attempted to answer many of the questions that we have come across during our time here.

Please find within information on:

- What it is like to live in Fort Collins;
- How to utilize the resources that CSU has to offer;
- What being a graduate student in our Sociology department is like;
- Guidance for graduate teaching assistants or instructors.

We hope you find this guide helpful as you transition into our department, our university, and our city.
LIVING IN FORT COLLINS

ESTABLISHING RESIDENCY
https://financialaid.colostate.edu/in-state-tuition-requirements/
Deadlines start to rapidly approach soon after you arrive in Fort Collins. By the first day of your first semester here at CSU you will need to accomplish a number of tasks. During this time, you will also be required to complete a residency orientation (this can be done online through the above listed link). We suggest you refer to the above site frequently. It provides the answers to all of the questions you may have as well as the deadlines for reference. This is an important task that needs to be on your radar as soon as you move to Fort Collins since it may affect future funding!

HOUSING
On Campus
https://housing.colostate.edu/housing/
This website consists of information on residence halls, university apartments and resident services. On this site you can explore apartments, view apartment maps, look up different leases and rates, and find information on parking and transportation. This site is primarily for students who desire to reside in on-campus housing.

Off Campus
http://ocl.colostate.edu/home
This website is a helpful resource for students who do not want to live on CSU’s campus. On this site students are able to both list and find houses, apartments, condos, and duplexes, post and search rooms for rent, or create a roommate profile listing themselves as an available roommate. It also provides various off campus resources such as information on RamRide, party registration, and housing fairs.

PETS
Fort Collins is a very dog-friendly town! Many places downtown, like breweries and restaurants, are very welcoming to dogs and provide a comfortable setting for them.

FOOD / MARKET OPTIONS
Trader Joes
Whole Foods Market
Fort Collins Food CoOp
King Soopers
Beavers Market
Sprouts
Lucky’s Market (opening this fall)

TRANSPORTATION
Parking at CSU
Campus parking and transportation services can be found here: https://pts.colostate.edu/
Information on campus parking pass prices (expensive) can be found here along with convenient information on our bicycle friendly university, different student carpool options, information on longboarding, information and resources for walking trails and distances on campus, and access to different ZipCars at CSU.

**Transport / MAX**
All students (including graduate students) receive a Transport transit pass (on your RamCard) included in their student fees. You have access to any Transport route in the city, via bus or MAX. You also have access to the Flex which can get you to Loveland, Longmont and Boulder. The following site has information regarding schedules and locations for these different Transport options. [http://www.ridetransfort.com/](http://www.ridetransfort.com/)

**Biking / Walking**
Fort Collins is a great community for biking! Fort Collins has wide bike lanes and convenient bike routes that serve as commuter routes for many students and residents. A bike map can be found at [https://www.fcgov.com/bicycling/pdf/bike-map-front.pdf](https://www.fcgov.com/bicycling/pdf/bike-map-front.pdf). We also have a convenient Bike Share system, information can be found through the following link [http://bike.zagster.com/fortcollins/](http://bike.zagster.com/fortcollins/).

**Recreation**
There are many recreational events in Fort Collins, the following links provide information on these different opportunities.
[https://www.fcgov.com/recreator/](https://www.fcgov.com/recreator/)
[https://www.larimer.org/naturalresources/parks/horsetooth-reservoir](https://www.larimer.org/naturalresources/parks/horsetooth-reservoir)
[http://cpw.state.co.us/placestogo/parks/Lory](http://cpw.state.co.us/placestogo/parks/Lory)

**Community Resources**
- City of Fort Collins Police Department
  2221 S Timberline Road / 970-221-6540
  Emergency: 911
  Non-emergency: 970-221-3273

- Poudre Valley Hospital – UC Health
  1024 S Lemay Avenue / 970-495-7000

- Urgent Care: UC Health Walk-in Clinic
  2211 S College Ave Suite 300 / 970-237-6339

- Department of Human Services, Larimer County
  1501 Blue Spruce Drive / 970-498-6300
  Services:
  - SNAP (food assistance)
  - Health First Colorado (Medicaid)
  - Child Care Assistance Program (CCAP),
  - Low Energy Assistance Program (LEAP)
Women, Infants, and Children Program (WIC)
1525 Blue Spruce Drive
970-498-6720

Larimer County Courthouse (vehicle licensing office)
200 W Oak Street / 970-498-7000

Larimer County Justice Center
201 LaPorte Ave / 970-494-3500

Department of Revenue (driver’s licensing office)
3030 S College Ave #100 / 970-494-9806

Poudre School District www.psdschools.org
2407 LaPorte Ave / 970-482-7420

Early Childhood Council of Larimer County
2850 McClelland Drive, Suite 3400 / 970-377-3388
UNIVERSITY RESOURCES

UNIVERSITY SERVICES

Insurance, Counseling, Health, Medical Center
Information can be found at: https://health.colostate.edu/
*If you are utilizing health insurance through the university, you receive $100 per semester towards prescription drug costs and $100 per year for Flex Services that can be put towards health-related services not otherwise covered under the Campus Advantage benefits (e.g. massage therapy, immunization clinic, counseling fee, birth control).

Recreation Center
On Campus: https://csurec.colostate.edu/

CSU Legal Services
Free legal assistance for students: https://sls.colostate.edu/

Library
Morgan Library offers a variety of research resources. The catalog can be searched via the main website at https://lib.colostate.edu/. Available on-campus items can be reserved in this process. In fact, you can request that the library staff retrieve the book for you and hold it, under your name, at the front desk. Once they have an on-shelf hold for you, your campus email will be notified. Just take your ID to the front desk and walk out minutes later with research materials.

If our library doesn’t have the materials on-site, they can be sought regionally or at a distance. Regionally, our library is a member of ‘Prospector’. From their website, “Prospector is a unified catalog of academic, public and special libraries in Colorado and Wyoming. Through Prospector you have access to 30 million books, journals, DVDs, CDs, videos and other materials held in these libraries. With a single search you can identify and borrow materials from the collections and have them delivered to your local library.” The first place to look, if we don’t own a book, is on Prospector’s website, located here: http://encore.coalliance.org/iii/encore.

If none of the libraries in the Prospector network possess the research materials being sought, the next step is to look into Interlibrary Loan. ILL can be located here: https://lib.colostate.edu/services/interlibrary-loan

With this resource, you can request books from other colleges, which typically arrive in paper form through snail mail to the Morgan Library, or book chapters and articles, which are typically delivered through the ILL website user interface.

Laptops and other devices (e.g. camcorders, tripods, chargers) are available to be checked out through the Morgan Library. Information can be found at https://lib.colostate.edu/services/borrow-renew/device-checkout/

Morgan Library doesn’t provide much in the way of photocopying services, going, instead toward digital scanners. Scanners are located at specific computers in the library and you are required to login to a system to use them.
DEALING WITH EMERGENCY SITUATIONS

Police / Fire / Shooter
Information on safety and police, emergency planning, training and educational resources can be found at [https://safety.colostate.edu/](https://safety.colostate.edu/). Additionally, this site can be utilized to report a concern you might have about a student, friend, or colleague and to report incidents of bias that occur on campus.

