Information Session for Graduate Assistants

September 27, 2016
Mac-Corry B176
Agenda

- Roles and Responsibilities
- Policies & practices (and What’s new?)
- Resources
- Survival tips/Q and A
SGS Office

- Mandate: support student achievement consistent with the highest possible academic standards in graduate degree programs and to foster excellence in graduate student research.
- SGS Operations overview
Grad. Assistant Role

• The liaison with SGS, OUR, QUIC, other administrative offices, AND our students, both current and prospective

• Support a climate of student success through communication and assistance

• Resource to faculty and students on all aspects of the graduate program (regulations, processes, funding, admissions, ...)

• Monitoring and managing applications for admission; answering queries, keeping in touch with applicants
Grad. Assistant Role cont.

- Keeping up to date registration records: course enrolment, study status, failed grades...
- Managing student support funding, supporting scholarship applications
- Degree completion activity: scheduling oral thesis examinations, processing completions, checking the degree lists
Supporting graduate students

- Provide advice, assistance and guidance to graduate students (confidentiality as appropriate)
- Ensure students are informed about program expectations, departmental, university and community resources and services
- Contribute to maintaining a positive environment for grad students
Liaison/Communication

- Inform faculty, staff and students on matters relevant to graduate studies.
- Graduate Studies Information Exchange (GSIE)
- SGS Newsletter and OPDT Newsletter
- SGS website
Policies, Practices & things that are new

- [http://www.queensu.ca/calendars/sgsr/General_Regulations.html](http://www.queensu.ca/calendars/sgsr/General_Regulations.html)

- Thesis examinations
  - Reminder - the thesis is a privileged document
  - Visitors at thesis examination regulation revised in 2015-16
  - Upgraded thesis defense room in Gordon Hall (also suited for webinars)
Resources and Events

- SGS Habitat
  http://www.queensu.ca/sgs/current-students/sgs-habitat
- www.MyGradSkills.ca
- Career Week for Graduate Students and Post-Doctoral Fellows (October 11 to 14, 2016)
- Expanding Horizons
- Dissertation Boot Camp/DOTL
- SGS Counsellors
- SGPS Student Advisors
Survival Tips Part II

• Read the funding memo
• When in doubt, ask SGS staff
• Prioritize and plan
• Consult frequently with Grad. Coordinator
• Keep a calendar/list of activities and deadlines
• Share ideas/issues with other grad. assistants
Questions?

- Ideas for upcoming GSIEs?

- Graduate Assistant Listserve:
  - GRADASST-L@lists.queensu.ca