SPRING UPDATES 2011

January 13, 2011

R.S. Pollenz, Ph.D.

Professor and Associate Dean
• **Admissions Updates**
  – Spring 2011 updates and enrollments
  – Discussion
  – SPEAK test and GA Job Codes

• **Workshops**

• **Policy Updates**
  – 2011-2012 catalog is posted (effective date Aug 2011)
  – 2012-2013 catalog in process
  – Satisfactory Academic Progress

• **Funding Updates**
  – 2011 Fellowships Deadlines

• **ETD Updates**
  – New for Spring 2011
  – Online Assessment Option of Off-Campus students
  – Proposed new ETD fee structure

• **Open Forum**
PROGRAM COORDINATORS
BROWN BAG SERIES

ADMISSIONS UPDATES
Master’s Applications and Admissions

Applications and Enrollment for Spring 2011 were down by 26%

GS will be working with programs to strategically review master’s programs and assess this “trend”

Moving forward: Expansion of non-thesis options?
ADMISSIONS

Summer 2011/Fall 2011
CHANGES TO GRE

FOR INFORMATION

To sign up for info, tips, timing from ETS

www.ets.org/gre/updates

GRE GENERAL TEST

http://www.ets.org/gre/revised_general_institutions

INSTITUTIONAL INFORMATION

http://www.ets.org/gre/institutions/
All Students for whom English is not their first language MUST take the SPEAK test or the iBT to be placed into the 9183/9184 job codes

50 (Speak) 26 (iBT) = unconditional TA

45 (Speak) 23-25 (iBT) = conditional TA

<45 (Speak) <23 (iBT) = students can be appointed to 9550 with NO CONTACT WITH STUDENTS
Cost for SPEAK test is now $100

Fee will be assessed by the GS to the student unless the Department informs the Graduate School to assess the fee to the Department.

The GS is currently setting up the accounting process.

GS will retroactively bill students who are taking the test until this is complete.
SPEAK TEST UPDATES

SPOKEN ENGLISH FOR INTERNATIONAL TAs

Eligibility for Spoken English for ITAs:

- Student must be a non-resident alien.
- TA appointment must be in the GEMS system in job code 9183 or 9184.
- Students must have a SPEAK score of 45 or iBT score of 23-25.

- Students who took the Spoken English course in Fall 2010 may not enroll in this course again. They must take “Improving English Pronunciation,”

- If there is still room in the class after all the 9183 and 9184 ITAs have enrolled, we will permit ITAs with the 9550 job code to enroll in the class. Trista Moenning will maintain the waiting list.
Enrollment process for Spoken English for ITAs:

- Student must receive permission to attend the course from the Graduate School (contact Trista Moenning at tmoenning@grad.usf.edu). GEMS and BANNER will be checked to confirm job code and test score.

- Departments may send a list to Trista of all the ITAs who need to take the course. She will process the batch.

- Student and department will receive confirmation of enrollment by email.
Spoken English Course Schedule:

Tuesdays and Thursdays from 12:30 – 1:45 pm in FAO 127.
The course will follow the USF Spring 2011 calendar, but will begin one week later.
Classes will meet from January 18th through April 29th.
Final Exam Week, May 1-6 may be used for a final assessment, if needed.
The course will not meet during USF Spring break, March 14-19, 2011.
NEW COURSE FOR LOWER-LEVEL SCORES:

“Improving English Pronunciation” will be offered to international TAs who score 35 or 40 on SPEAK/20-22 on the iBT and for ITAs who took “Spoken English for ITAs” in the fall and did not reach the 50 level.

This cost of this course ($300) will be charged to the student (the department may choose to pay for this class).

The registration process is the same as for the Spoken English course
COURSES FOR INTERNATIONAL TAs

Improving Pronunciation Course Schedule

Tuesdays and Thursdays from 11:00 am – 12:15 pm in FAO 127. The course will follow the USF Spring 2011 calendar, but will begin one week later.