Medical Needs
At the following site, after hours and emergency care information can be found in addition to all general medical services, specialty medical services, health education and prevention, and health insurance: [https://health.colostate.edu/](https://health.colostate.edu/)

Mandatory Reporting – Interpersonal Violence
All CSU employees and volunteers including faculty, staff, and students acting in their employment or volunteer roles are designated as Responsible Employees and are required to report any information related to incidents of interpersonal violence. Any faculty or staff who receive reports of sexual harassment or sexual violence regarding a student must contact the Title IX Coordinator/ Office of Support and Safety Assessment at (970) 491-1350. [http://supportandsafety.colostate.edu/policy](http://supportandsafety.colostate.edu/policy)

Discrimination, Harassment, Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence, Stalking, and Retaliation
Find the university policy here: [http://supportandsafety.colostate.edu/policy](http://supportandsafety.colostate.edu/policy)

Supporting Students in Crisis
The following campus resources are available to aid in the case of student crisis:

Case Management
Student Case Management & Referral Coordination provides crisis prevention and intervention services. In difficult situations such as medical, mental health, behavioral, personal or family crisis, illness or injury, a student may find it difficult to navigate the resources and services available. Student Case Managers consult with students, faculty, staff, families, and providers to offer guidance on the next best steps. This office helps to find the best approach to support students in the immediate situation and provide referrals for ongoing care. [http://www.studentcasemanagement.colostate.edu/](http://www.studentcasemanagement.colostate.edu/)

Tell Someone CSU
Tell Someone is a resource for anyone who has concerns about the well-being of a CSU student, staff or faculty member or the overall safety of the campus community. Reporting to Tell Someone gives trained staff an opportunity to offer support to community members of concern and ensure the overall well-being and safety of our campus community. If you are concerned about the health, well-being or safety of a CSU student or CSU employee, please fill out all possible fields on this form: [https://cm.maxient.com/reportingform.php?ColoradoStateUniv&layout_id=12](https://cm.maxient.com/reportingform.php?ColoradoStateUniv&layout_id=12) or call (970)
The Counseling Center
Counseling Services helps students with a wide range of mental health concerns. If you or someone you know is stressed by life circumstances, experiencing mental health symptoms, or have any thoughts of suicide, please talk to a caring professional. Whether you’re experiencing a situational problem, an immediate crisis, or have a longstanding mental health concern, they can help. The professional staff includes licensed psychologists, licensed clinical social workers, and licensed professional counselors, as well as new professionals working toward licensure and graduate student staff completing their degrees in a mental health field.

And, as part of your student resources, you can schedule several counseling sessions per semester, free of charge.

The counseling center also has walk-in appointments. If a student needs assistance, you can walk a student to their office on the 3rd floor of the Medical Center and have them talk to someone immediately.

For more information about mental health and counseling services:
https://health.colostate.edu/mental-emotional-health/
https://health.colostate.edu/about-counseling-services/

Emergency
In the event of an emergency, call 911. Here’s a link to more information on this:
http://www.supportandsafety.colostate.edu/policy.

WOMEN AND GENDER ADVOCACY CENTER
The staff at the WGAC on campus are not mandatory reporters. This can be a great resource for graduate and undergraduate students. The Victim Assistance Team provides free and confidential services including a hotline to call in case of an emergency and team members available to support individuals who choose to walk-in to the office. Additional information and contact information can be found at https://wgac.colostate.edu/.

CSU STUDENT CONDUCT CODE
“Colorado State University expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution and to assume responsibility for their actions; to observe national, state, and local laws and University regulations; and to respect the rights, privileges, and property of other people.”
https://resolutioncenter.colostate.edu/conduct-code/

STUDENT DISABILITY CENTER
You’ll use the Student Disability Center (SDC) regularly to assist students with more needs than the typical student. Their contact information is:
121 TILT / 8002 Campus Delivery / Fort Collins, CO 80523 / 970-491-6385
disabilitycenter.colostate.edu
**Accommodations**
This office is particularly relevant to your TA interests. SDC collects documentation of student needs and establishes and facilitates testing and instructional accommodations for students who require alternatives. This could include an alternative testing area (where students would have limited distractions), extended exam times, access to PowerPoint slides, the use of digital recording devices during the lecture, the use of a laptop, and the like.

At the beginning of the semester, a student who is receiving services from SDC will provide the instructor with a letter stating the recommended accommodations. You might be asked to hold these in safekeeping.

It is important that Graduate Teaching Assistants know that the accommodation process for students in their class is an interactive one. If an accommodation does not seem to work with the course as it has been designed, or if the instructor has concerns, a GTA can and should call the SDC office to speak with a specialist to figure out what might work for both the student and the instructor.

If a graduate student has a disability/chronic mental or health condition, they are eligible for accommodations as a student. To talk to an accommodation specialist, you should call the SDC office to schedule a meeting.

**Confidentiality**
Any information communicated about accommodations is completely confidential. Details can only be discussed with the student in question, with the instructor and TA(s) leading the class, and the SDC office.

**Uploading Exams**
Students using accommodations for extended exam time and an exam location with limited distractions will take their exams in the SDC office instead of the classroom. They will typically start the exam at the same time as the rest of the class, unless they’ve worked out a different time with you. When students schedule their exams at SDC, a web program will notify you and allow you to upload the exam. SDC requests that the exam is uploaded at least 24 hours before the exam is scheduled to start. *Here’s one sticking point: only the instructor of record can upload the exam,* And, if not uploaded, what often happens is that they send one of their student employees running into the classroom where the exam is taking place, and collecting exams to then run them back to TILT to deploy for proctoring. It’s a lot of last minute disruption which puts everybody involved unnecessarily on edge.
Information can be found at the following website: [http://disabilitycenter.colostate.edu](http://disabilitycenter.colostate.edu)

**IT SUPPORT**
There are three main offices of support.

**College of Liberal Arts - Information Technology (CLA IT)**
Although our Sociology office holds and lends laptops, we do not attend to any hardware issues, which is the job of CLA IT. If you have any issues with our computers, or your login to the college network, contact CLA IT for support at [helplibarts@colostate.edu](mailto:helplibarts@colostate.edu).
CLA IT is also responsible for your print credits in the Sociology graduate computer lab. You’ll get 1500 printouts on your account for our lab per semester. Oddly, once those credits run out (i.e. you print 1500 pages of theory!!), you CANNOT renew those credits. They are a one-time shot per semester. So, if these credits are all used, and you need to print, you’ve got to find another source on campus. The most common one is the Morgan Library. In order to print there, you’ll need to add a few bucks to your RamCash Account. Follow this link for more information: https://lib.colostate.edu/technology/printing-copying/how-to-print/

**Academic Computing & Networks Services (ACNS)**

This is a university-wide IT resource (not just the College of Liberal Arts). They are responsible for your email account, campus wireless networks, cyber-security and the like. They can even provide some hardware tech support for your personal devices. To find out more about their services, explore the following link: [https://www.acns.colostate.edu/](https://www.acns.colostate.edu/) and [https://www.acns.colostate.edu/technical-support-services/](https://www.acns.colostate.edu/technical-support-services/).

