The Graduate School Program Director Newsletter
December 2015

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**Staff Updates**

As the Graduate School’s reorganization takes shape, we are pleased to announce the following staff changes:

Christi Skerlak is the new Executive Assistant in the Graduate School. She will provide administrative support to Dean Reynolds and Associate Deans, Katherine Hall-Hertel and Johnna Watson. She is responsible for managing their calendars, scheduling meetings, and is transitioning into the role of Graduate Council Secretary. Christi also provides support as our departmental travel specialist.

Annette Parks is the new Graduate Operations Manager. Her main focus is managing the Graduate Faculty Appointment process, eGFA, which was implemented in March 2015. This is an online system for submitting nominations for appointing and reappointing graduate faculty at UNC Charlotte. There are approximately 1400 Graduate Faculty on campus involved in teaching graduate level courses and/or serving on thesis/dissertation committees. She will still be involved with Graduate Program Directors, the Graduate Program Directors Advisory Council and the de Silva and First Citizens Graduate Faculty Awards as they all relate to Graduate Faculty processes.

In addition, we are delighted to announce that James Birkett will move into the role of Associate Director for Graduate Academic Affairs. In this role he will supervise graduation clearance and the integration of Degree Works as part of that process. He will also focus on academic process improvements in the Graduate School.

Mary Ellen Shuntich has moved into the newly created role of Director of External Relations for the Graduate School, a full-time position in the Graduate School, where she will be responsible for developing relationships with external partners, alumni, prospects, donors and Advisory Board. Her office will remain in Cato Room 232.

Lastly, Ms. Elizabeth Lackey joins Graduate Academic Affairs on a part-time basis to facilitate the processing of academic petitions.
GPD Brown Bag Training Opportunities and Workshops

Brown Bag Workshops have been changed a bit so that staff from both graduate admissions and enrollment management and graduate academic affairs will be on hand at each session. Please join us for the following GPD training opportunities and workshops. Support staff are also welcome. Each session will include a brief presentation from staff, followed by open discussion of any topic. RSVP online.

**Recruitment/Admissions/Funding**
Friday, December 11th, 1:00pm - 2:00pm
Cato Hall 228
Staff will discuss recruitment, admissions and funding.

**Optional Practical Training (OPT) and Curricular Practical Training (CPT) Workshops**
Several workshops offered throughout the fall semester; see the link for details and to RSVP. The ISSO is hosting several immigration-based informational workshops this semester to provide information on the requirements and application procedures for both OPT (Optional Practical Training) and CPT (Curricular Practical Training).

While these workshops are held to inform and educate international students on the procedures and regulations involved in applying for employment authorization, the ISSO welcomes Graduate Program Directors to attend a workshop so you and others in your department may learn more about these opportunities. [http://isso.uncc.edu/international-students/information-current-international-students/employment-ssn-and-taxes/employm-3](http://isso.uncc.edu/international-students/information-current-international-students/employment-ssn-and-taxes/employm-3)

**DegreeWorks Training Sessions - optional**
DegreeWorks will be available to pilot programs this spring. Faculty from any program interested in learning more about the system may attend either of these training sessions:
Wednesday, 12/9 - 11:00 am 12:00 pm - Denny 101
Thursday, 12/17, 1:00 - 2:00 pm - Denny 101

**Recruitment Event For New Faculty - Ph.D. students**

Suzhou University of Science and Technology will be at UNC Charlotte on December 10th.
As part of their visit, they hope to talk with doctoral students interested in teaching in a variety of fields. See below and please share this information.

Suzhou University of Science and Technology(SUST), located in Suzhou, Jiangsu, is established by central and local government of P.R.China. SUST is an engineering-centered multi-disciplinary institution of higher education, covering ten disciplines including engineering, science, literature, history, philosophy, law, management, education, arts and economics, 55 master’s degree programs, 58 undergraduate programs among which there are several preponderant and key disciplines of Jiangsu, and over 20 provincial-level scientific research platform. School website: [http://web.usts.edu.cn](http://web.usts.edu.cn)

This recruitment meeting welcome talents from the following disciplines: Architecture, Urban and Rural Planning, Landscape Architecture, Environmental Science and Engineering, Civil Engineering, Information and Communication Engineering, Electronic Science and Technology, Optics Engineering, Chemical Engineering and Technology, Bioengineering and Biotechnology, Materials Science and Engineering, Mechanical Engineering, Electrical Engineering, Management Science and Engineering, Business and Administration, Mathematics, Physics, Philosophy, Chinese History, World History, Chinese Language and Literature, Foreign Language and Literature, Artistic Theory, Music and Dance, Art Design, etc.
**UNC Charlotte Recruitment Meeting**  
Time: December 10, 2015  17:00-18:00  
Place: Room 128, Building CHHS

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**Graduation and Commencement**

Fall Commencement is December 19th. Students should have applied to graduate prior to the deadline. Please remind students that they are expected to attend the ceremony associated with their term of graduation. Doctoral students and their advisors are invited to a celebratory dinner on Thursday, December 17th. Please RSVP to Monica Freeman (mfreeman@uncc.edu) if you plan to attend.

Full graduation checklists for both master’s and doctoral students are now available on the Graduate School’s website [http://graduateschool.uncc.edu/current-students/graduation](http://graduateschool.uncc.edu/current-students/graduation).

Students who miss the deadline or don’t complete their requirements for Fall 2015 graduation will need to apply for Spring 2016 graduation. Instructions for the Application for Graduation and Candidacy Application can be found at [http://graduateschool.uncc.edu/current-students/graduation](http://graduateschool.uncc.edu/current-students/graduation).