Classes will meet from January 18th through April 29th. Final Exam Week, May 1-6 may be used for a final assessment, if needed. The course will not meet during USF Spring break, March 14-19, 2011.
TA ASSIGNMENTS

THREE TIER APPROACH TO TA ASSIGNMENTS TO BEGIN SPRING 2011
# University of South Florida Graduate Assistant Appointment Guide

USF uses three different job codes for assignment of graduate assistants to positions that support instruction. The assignments fall into three tiers and require increased levels of experience. In addition, international students that are 1) residents of countries in which English is not the primary language and 2) are attending USF on visas, are required to have met the required iBT or SPEAK test score requirement for appointment to the 9183 and 9184 job codes.

A summary of the different position and qualifications is shown below. The following pages provide additional detail to each of the tiers. Students are required to meet these qualifications to be assigned to the appropriate positions. The Graduate School will monitor this policy and there are no exceptions to this policy. **Students who do not meet the qualifications of the position to which they are assigned will be removed from the position.**

<table>
<thead>
<tr>
<th>GA JOB LEVEL</th>
<th>JOB CODE</th>
<th>JOB TITLE</th>
<th>*SPEAK or iBT TEST SCORE REQUIRED</th>
<th>CREDENTIALS REQUIRED TO BE APPOINTED</th>
<th>TYPICAL FUNDING FOR POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9550</td>
<td>Graduate Instructional Assistant - Grader</td>
<td>none</td>
<td>Bachelor’s degree in the discipline</td>
<td>E&amp;G</td>
</tr>
<tr>
<td>2</td>
<td>9550</td>
<td>Graduate Instructional Assistant – UG Laboratory Preparation</td>
<td>none</td>
<td>Bachelor’s degree in the discipline</td>
<td>E&amp;G</td>
</tr>
<tr>
<td>3</td>
<td>9550</td>
<td>Graduate Instructional Assistant - UG Lecture Assistant</td>
<td>none</td>
<td>Bachelor’s degree in the discipline</td>
<td>E&amp;G</td>
</tr>
<tr>
<td>4</td>
<td>9184</td>
<td>Graduate Teaching Assistant - UG Lecture Assistant</td>
<td>**50/26</td>
<td>Bachelor’s degree in the discipline</td>
<td>E&amp;G</td>
</tr>
<tr>
<td>5</td>
<td>9184</td>
<td>Graduate Teaching Assistant - UG Lab Section Assistant</td>
<td>**50/26</td>
<td>Bachelor’s degree in the discipline</td>
<td>E&amp;G</td>
</tr>
<tr>
<td>6</td>
<td>9184</td>
<td>Graduate Teaching Assistant - UG Recitation/Discussion Section Assistant</td>
<td>**50/26</td>
<td>Bachelor’s degree in the discipline</td>
<td>E&amp;G</td>
</tr>
<tr>
<td>7</td>
<td>9183</td>
<td>Graduate Teaching Associate - Lower Level UG Course Teaching Associate, typically instructor of record</td>
<td>50/26</td>
<td>Bachelor’s degree and 18 hrs graduate coursework or equivalent in the discipline</td>
<td>E&amp;G</td>
</tr>
<tr>
<td>8</td>
<td>9183</td>
<td>Graduate Teaching Associate - Upper Level UG Course Teaching Associate, typically instructor of record</td>
<td>50/26</td>
<td>Master’s degree or equivalent that includes 18 hrs graduate coursework in the discipline</td>
<td>E&amp;G</td>
</tr>
</tbody>
</table>

*International TAs who are 1) citizens of countries in which English is not the primary language and 2) are attending USF on visas, are required to earn a minimum score of 50 on the SPEAK test or a 26 on the Speaking Section of the iBT. The score must be posted to the BANNER student record BEFORE the student is appointed in the 9183 or 9184 job codes.*

**International TAs who score a minimum of 45/23 may be appointed to positions within the 9184 job code for a maximum of ONE SEMESTER. The appointment may be made ONLY if the student is enrolled in the Spoken English for International TAs course and the Graduate School approves the Exception for TA Assignment form.*
IMPORTANT NOTES