**Classroom Technology Support**

In the course of your role as a TA or an instructor, you might find that the presentation hardware in your classroom is having a problem. Examples of this could be projectors that don’t come on, over-head document cameras that are distorting, flat screen TVs that won’t power up, or microphones that are feeding back. In the case that the presentation equipment is malfunctioning, CTS can be a tremendous help. Their number is (970) 491-5920 and their number should be on speed dial in the phone in your classroom. Note, they cannot and will not try to fix your computer (for that, you need ACNS), but they can attend to any presentation hardware problem.

**Testing Center**

The testing center will come to be a very handy place for you, although it’s a little difficult to find initially. The testing center is located at 203 General Services Building, at 1251 Mason St. (8002 Campus Delivery), Fort Collins, Co. 80523. Mason runs parallel to and just beside the train tracks. The General Services Building butts up against the train track; it’s in the last row of campus buildings before the train and the Max section off east campus, a few blocks south of University Ave. Their phone number is 970-491-6498 and their email address is: proctor@colostate.edu. The Hours of Operation for the testing center are: Monday – Friday: 8am – 5pm.

**Submitting Exams for Scoring**

Once you collect the scantrons from your class during a testing day, you make a key to the exam, and take the stack over to the Testing Center. Be sure to indicate the exam version on the scantron form(s) and write/fill-in the numbers “010” in the first three boxes of the identification section (this indicates that the scantron is the key). Once in the testing center, they have a form to fill out indicating things like points, how many versions/keys of the test, number of questions, etc. Leave this with the testing office. This form is also available in the work room of the Sociology department if you’d like to fill it out before going to the testing center.

**Exam Results**
Once the exam has been processed, graded and recorded, you (or the first TA who identified themselves as the grademaster for the course) will receive an email notification. From the link in the notification, you can login to the testing center’s CSU Grader, an interface to explore the data from your exam. Here you can do the following if you’re the instructor or if asked to do so by the course instructor for the course: change the amount of points the items are worth, add class-wide modifications (i.e. curve), discover missing or incorrect student ID (and, thus, missing their score), examine the students’ specific item responses as compared to the key, determine which (if any) items were consistently missed (maybe indicating a question that is unclear, or has two correct answers). This is an especially helpful way to initially reflect on a curve - if there were items that only 20 or 30% of the class answered correct, it might be worth considering returning those points to the class.

**Uploading Grades from the Testing Center to Canvas**

This interface will allow you to download a .csv file, a simple format of spreadsheet. Save this gradebook spreadsheet to your computer and then upload it directly into Canvas. In the ‘grades’ section of your course in Canvas, there’s a button labeled, ‘import’. Once ‘import’ is selected, a page will load that allows you to browse your computer to find and upload the .csv file. After a few ‘ok’ clicks, the information should auto load into the assignment’s grade column in Canvas. Sometimes the numbers load slowly; it can be good to come back to the Canvas grade page in a few moments, and refresh it, just to confirm that the grades are updated.
DEPARTMENT SERVICES

Sociology Office
The Sociology office, located in Clark B258, contains a wealth of resources. Feel free to reach out to office staff through the following contacts: CLA-Soc_Dept_Info@colostate.edu, 970-491-6044. Some specific examples of department services that may benefit you are described below.

Registration
Some credits require extra steps for registration. For example, thesis credits, dissertation credits, and independent study credits require additional forms in order to be approved. These processes and submissions will involve the front office (also, the office coordinator is a tremendous help in navigating these processes).

Room Reservation
The Sociology department controls two ‘conference’ rooms. One is the seminar room in main Sociology hallway, B252, and the other is a conference room in the basement of Clark A, Clark A17. These rooms can be reserved for your needs (for example, proctoring exams, conducting study sessions for students for whom you serve as a TA, setting up group study sessions for you and your peers). The front office staff maintains a schedule for room reservations.

Department Technology
The front office provides storage and access for the department’s technology (like laptop computers which are to be used for teaching purposes). You can check out a laptop computer through them. However, they do not provide IT support (See IT support above). If something is not working in the departmental computer lab, the sociology office manager should be notified right away so that it can get fixed.

Keys
The front office manages departmental keys and is responsible for assigning your office keys. They can also provide emergency access to offices (for example, if you left your keys at home).

Mailboxes
Student mailboxes are located in the graduate lab and faculty mailboxes are located in the main Sociology office.

In the Sociology office, the coffee/tea is for faculty and staff and hot water is available for all. Graduate students may keep food in the freezer but not the refrigerator.

Supply Room/Services in Clark B256
Copiers and supplies in the work room are for TA and RA work only.

Photocopying
Photocopying is available within the department during regular business hours in the Work Room. First, enter the graduate student code (as opposed to the instructor code), posted near
the control panel on the copier. The department copier has many standard features (like single-to-double sided printing and finishing services like stapling) but is restricted to printing in black-and-white. This printer can also scan content to a pdf and email it to your university email address. To do this, you'll need to enter your email address manually.

**Scantrons**
The Work Room is the easiest location to collect blank scantron forms. These are often clipped together in groups of 50 and placed in the metal cabinet in B256. Please help yourself to these, as needed (i.e. please try not to waste them). Remember, when you're proctoring scantron exams to remind the students to fill in their school ID number as well as the exam version (if only one exam version, then have everyone fill in 'A').

Envelopes, folders, interdepartmental envelopes can also be found in the Work Room.

**Proctoring Services**
The Sociology department hires two graduate students each semester as departmental proctors. These proctors each provide a 3-hour weekly schedule for proctoring exams for SOC courses. The proctoring sessions are held in two places: the seminar room in the Sociology department hallway (Clark B252) and the Sociology conference room in the basement of Clark A (Clark A17). The academic coordinator will email the schedule, the proctors, and their contact information at the beginning of the semester to the department.

In order to utilize these services, be sure to notify the proctor 24 hours in advance. Please place the makeup exams in the proctor's department mailbox in the graduate computer lab 24 hours in advance of the testing. On the makeup exam list the following: the student’s name, the class, the anticipated time of the student’s arrival (ETA), any detailed delivery instructions (such as time allotted and permissible materials), and the location where the exam will be returned upon completion.

If you are having trouble printing from the Sociology Grad Lab, you can print to the C141 computer lab (when there is not class scheduled, see the schedule on the door). These computers also have Office, State, NVivo, and SPSS. *The staff and computers/printers in the main Sociology office are often busy, so it is not a good idea to rely on those people/machines to accommodate walk-in requests.*

**Software on Computers**
All computers in our graduate lab have MS Office (including Publisher) and varying versions of Stata. Some also have NVivo and SPSS. Please be considerate of others if using a computer with software others may need access to. There are six computers in the graduate lab. Printing is available in the graduate lab if you use your print credits.

**Student Email**
Most communication in the department takes place via email. Please find below various links to managing your student email account.

- CSU's webpage on Email Accounts: [https://www.acns.colostate.edu/email-accounts/](https://www.acns.colostate.edu/email-accounts/)
- IT Help and Resources: [https://biz.colostate.edu/information-for/undergraduate-students/it-resources](https://biz.colostate.edu/information-for/undergraduate-students/it-resources)
• Forward email via Google apps: https://eid.colostate.edu/gmail/Faq.aspx?idval=GFORW
• Forward email via Office 365: http://help.mail.colostate.edu/o365forwarding.aspx
• Email tips and tricks: http://help.mail.colostate.edu/tt_o365.aspx

Responsibilities / Expectations
In addition to regular courses and seminars, you are expected to contribute to your professional growth through interaction with the faculty and other graduate students, and from independent study and reading during residency. The criteria for being granted an M.A. are: completion of the credit hour requirements and the successful defense of the thesis or completion of the non-thesis option. The Ph.D. is granted on: completion of the credit hours required, passing the written comprehensive examinations, and the successful defense of the dissertation.