GA assignments are based on job duties NOT on amount of graduate experience

No duties have been altered

USF has not changed the credentials that are needed to be assigned to a TA position

Assignments based on the duties of the position will align with other SUS schools and allow effective tracking
# TIER 1 (9550) GRADUATE ASSISTANT ASSIGNMENT DETAILS

**OVERVIEW:** Students who are assigned to the 9550 job code will be classified as Graduate Instructional Assistants and the three types of job duties are summarized below. Students assigned to the 9550 job code **MUST** have NO DIRECT INTERACTION WITH STUDENTS and this includes such duties as office hours, class review sessions, recitation sessions or tutoring. Assistants who have direct interactions with students **MUST** be assigned to the 9183 or 9184 job codes. Students who do not meet the qualifications of the position to which they are assigned will be removed from the position.

<table>
<thead>
<tr>
<th>GA JOB LEVEL</th>
<th>JOB CODE</th>
<th>SPEAK or iBT TEST SCORE REQUIRED</th>
<th>QUALIFICATIONS REQUIRED TO BE APPOINTED</th>
<th>JOB TITLE</th>
<th>TYPICAL JOB DUTIES</th>
<th>TYPICAL FUNDING FOR POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9550</td>
<td>none</td>
<td>Bachelor's degree in the discipline</td>
<td>Graduate Instructional Assistant - Grader</td>
<td>Grade exams and other course requirements as determined by the instructor of record. May serve as exam proctor. NO DIRECT STUDENT INTERACTION IS ALLOWED FOR STUDENT ASSIGNED TO THIS POSITION (including office hrs, tutoring or review sessions).</td>
<td>E &amp; G</td>
</tr>
<tr>
<td>2</td>
<td>9550</td>
<td>none</td>
<td>Bachelor's degree in the discipline</td>
<td>Graduate Instructional Assistant – UG Laboratory Preparation</td>
<td>Preparation and set up of laboratory sections. NO DIRECT STUDENT INTERACTION IS ALLOWED FOR STUDENT ASSIGNED TO THIS POSITION (including office hrs, tutoring or review sessions).</td>
<td>E &amp; G</td>
</tr>
<tr>
<td>3</td>
<td>9550</td>
<td>none</td>
<td>Bachelor's degree in the discipline</td>
<td>Graduate Instructional Assistant - UG Lecture Assistant (no direct student interaction)</td>
<td>Assist the instructor of record. Manage the class website, upload grades into Blackboard, answer student questions via email, serve as exam proctor, assist with exam review. NO DIRECT STUDENT INTERACTION IS ALLOWED FOR STUDENT ASSIGNED TO THIS POSITION (including office hrs, tutoring or review sessions).</td>
<td>E &amp; G</td>
</tr>
</tbody>
</table>
# Tier 2 (9184) Graduate Assistant Assignment Details

**Overview:** Students who are assigned to the 9184 job code will be classified as Graduate Teaching Assistants and the three types of job duties are summarized below. Students assigned to the 9184 job code **must** meet SPEAK/IBT score requirements and **cannot** be listed as the instructor of record. Students who are the instructor of record **must** be assigned to the 9183 job code. **Students who do not meet the qualifications of the position to which they are assigned will be removed from the position.**

<table>
<thead>
<tr>
<th>GA JOB LEVEL</th>
<th>JOB CODE</th>
<th>SPEAK or IBT TEST SCORE REQUIRED</th>
<th>QUALIFICATIONS REQUIRED TO BE APPOINTED</th>
<th>JOB TITLE</th>
<th>TYPICAL JOB DUTIES</th>
<th>TYPICAL FUNDING FOR POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>9184</td>
<td>*50/26</td>
<td>Bachelor’s degree in the discipline</td>
<td>Graduate Teaching Assistant - UG Lecture Assistant <em>(direct student interaction)</em></td>
<td>Assist the instructor of record. <strong>STUDENT IS NOT THE INSTRUCTOR OF RECORD.</strong> Manage the class website, upload grades into Blackboard, answer student questions via email, serve as exam proctor, assist with exam review, MAY HOLD REVIEW SESSIONS AND TUTORIALS, MAY HOLD OFFICE HOURS.</td>
<td>E &amp; G</td>
</tr>
<tr>
<td>5</td>
<td>9814</td>
<td>*50/26</td>
<td>Bachelor’s degree in the discipline</td>
<td>Graduate Teaching Assistant - UG Lab Section Assistant</td>
<td>Assist the instructor of record. <strong>STUDENT IS NOT THE INSTRUCTOR OF RECORD.</strong> Manage laboratory section associated with UG courses. Work closely with the instructor of record or the laboratory manager on content. May write and deliver weekly quizzes. May hold office hours or review sessions. Manages Blackboard site for the class.</td>
<td>E &amp; G</td>
</tr>
<tr>
<td>6</td>
<td>9184</td>
<td>*50/26</td>
<td>Bachelor’s degree in the discipline</td>
<td>Graduate Teaching Assistant - UG Recitation/Discussion Section Assistant</td>
<td>Assist the instructor of record. <strong>STUDENT IS NOT THE INSTRUCTOR OF RECORD.</strong> Manage recitation/discussion section associated with UG courses. Work closely with the instructor of record or on content. May write and deliver weekly quizzes. May hold office hours or review sessions.</td>
<td>E &amp; G</td>
</tr>
</tbody>
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*International TAs who are 1) citizens of countries in which English is not the primary language and 2) are attending USF on visas, are required to earn a minimum score of 50 on the SPEAK test or 26 on the Speaking Section of the iBT. The score must be posted to the BANNER student record BEFORE the student is appointed in the 9183 or 9184 job codes.

**International students who score a minimum of 45/23 may be appointed to positions within the 9184 job code for a maximum of ONE SEMESTER. The appointment may be made ONLY if the student is enrolled in the Spoken English for International TAs course and the Graduate School approves the Exception for TA Assignment form.
## TIER 3 (9183) GRADUATE ASSISTANT ASSIGNMENTS

**OVERVIEW:** Students who are assigned to the 9183 job code will be classified as *Graduate Teaching Associates* and the two types of job duties are summarized below. Students assigned to the 9183 job code **MUST** meet SPEAK/iBT score requirements and **ARE TYPICALLY** listed as the instructor of record (>50% of the teaching assignment for the course). *Students who do not meet the qualifications of the position to which they are assigned will be removed from the position.*

**Minimum SPEAK/iBT Score Required:** Graduate students assigned to 7-8 level TA positions must be assigned to the 9183 job code and **REQUIRE** a SPEAK/iBT test score of 50/26 to be on record **BEFORE THE ASSIGNMENT CAN BE MADE. THERE ARE NO EXCEPTIONS.** Assignment of graduate students to the 7-8 level TA positions will typically be listed as the instructor of record.

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</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>9183</td>
<td>50/26 required. NO EXCEPTIONS.</td>
<td>Bachelor’s degree and 18 hrs graduate course work or equivalent in the discipline</td>
<td>Graduate Teaching Associate - Lower Level UG Course Teaching Associate</td>
<td>STUDENTS ASSIGNED TO THESE POSITIONS WILL TYPICALLY BE LISTED AS THE INSTRUCTOR OF RECORD but still require direct supervision and mentoring by a USF faculty member in the teaching discipline. Typical duties of the position include but are not restricted to: course content development, delivery of lectures and presentations, course management and administration of Blackboard, development and delivery of assessment materials, scheduling of office hours/ review sessions and final grade assignments.</td>
<td>E &amp; G</td>
</tr>
<tr>
<td>8</td>
<td>9183</td>
<td>50/26 required. NO EXCEPTIONS.</td>
<td>Master’s degree or equivalent that includes 18 hrs graduate coursework in the discipline</td>
<td>Graduate Teaching Associate - Upper Level UG Course Teaching Associate</td>
<td>STUDENTS ASSIGNED TO THESE POSITIONS WILL TYPICALLY BE LISTED AS THE INSTRUCTOR OF RECORD but still require direct supervision and mentoring by a USF faculty member in the teaching discipline. Typical duties of the position include but are not restricted to: course content development, delivery of lectures and presentations, course management and administration of Blackboard, development and delivery of assessment materials, scheduling of office hours/ review sessions and final grade assignments.</td>
<td>E &amp; G</td>
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WORKSHOPS