You are expected to maintain a minimum grade point average of 3.0. Students who fail to maintain the necessary grade point average will be placed on probation or will be separated from the program. Maximum course load is 15 credit hours a semester; a 12 credit hour load is considered to be full-time for courses taken at the graduate level. Students who have assistantships (either teaching or research), however, are advised to take no more than 9 or 10 credit hours. Finally, all graduate students are required to be continuously registered from first enrollment through graduation term (excluding summer). Check the Graduate School Bulletin for more information.

Once admitted, students must make satisfactory progress to continue to receive assistantships or be considered for departmental resources for conferences, travel, among other considerations. Satisfactory progress is defined more specifically by the satisfactory progress forms for M.A. and Ph.D. students that each student’s advisor fills out each spring semester (see pages 13 and 14 for copies of the forms). Students not meeting the standards defined on these forms may be discontinued from teaching assistantship appointments, and are not ordinarily eligible for travel funding or other scarce resources that the department might allocate to graduate students. Satisfactory progress may also be considered as a criterion when appointing students to part-time instructor positions. [Passage from the Student Guide to Graduate Studies in Sociology]

Workload
For incoming master’s students, the transition from an undergraduate program to a graduate program can be challenging. The workload can feel extremely difficult to manage at first in addition to figuring out what it means to be a graduate student in general. It is important to understand that the amount of weekly reading and writing will significantly increase. You will also be expected to act as a reliable GTA and be an involved member of the Sociology department. Time management is key and it is important to utilize the resources available to you. A typical graduate student workload can equate to, with 9 credit hours a semester, 9 hours per week in class, an average of 27 hours of reading/writing/studying, and 20 hours per week for your GTA workload.

EM PLOYMENT
Stipends/Monthly
As a teaching assistant, you will be paid the same amount on the first of every month. Keep in mind that in August and May the paycheck will only be half of this amount.

**GTA Restrictions**

Full-time funded TAs are not allowed to hold another job outside of the department without the permission of the department chair. And, realistically, as you may find out soon enough, managing a full-time graduate course load and assisting with two classes can become very demanding of your time and energy; it will be difficult to manage any additional expectations, if you want to fulfill your departmental obligations successfully.

**TimeClock Plus**

TimeClock Plus training and guides via Human Resources: [http://hrs.colostate.edu/timeclockplus/](http://hrs.colostate.edu/timeclockplus/)

TimeClock Plus is an application that the department uses to log student employee hours. It can be accessed via an application on a mobile device, although the app can prove to be ‘buggy’ (i.e. it sometimes doesn’t load properly). The system can also be accessed via website through [https://secure.colostate.edu/](https://secure.colostate.edu/)

**Research Assistant Pay / Summer Pay Opportunities**

It is important to remember that you will not receive graduate teaching assistantship pay over the summer. Professors in our department are often working on projects over the summer and have paid positions for graduate students. To take advantage of these types of opportunities, it is your job to reach out to professors you want to work with and build these relationships. Be thinking about these types of things as the summer approaches!

**Pay Stubs / ‘CSU Employee Self-Service’**

Although they’re not necessarily easy to find, the university does keep a record of your hourly wages in a ‘pay stub’. In order to access this, use the following steps.

1. From the main www.colostate.edu page, select the ‘search’ button (the small image with the magnifying glass).
2. On the search page, under the heading ‘Faculty & Staff’, click on the link ‘Administrative Applications and Resources’.
3. Sign in with your CSU EID information.
   The University has recently put into effect a two-stage authentication method for increased security. This means that you’ll need an additional way to verify your identity. This can occur through a ‘push’ to your smart phone or tablet. You can also purchase a verification certificate for your computer, but this costs about $25 (the other two options are free). For more information, consult two-factor authentication documentation here: [https://guide.duo.com/prompt](https://guide.duo.com/prompt).
4. Once you’ve logged in and verified your ID through the two-factor authentication process, click on ‘HR system’.
5. Then, expand the menu called ‘CSU employee self-service’.
6. On this menu, you’ll see a link called ‘pay advices’. This is what CSU’s HR department calls pay stubs. Here, you should be able to access a record of your wage history.
7. This ‘CSU employee self-service’ link is also where you can get access to your tax forms as well as your direct deposit information.
FUNDING OPPORTUNITIES AND AWARDS

Graduate Student Council Travel Award
A maximum of forty (40) awards of $250 each will be provided throughout the year.
For more information: http://gsc.colostate.edu/travel-award/
Contact: gsctravelaward@gmail.com

Alpha Kappa Delta Student Member Research Travel Grant
Alpha Kappa Delta will fund up to $400 per student, but no more than $1,200 per chapter.
For more information: http://www.alphakappadelta.org/Student_Travel_Grant.html
Contact: AKD@lemoyne.edu
Application: http://www.alphakappadelta.org/uploads/2017-18_AKD_Student_Travel_Application.docx
Certification form: http://www.alphakappadelta.org/uploads/Travel_Grant_Certification.doc
Travel release form: http://www.alphakappadelta.org/uploads/Travel_Grant_Release_Form.doc

African Sociological Association Student Forum Travel Awards
The ASA and Student Forum Advisory Board are pleased to announce that the ASA Council is
making funds available to support the Student Forum Travel Awards. ASA anticipates
granting approximately 40 travel awards in the amount of $250 each. These awards will be
made on a competitive basis and are meant to assist students by defraying the expenses
associated with attending the ASA Annual Meeting.
Deadline: April 1st
For more information: http://www.asanet.org/career-center/grants-and-fellowships/student-forum-travel-awards
Contact: ASA Executive Office at (202) 383-9005, ext. 322 or via email at studentforum@asanet.org

Departmental
The Department will provide $500 per year per graduate student for professional
development. This funding can be used for conference travel and other professional reasons.
Applications are coordinated through the elected president of the Sociology department’s
graduate student organization.

There is also a more limited fund for support of advanced methods training with a call that
goes out in the fall and the spring. There will be a call that goes out in October.
Applications will go to Dr. Lynn Hempel at Lynn.Hempel@colostate.edu and the graduate
committee.

Sociology Department Awards
The Sociology department gives out the following awards annually to graduate students,
outstanding graduate student teaching assistant award, outstanding graduate student
instructor award, outstanding graduate student paper award, graduate student research excellence award, and the graduate student social change scholarship. More information on departmental awards can be found at [https://Sociology.colostate.edu/graduate-studies/grad-awards/](https://Sociology.colostate.edu/graduate-studies/grad-awards/).

**RAMWEB**

RAMWEB is an important website with which you should be familiar (you can find it here: https://ramweb.colostate.edu). On RAMWEB, you can search and register for upcoming classes, update your personal info with the university, print out tax documents, look at your grades, check on your tuition statement, make payments, and more.