SPRING 2011 SEMESTER

9 Workshops

http://www.grad.usf.edu/workshops.asp

A PDF that lists the dates and times can be downloaded from the website

January 20 – February 16
Graduate Catalog

11-12 is posted and can be accessed from the main GS website under ACADEMICS

Students admitted for Fall 2011 will fall under this catalog
CHANGE OF PROGRAM ISSUES

Satisfactory Academic Progress: What is Happening:

1) Students must complete >67% of courses (D and above) to obtain financial aid
2) The OFA is going to increase the oversight and students will have less time to attain the 67%
3) Students that do a change of program or 2\textsuperscript{nd} degree will have issues if they get their GPAs reset
4) They must submit a Satisfactory Academic Progress Petition to the OFA
5) If the student has good academic record, this needs only be done ONE - TIME
6) Students should be advised of this situation when completing the change of program (PTA)
PROGRAM COORDINATORS
BROWN BAG SERIES

FUNDING
UPDATES
FELLOWSHIPS

Dissertation Completion Fellowship

Doctoral students who do not have funding

$15,000 + Waiver + Fees + Health

Full time enrollment required (Fall 11/Sp 12/Su 12)

Expected Graduation: Summer 2012

Deadline: March 25, 2011

Access through: http://www.grad.usf.edu/grants.asp
USF Signature Research Doctoral Fellowship

Doctoral students who have attained candidacy Summer 2010/Fall 2010/Spring 2011/Summer 2011

2 years @ $18,000/$600 travel + Waiver + Fees + Health

Full time enrollment required (Fall 11/Sp 12/Su 12)

Deadline: March 25, 2011

Access through: http://www.grad.usf.edu/grants.asp
ETD UPDATES
ETD

RESOURCE CENTER

http://www.grad.usf.edu/thesis.asp
ETD UPDATES

The 5 Step Submission Process has been streamlined to 4 Steps. In addition, the single 5 Step Submission Process checklist has been replaced with two distinct 4 Step Submission Process checklists, one for Master’s students and one for Doctoral students.

To obtain the checklists go to the main ETD website:

http://www.grad.usf.edu/ETD-Master-Final-submission.asp
http://www.grad.usf.edu/ETD-Doctoral-Final-submission.asp
The ETD Resource Center website has been updated to reflect the changes to the submission process. Also, content on the site has been reorganized for easier navigation.

Doctoral students may now complete the Survey of Earned Doctorates *online*. Complete instructions may be found on the ETD website:

Beginning Spring 2011, students will submit their manuscripts directly to the USF PROQUEST WEBSITE (Step 4 of the 4 Step process).

For more information regarding submission to the USF ProQuest portal please see the ProQuest section in the ETD FAQ’s: [http://www.grad.usf.edu/ETD-FAQ.asp#k](http://www.grad.usf.edu/ETD-FAQ.asp#k)
ETD UPDATES

STUDENTS WHO ARE OFF CAMPUS AND CANNOT ATTEND A WORKSHOP

The Graduate School has developed an online assessment option for off-campus students who are unable to attend a required ETD workshop on campus. The assessment should be completed during the semester PRIOR TO GRADUATION but no later than the 4th week of the semester of graduation.

Students access the assessment through Blackboard (Student Activities Link)
ETD UPDATES

PROPOSED ETD FEE SCHEDULE

Early Bird Submission (up to two weeks prior to the submission deadline) $75

Regular Submission (within two weeks of the submission deadline) $100

Fee for second review of ETDs that failed the initial review and required extensive edits by the GS $25

Late Submission (minimal base fee for ETDs that are approved for submission after all published deadlines: $100 regular fee + $60) $160
OPEN FORUM
THANK YOU!
LAST QUESTIONS?

rpollenz@grad.usf.edu