**STUDENT INVOLVEMENT**

**Department Workshops**

There are a variety of recurrent meetings and workshops that are hosted by the department to which you are invited and requested to attend. Some of these will include in-house workshops on topics ranging from managing classroom conflict to diversity and equity. These workshops can provide an opportunity for your own professional development as well as providing graduate student voices to the larger departmental conversations.

**Department Meetings**

Your departmental elected student leaders will convene meetings of Sociology graduate students on a somewhat regular basis during the semester (once per month, or every other month). This is a great way to obtain information about what is going on in the department as well as contribute your own thoughts or concerns.

**Presentations**

There will be a variety of presentations that take place throughout the year. These include research presentations to thesis defenses, faculty hiring events, external departmental reviews, and more. This is a great way to support your colleagues, to represent the department and be a part of important decision-making processes.

**Sociology in Progress (SIP)**

This is a good departmental meeting for students to attend and typically involves a visiting scholar presenting their research.

**RECREATION**

The department typically holds an annual picnic in the fall to which everyone is invited. It is most often held at a local park or garden. Separately, please stay on the lookout for weekly and monthly social events organized by Graduate Student Social Committee representative(s). These are often excellent opportunities to socialize with your colleagues beyond the demands of the classroom. The university itself puts on many events that can be fun to attend, information on these throughout the year can be found at: [https://lsc.colostate.edu/events/category/ramevents/](https://lsc.colostate.edu/events/category/ramevents/)

**SOCIOLoGY HONOR SOCIETY (AKD)**
Alpha Kappa Delta (AKD) is the International Sociology Honor Society. AKD is affiliated with the American Sociological Association as well as the Midwest Sociological Society (the regional organization in which CSU is located).

The purpose of Alpha Kappa Delta is to seek to acknowledge and promote excellence in the scholarship in the study of Sociology, the research of social problems, and such other social and intellectual activities that will lead to improvement in the human condition.

Joining AKD is a great way to network, engage in professional development, host visiting scholars, and earn recognition and awards for your CV! They also provide competitive funding to help students attend and participate in professional meetings. Members can apply for conference travel funding and attend special seminars in regional meetings.

The AKD Induction Ceremony in spring is a major outreach event for the department and graduate students are highly encouraged to attend.

To get more information, take a look at their website at http://www.alphakappadelta.org/ or reach out to our current department’s ADK advisor, Dr. KuoRay Mao at KuoRay.Mao@colostate.edu

CAMPUSS-WIDE MEETINGS

Graduate Student Council
The Graduate Student Council (GSC) is the graduate student governing body within ASCSU. It is organized and run by graduate students for graduate students to provide professional development experiences and promote the physical, mental, and social well-being of the graduate student body. They work closely with the university administration to communicate the needs and wants of graduate students. In addition to professional development, the GSC organizes social gatherings for graduate students, provides travel awards to help graduate students attend professional/academic conferences, and works with graduate student governments across Colorado to coordinate activities on social or political changes that could positively or adversely affect graduate students. The GSC seeks to have at least one representative from each department across campus (up to 2 per department are allowed). For more information on the CSU Graduate Student Council please see their website at http://gsc.colostate.edu/.

Student Clubs
CSU’s office of Student Life has a vibrant array of student clubs available. Explore the directory here: http://catalog.colostate.edu/general-catalog/cocurricular-engagement/clubs-organizations/. And, if you don’t find one you like, you can create one!

DEPARTMENTAL OFFICES AND POSITION DESCRIPTIONS

Sociology Graduate Student President – Ph.D. student position

- Be the point of contact and/or communication hub, for faculty / graduate student information exchange. This can include sending out graduate student body updates and email, organizing and/or scheduling graduate student participation in department events, and/or soliciting information from graduate students for the faculty.
- Send out and review for approval the graduate student requests for travel, development, or research materials funding. Distribute the funding request and travel information documents, and return them to the program assistant / human resources / budget personnel.
- Plan, book, organize, solicit, and host the Department of Sociology Graduate Student Symposium each Spring semester.
- Represent the Department of Sociology at department or university events including Ram Welcome, Alpha Kappa Delta induction ceremonies, graduate school application workshops, etc.
- Host a yearly graduate student meeting to discuss any ideas, concerns, or issues. This is typically done during the Spring semester and should occur ahead of the graduate student office elections.
- Facilitate, distribute, and calculate the graduate student office elections (outlined below) during the spring semester.

**Ph.D. Committee Representative – Ph.D. student position**
- Attend the department faculty council meeting the first Wednesday each month.
- Communicate important information from department council meetings to the graduate student body, typically delivered in an email update.
- Collect or work with the Sociology Graduate Student President to solicit graduate student opinions on topics voted on by graduate committee representatives will vote.
- Meet with the MA committee representative to discuss how they will represent the vote of the graduate student body.
- Participate in and vote on issues in the department faculty council meetings.

**M.A. Committee Representative – M.A. student position**
- Attend the department faculty council meeting the first Wednesday each month.
- Communicate important information from department council meetings to the graduate student body.
- Collect or work with the Sociology Graduate Student President to solicit graduate student opinions on topics voted on by graduate committee representatives.
- Meet with the Ph.D. committee representative to discuss how they will represent the vote of the graduate student body.
- Participate in and vote on issues in the department faculty council meetings.

**Graduate Student Council Representative – Ph.D. or M.A. student position**
- Attend the graduate student council meeting each month.
- Communicate important information from graduate student council meetings to the graduate student body. Typically delivered in an email update.
- Collect or work with the Sociology Graduate Student President to solicit graduate student opinions on topics of concern.
- Meet with the Sociology Graduate Student President to discuss any developing issues arising at the university graduate council level.
- Participate in and vote on issues in the graduate student council meetings.

**Graduate Student Faculty Hiring Committee Representative(s) – Ph.D. student position**
• Attend the graduate student faculty hiring committee meetings.
• Communicate important information from faculty hiring committee meetings to the graduate student body, typically delivered in an email update.
• Work with the Sociology Graduate Student President to solicit and collect the graduate student body votes for faculty candidates.
• Meet with the Ph.D. and MA committee representatives to discuss the faculty hire voting.

**Graduate Student Admissions Committee Representative – Ph.D. student position**
• Attend the graduate student admissions committee meetings.
• Evaluate MA and Ph.D. applicants to the Department of Sociology graduate program.
• Work with the graduate student admissions committee to vote for applicants.

**Graduate Student Social Committee Representative – Ph.D. or M.A. student position**
• Plan, organize, and host graduate student social events. At a minimum this should include an event for incoming graduate students in the fall semester and some end of the year celebration in the Spring semester.
• Act as a point of contact for incoming graduate students.
• Work with the Department of Sociology Communications Coordinator for promotion of events and provide or solicit content from graduate students to the department newsletter.

**Elections**
In order to be in sync with the Department of Sociology service assignments, it is recommended that the Sociology Graduate Student President roughly follow the guide below.
• Send an announcement about office elections in March (email).
• Oversee a process of volunteering, nominations, or applications (also by email).
  o This can include a candidate’s short (1 paragraph) statement of why they desire the position.
  o Nominations can be declined by the nominated graduate student without explanation.
• In April, hold a meeting for the election, or create a balloting box / online election.
• Calculate the election results and distribute the results to the graduate student body.
• Inform the department chair before the last faculty meeting of the Spring Semester.

*Note: the Graduate Student Faculty Hiring Committee Representative(s) are chosen from a pool of Ph.D. students based on availability, desirability, and or a subject matter expert basis and are not part of this election process. The Sociology Graduate Student President can assist in organizing qualified Ph.D. students for this committee and updating the department chair.*

**Sociology Graduate Guide**

**CSU Graduate School Information**
Information that will pertain to all graduate students can be found through the CSU Graduate school itself at the following link: [http://graduateschool.colostate.edu/](http://graduateschool.colostate.edu/)

**IMPORTANT DATES AND DEADLINES**
The graduate school has specific dates and deadlines. [http://graduateschool.colostate.edu/policies-and-procedures/deadline-dates/](http://graduateschool.colostate.edu/policies-and-procedures/deadline-dates/)

**IMPORTANT DATES/DEADLINES FOR MASTER’S STUDENTS**

**First Semester**
Now is the time to start building relationships with faculty that you might want to work with in the future. This may feel like a difficult task if you do not have direct contact with them (either taking a course from them or being their TA). Other ways to build these relationships include visiting during their office hours or scheduling a meeting to simply discuss interests.

This is a good time to start thinking about ideas for your thesis project, to hone in on your specific interests and run ideas by different faculty members. It is common to feel like you should have a thesis project put together shortly after you arrive, don’t feel pressured! You have plenty of time and plenty of other things to worry about during your first semester.

**Second Semester**
Meet with temporary advisor (typically the Director of Graduate Studies) to fill out the Satisfactory Progress form for the department.

- Select an Advisor (1)
- Choose Committee Members (2)
  - One inside the Sociology department
  - One outside the Sociology department
- Fill out GS6 Form: Information required to fill out this form will include:
  - Required courses you’ve taken
  - Courses you plan to take during your third and fourth semester
  - Thesis advisor
  - Committee members

**Summer**

- Residency petition is due during the summer months
- Attempt to make progress on your thesis project

**Third Semester**

- Thesis proposal
- Application for Graduation (GS25)

**Fourth Semester**

- Completed all required coursework except thesis hours
- Graduate

**REGISTRATION FOR M.A. STUDENTS**
Registration for M.A. students is pretty simple as your courses are more or less laid out for you. When deciding on your electives, make sure you are taking 1) enough courses within the
Sociology department and 2) enough graduate level courses. Refer to the Sociology department grad guide (or ask around) to make sure the classes you register for are fulfilling graduation requirements.

**IMPORTANT DATES/DEADLINES FOR Ph.D. STUDENTS**

- You must select an advisor no later than the end of the 3rd semester.
- You must select the remaining three members of the Graduate Advisory Committee and file the program of study form (GS 6) with the CSU Graduate School no later than the end of the 3rd semester. The advisor and other committee members may be changed until your dissertation proposal is defended.
- Your graduate advisory committee should meet as soon as possible to plan your graduate program.
- Comprehensive examinations - The theory and methods exams must occur by 6th semester, the Social Change exam by the 8th semester.
- Report of Comprehensive Examinations - After each exam is completed, the Director of Graduate Studies reports results to the student, her/his advisory committee chair, and the department files.
- Submit prospectus to Advisory Committee, as soon as possible.
- Submit GS-16 Report of Preliminary Examination (proposal defense) within two working days after defense. (Note: Preliminary exam must be completed two semesters before the dissertation.)
- Application for Graduation (GS 25 Form). Refer to published deadlines from the Graduate School website.
  - 8a. Reapplication for Graduation (online) - Failure to graduate requires a reapplication for Graduation (online) for the next term for which you are applying.
- Report of Final Examination Results - (Dissertation Defense) (GS Form 24). Within two working days after exam.
- Submit a signed Thesis/Dissertation Submission form to the Graduate School prior to submitting the electronic thesis/dissertation. Refer to published deadlines from the Graduate School website. Submit the Survey of Earned Doctorates (Ph.D. only)
- Submit thesis/dissertation electronically. Refer to published deadlines from the Graduate School website.
- Provide department with bound copy of dissertation before graduating.
- Graduation!!!

**STANDARDS FOR SATISFACTORY PROGRESS – PH.D. STUDENTS**

Standards are cumulative:
- Meeting the standard for any semester entails having satisfied any unmet standards(s) from previous semesters. Semester counts do not include summers.

**End of first semester:**
- Took at least 1 required graduate class offered in this semester.
- Completed a total of 9 hours that count toward Ph.D. requirements.
- Taken at least one course to meet any background deficiency (if applicable).

**End of second semester:**
• Completed any pending M.A. degree requirements.
• Completed a total of 18 credits that count toward the Ph.D.
• Achieved a cumulative graduate GPA of 3.3 on work taken at CSU. (This standard is to be maintained throughout the student’s time in the program.)

End of third semester:
• Formed a graduate committee and filed the GS-6 Program of Study form before registration for fourth semester, which occurs in the middle of the third semester.
• Satisfied all background coursework deficiencies present at admission.
• Completed a total of 27 credits that count toward the Ph.D.

End of fourth semester:
• Completed 30 credits that count toward the Ph.D.
• Completed four courses from among the six required courses. (SOC 500, SOC 501, SOC 667 or 660 or 630, SOC 610 or POLS 621, SOC 613)

End of sixth semester:
• Completed all credits except dissertation hours.
• Passed the theory and methods comprehensive exams.

End of eighth semester:
• Successfully completed all comprehensive exams, including social change.
• Completed prospectus defense.

End of twelfth semester
• Completed dissertation.

DISCOUNTS FOR GRAD STUDENTS
As a student, you can get a discounted membership to American Sociological Association (ASA), this gives you access to ASA’s journal and substantive area sections, opportunities to purchase journals, and access to list-serve (email group conversations on certain topics). More information can be found at the following website: http://www.asanet.org/
GRADUATE TEACHING ASSISTANTS AND INSTRUCTORS

EXPECTATIONS OF GRADUATE STUDENT TEACHING ASSISTANTS

Timeline
You are expected to be available from the week before class begins until the date that grades are due. On the front end, this might include helping to prepare the course syllabus. At the end of the semester, this could include grading course materials and constructing final grades. This can be negotiated with your instructor.

Reading
You should expect to receive a copy of the course textbook from the instructor by the first day of class. Be sure to clarify whether or not the book will be yours to keep (so that you can take notes in it) or if the book is to be returned to the instructor at the end of the semester (in which case, please leave it as clean as possible). As the teaching assistant for a course, you’re expected to read the course material that is assigned for the class. This will help you to better respond to student questions and contribute to the course instruction. Basically, just keep up with the weekly readings as they are assigned in the syllabus. There will most likely be times in the semester when your own course load requirements become very demanding. When this happens, it is still helpful to at least skim the GTA course readings, even if you can’t dive in deeply.

Grading / Rubrics
The biggest part of your job will likely be grading student assignments. This can include exams, homework and classwork which will often take the form of either papers, essays or multiple-choice items.

A lot about grading written work is covered in your six-week course that was part of your introduction to becoming a GTA, E608 ‘Integrating Writing—Core’. It’s important that you take a little time to reflect on the substance of that introduction. Interacting with students about their grades and the rationale for grade disbursement is a fundamental fulcrum for performing the duties of your job well. Make sure that your language is positive, even if raising critical points. Be sure to explain why points were deducted. A rubric can really be of assistance in this process. It helps to make clear how different aspects of the assignment are weighted regarding scoring. This can aid a student in determining how to structure their contribution and what content to include. It can also make it easier on you to be able to clearly delineate between, say, an A grade and a B grade. Regarding multiple choice assignments/exams, please strongly consider using scantron forms that can be graded at the Testing Center on-campus. See Testing Center section for details.

Additional Teaching Assistant Duties
When you’re assigned to assist an instructor, the work demands vary among instructors. Some teachers are pretty ‘hands off’, meaning that in addition to grading, you attend class, hold office hours, do the readings, and help with the course. Other teachers have different expectations. These might include: holding a weekly meeting, procuring and setting up the laptop for class meetings, and photocopying texts for the instructor, as needed.
What to do when your instructor cancels several classes in a row?
Let's face it: emergencies happen. You may find yourself in a situation where the instructor you are assisting must take time away from class. You are not required to instruct in his/her place. However, if the class material is something with which you are familiar, you certainly can reach out to the instructor and ask to facilitate class in their stead. The instructor is responsible for covering any courses missed. They may ask you to show a video that’s relevant to the course material, and, maybe facilitate a Q&A afterward. If you’re not comfortable leading the class, and there’s no replacement video or virtual instruction available, then the next step is to reach out to the chair of the department. The chair knows of other resources in the department and of other members of our community who might be able to guest lecture in the place of your assigned instructor.

Attendance
It’s very helpful to take notes of the course lecture material. This can help to inform answers to student questions, to craft potential exam items, as well as stay better informed about course content. Some instructors may require you to take notes, while others may not.

Office Hours
You are required to be in your office and publicly available to students in your courses 3 hours per week. Typically, it’s helpful to split the hours over at least two days (to broaden your availability) and, if possible, to hold them on days that are different from the instructor’s office hours. This allows for more accessibility for the students. Your office hours should be posted on your office door. If you step away from your office (say, to refill your water bottle) and no one is around to relay the message, please place a note on your door indicating that you’ll be back soon. This way, should a student arrive, they will hopefully wait for your return. It’s important to be available to students regularly to support their learning process as well as to help fulfill course requirements. For example, a student might come to you with questions about readings, to proofread one of their writing assignment contributions, or to discuss an assignment grade. You can also use this time, with the instructor’s permission, to proctor a make-up exam.

The instructor will need to know your anticipated office hours before the first class, as your office hours may be posted on the course syllabus as a reference.

It can be helpful to schedule meeting times with students, to avoid ‘double-booking’ and avoid student wait times, if possible.

If, for some reason, you cannot attend one of your scheduled shifts for office hours, and have received your instructor’s permission to reschedule or cancel the session, it’s important to notify the students registered in the course. It’s easy to do this in Canvas as an ‘Announcement’. Try to give the students at least 24-hour notice.

You may need to be available periodically outside of office hours to accommodate students and professors.

Workload Demand
You will likely have a varying workload over the course of the semester and it’s important to be able to plan accordingly. You won’t necessarily have 20 hours of work every week, but this will average out when grading or creating tests.

**Behavior**
As a Graduate Teaching Assistant, you are a professional employee of the Sociology department. You’ll be expected to act and dress professionally.

It’s important to remember that you have a unique position in the classroom dynamic. Like the undergrads, you’re a student, too, and they know this. Often, students will have an easier time speaking with you. This includes clarifications about course content, as well as complaints and grievances. It’s important to provide a safe space for students to voice their questions and concerns. This can be a very helpful and insightful; once you’re made aware, you can bring the issues to the attention of the instructor. The instructor might then be able to actively mitigate the concern.

**Correspondence**
In addition to office hours, expect for students to reach out to you via email. Your personal email address will be included on the course syllabus and students will be able to contact you through Canvas as well. It can be helpful to forward all Canvas correspondence to your official colorstate email address. This way, there’s only one email to check for communications. (However, please note, you must log into Canvas to reply to a Canvas message.) Attempt to stay positive and supportive in your email correspondence. For example, thank the student for their message and try to respond to their query as positively as possible. Moreover, do the ‘due diligence’ to appropriately respond to the student (i.e. don’t blow them off). This might involve doing a little legwork to identify an appropriate campus resource or to solicit the instructor for the best response. Lastly, be sure to respond to emails as promptly as possible, at most, within 24 hours of receiving the message.

Do NOT feel obligated to use your personal phone number as a point of contact. Your office will likely not include a phone line. If a student needs to reach a department resource via phone, they can call the instructor, whose office line is on the syllabus, or the Sociology main office at 970-491-6044.

**Faculty-GTA Relationship Expectations**
Introduction / Orientation with the Professor you will be working with:

Most professors will request a meeting with you before the semester starts to discuss general expectations. Many of the questions below will be addressed during those meetings. If not, you may want to ask these questions to clarify their expectations. This can help facilitate a smooth transition between different TA assignments.

- What will be my primary activities as a TA?
- Will I be writing the test questions/essay prompts?
- Can you give me an overview of grading?
- Will you provide a rubric? Should I make up a rubric?
- How do all the TAs know we are being consistent?
- How quickly do you expect papers to be graded?
- Where and how will grades be tracked (Excel, Canvas, both, etc.)
What if I am sick/etc. and need to miss class or office hours? What procedure(s) should I follow?

What if a student comes to office hours and I have no idea how to help them?

Textbook Policy
Clarify whether or not the professor will be expecting you to utilize the course textbook throughout the semester. Some professors will expect you to keep up with the readings assigned to the students in order to assist them with any questions they may have during office hours or to help you create exam items. If the professor does expect you to utilize the course textbook, it is their job to provide you with it.

Canvas
Canvas is a web-based course resource. Some instructors use it a lot; some don’t use it at all. Most teachers will use it at least some, so it’s important to become familiar with how it works.

Access Canvas at the following website: https://canvas.colostate.edu. You can log in with your EID username and password. Once logged in, you’ll default to the system’s ‘dashboard’; you’ll see a taskbar down the left hand side of your page, and updates along the right hand side of the page (for example, a ‘to do’ list, and recent feedback from courses in which you’re enrolled).

The two areas you’ll utilize most often are the ‘courses’ tab in the taskbar and the ‘inbox’ tab. When you click on the courses tab, you’ll see a list of all of the courses you’re connected to, both as a student and as a TA. When you click on a course to which you’re assigned as a TA, you’ll see the content links available for this page. These will vary by course as the use of these links is customizable and completely up to the instructor. There are several worth noting: announcements (this is where updates can be posted to be shared publicly with the whole class, and an email notification of the update is sent to all members), assignments (this is where assignments are built, and the grades for these assignments inform the final grade for the course), grades (this is the dataset where all grades for all students are recorded and posted), files (this is where various course resources can be posted for viewing or downloading), and people (this is a list of all of the people connected to the course and includes their student ID number, login ID, and total activity on Canvas – in the case a student messes up their student ID on a scantron form, this is the place to fix it!). You will have varying access to affect these areas depending on your ‘role’ in the system for the course. Some instructors will give you full ‘teacher’ privileges; others will apply more restrictive access like ‘assistant teacher’ or ‘TA’.

If you click into ‘assignments’, you’ll see a list of all assignments for the course. If the assignment is in essay or paper format, and the submissions were online, you can utilize a Canvas feature called ‘SpeedGrader’. If you click on the assignment (after the contributions have been submitted), you’ll see a link in the upper right-hand corner called SpeedGrader.
SpeedGrader gives you a chance to view the submissions in a row, to make comments about the paper, to embed comments onto the paper, and to provide a grade. Remember, once your comments are made and the score is entered to push the ‘submit’ button! SpeedGrader, once you get acclimated, can be a very handy resource for several reasons. Firstly, it's all online; students can access their grade and your comments as soon as they are posted. This means no more holding on to students' papers for weeks if not months at a time. Another useful technique is to copy and paste some relevant comments. Since, typically, most of the students will be responding to the same questions/prompts, keep a running list of responses that you can copy and paste where appropriate, which saves keystrokes and paper. But, it's important, on the front end, to be sure that the assignment grade is muted (see below). This gives you the ability to go back and change grades or comments as you proceed through the submissions. For example, you might find that you misunderstood the prompt and, after grading a few essays, the real focus came to light. Or, the instructor may direct you to grade the assignment on a curve, which will likely involve you going back and making modifications before the final posting of grades.

Grades
Unless muted, students are emailed immediately upon a grade being entered or changed. For the sake of quality control and not cluttering students’ email boxes, it’s helpful to mute the grades for an assignment prior to entering scores. To do this, once in a course, click on the ‘grades’ link on the left-hand side. This will take you to a spreadsheet of all of the students and all of the assignments so far entered for the course. If you hover your mouse over the title of the assignment at the top of the column (for example, over ‘exam 1’), you’ll see a small triangle pop-up. If you left-click on the triangle, a drop-down menu will appear within which you’ll see a link for ‘mute assignment’. When you click this and confirm, all of the grades for this assignment will be made invisible to the students. Then, once the scores are entered, you’ve double-checked the grades (to avoid any data entry errors), unmute the grade for the assignment through the same process, only, now, the drop-down menu will have a link for ‘unmute assignment’. If you’re working with a large class, with more than one TA, be sure to coordinate with your colleagues and the instructor to ensure everyone has completed the grading process and the grades have been approved for posting. If you cannot see the assignment on the grade spreadsheet, chances are it hasn't been created (see ‘making assignments’ below).

Making Assignments
To create assignments in Canvas (which then populate the grade sheet for the course), select ‘assignments’ once you’re in a course on Canvas. You should see a list of all of the assignments that have been posted so far. Maybe even some that are lurking in the background but not yet published for public use (sometimes instructors will have a variety of assignments that they rotate in and out through different semesters). In order to create an assignment, click the green ‘+ assignment’ button in the upper right corner of the screen. This will take you to a new screen with several questions regarding the new assignment. First, enter an assignment name. Make it clear, obvious, and short (so that you can read it more easily in the gradebook). Then, if it's useful, use the text box to enter the assignment instructions or any other notes. Next, be sure to enter how many points the assignment is worth. Then, select the ‘submission type’. A drop-down menu will appear. Use ‘on paper’ if the students are submitted printed assignments or ‘online’ if they will be uploading the assignment through Canvas. This latter
upload process should be selected if you intend to utilize SpeedGrader for scoring and recording grades. Then, if appropriate, include a due date and availability date. If the availability date is passed, no further submissions can be uploaded. Then, finally, select the button at the bottom labeled ‘Save & Publish’. This will create and make the assignment available to students.

TEACHER RESOURCES

TILT
The Institute for Learning and Teaching (TILT) was established in 2005 dedicated to the advancement of learning and teaching at Colorado State University. The Institute for Learning and Teaching has a twofold mission. First, TILT helps students to succeed academically and to develop life-long learning skills that position them to achieve their personal and professional goals. Second, TILT helps faculty and staff to learn and implement state-of-the-art, research-based approaches to course and curriculum design and instructional delivery, as well as to use and, if desired, contribute to research on learning and teaching. TILT offers professional development and course design opportunities for the instructor side of the classroom. This office also provides advising, mentoring, learning communities, and grad school preparation for students, as well as many instruction-related workshops and mini-conferences for graduate students each semester (https://tilt.colostate.edu/proDev/gradStudents). Their staff is very friendly, approachable and helpful and their resources are available free of charge.

For more information, you can find TILT’s webpage here: https://tilt.colostate.edu/about/mission.cfm

The Graduate Teaching Certificate of Completion Program
https://tilt.colostate.edu/proDev/gradStudents/certificates/
The Graduate Teaching Certificate of Completion Program offers an opportunity to learn about, reflect on, and practice teaching at the post-secondary level. The program is flexible, allowing graduate students to focus on areas of teaching that most interest them and best meet their professional needs. Teaching is a complex art: Here you will have the opportunity to participate in a combination of experiences, such as coursework on pedagogical theory and practice; workshops on specific pedagogical issues; experiential learning through internships, teaching and tutoring; course design; and a host of other professional development activities. Moreover, working with the members of the Teaching Certificate Review Board, you can tailor your program according to your needs, interest, and schedule. Program participants who complete the requirements earn a Certificate of Completion and are permitted to display their teaching portfolio on the TILT Web site.

Professional Development Workshops for Graduate Students
Discover resources and participate in professional development events to polish your skills and enhance your career goals. The Graduate School develops a series of free Graduate Professional Development (GDP) events each fall and spring semester. http://graduateschool.colostate.edu/professionaldevelopment/professional-development-workshops-and-events/

Instruction
Please be aware that content knowledge is not the same as teaching ability; scholarship is not pedagogy. It’s one thing to possess an understanding of a topic, like social theory, or a process, like research methods, and it’s quite another to be skilled at creating instructional designs or facilitating them.

We have an adult education department on-campus. If you’re considering teaching as part of your career, consider taking a class or two with them as part of your course plan. As a college instructor or GTA, you’ll be engaging in a particular demographic of students: adults. The study of adult learning is called andragogy (a sub-section of pedagogy). In short, adults learn differently than kids, and meaningful instruction should reflect that. Here are a couple standard texts to get you thinking about teaching and learning: ‘Instructional Design’ by Smith & Ragan and ‘Adult Learning: Linking Theory and Practice’ by Merriam & Bierema (both are available through the Morgan Library). Remember (paraphrased from education professionals on our campus): lecturing is the technique you use when you’re out of other instructional options. Here are some resources to draw on:

http://www.sciencemag.org/news/2014/05/lectures-arent-just-boring-theyre-ineffective-too-study-finds
https://uwaterloo.ca/centre-for-teaching-excellence/teaching-resources/teaching-tips/alternatives-lecturing/active-learning/varying-your-teaching-activities
https://edocs.uis.edu/boakl1/www/FiftyAlternativesToLecture.html
https://www.teachthought.com/pedagogy/50-alternatives-to-lecturing/

Various additional support services can be found at
http://isss.colostate.edu/resources/student-support-services/

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July 2018