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**Recruitment, Admissions, Funding and Enrollment Management Updates**

**Recruitment Resources**

Graduate School Admissions Counselors are available to support your recruitment efforts. Many program directors offer information sessions, open houses, GRE searches, and much more, and the counselors can provide guidance on how to implement successful events. Please reach out to one of the individuals listed below:

Maryanne Maree-Sams, Graduate Admissions Counselor, 704-687-7243, mmareesa@uncc.edu  
Marianne Williford, Graduate Admissions Counselor, 704-687-7245, mwillif4@uncc.edu  
Allison Brinkley, Graduate Admissions Counselor for Business Programs, 704-687-7267, abrinkley@uncc.edu

**Guide to the Use of GRE Scores**

The Educational Testing Service (ETS) provides details on the Graduate Record Examination (GRE) test as well as acceptable use of scores:

Use Multiple Criteria: Regardless of the decision to be made, multiple sources of information should be used to ensure fairness and to balance the limitations of any single measure of knowledge, skills or abilities. These sources may include undergraduate grade point average, letters of recommendation, personal statement, samples of academic work and professional experience related to proposed graduate study. A cut-off score (i.e., a minimum score) should never be used as the only criterion for denial of admission or awarding of a fellowship. Use of multiple criteria is particularly important when using GRE scores to assess the abilities of educationally disadvantaged applicants, applicants whose primary language is not English and applicants who are returning to school after an extended absence. Score users are urged to become familiar with factors affecting score interpretation for these groups as discussed in this publication. (page 10)

**GRE Factoids**

[http://news.ets.org/assets/content/LO03_GRE_repeat_info_FINAL.pdf](http://news.ets.org/assets/content/LO03_GRE_repeat_info_FINAL.pdf)  
1 out of 4 people take the GRE more than once  
- The number of people of took the GRE a second time grew 15% in 2014  
- Most people who took the GRE a second time scored higher
Subscribe to an Automated Applicant Data Report

The Graduate School has created an automated report that will give you a snapshot of applicant data for your program(s), including test scores and education history. In addition to submitted applications, the report includes data for applications still “in progress”.

The report is currently available to College Deans, Graduate Program Directors and others who submit admissions recommendations on behalf of programs. To subscribe to the automated report, please contact Kathy Giddings or Ash Bowers in the Graduate School.

### Graduate Applications Snapshot as of 11-30-2015

<table>
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<th>Application Status</th>
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<th>SUMMER 2</th>
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<td>2015 (census)</td>
<td>2016</td>
<td>2015 (census)</td>
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<tr>
<td>Does Not Intend to Enroll</td>
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<td>579</td>
<td>0</td>
<td>49</td>
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</table>

### Funding and Assistantships

The following staff members are your contacts should you need assistance or information:

**Assistantships**
Tequilla Bennett, TCBennett@uncc.edu, Admissions and Funding Specialist

**Funding**
Melissa "Missy" Peterson, MelissaPeterson@uncc.edu, Admissions and Funding Specialist

**Post an Assistantship Position**
If your department/school/college office would like to post a graduate assistantship position to the Graduate School's website, please send a PDF copy of the position description including submission guidelines to Karla Stanchina (kstanchi@uncc.edu). Positions are posted within five days of receipt and kept active on the Graduate School website for 30 days.

**Graduate School Adds More Assistantships for Veterans**
Three additional veterans assistantships will be available starting in the fall 2016 to newly accepted graduate students who are veterans. Each two-year assistantship is valued at $36,000 to $45,000 and includes tuition, health insurance, and a stipend. The assistantships are available to veterans from any branch of the military with an honorable discharge who are admitted to any master’s or doctoral program. Assistantships may involve...
teaching opportunities and/or helping with faculty research projects. The award requires up to 20 hours per week commitment and recipients may not be employed on or off campus. Recipients must enroll each semester for at least 6 credit hours (typically two courses). For additional information visit http://graduateschool.uncc.edu/funding/graduate-school-opportunities or contact Dr. Gil Hageman, Faculty Associate to the Graduate School.

**PEO International Peace Scholarship**

The PEO is an international organization committed to increasing educational opportunities for women. The PEO International Peace Scholarship provides a maximum of $10,000 annually and is awarded to women from countries other than the US or Canada. Students must have a full year of coursework remaining (master’s or PhD), be enrolled for the entire year of the scholarship, and plan to return to their home country to apply what they have learned in graduate school in order to make a difference. Eligibility must be established before application materials are sent to applicants. The eligibility information is available from at any time but the completed form will be accepted electronically in the IPS Office only between September 15 and December 15, 2015. March 1, 2016 is the last day to submit completed application materials from applicants already enrolled in a graduate program. April 1, 2016 is the last day to submit completed application materials from applicants not yet enrolled in a graduate program. The announcements of awards will be made in May, 2016. Please have eligible students apply at http://www.peointernational.org/about-peo-international-peace-scholarship-ips.

**Graduate Enrollment Management Outreach and Planning**

**Graduate Enrollment Management** [GEM] is managed at UNC Charlotte by a collaborative work group whose mission is to help develop, communicate, and evaluate well-planned strategies to proactively shape graduate enrollment at UNC Charlotte in an effort to meet established enrollment goals. In support of Graduate Program Director efforts to recruit, enroll, retain, and graduate a diverse and exemplary graduate class, members of the Admissions and Enrollment Management staff are available for one-on-one and/or group meetings to support efforts to develop program-specific GEM Plans.

Based on the Graduate School's long-range enrollment report was developed over the course of the 2013/14 academic year in cooperation with UNC Charlotte's colleges and an outside research company, Eduventures, a primary recommendation in the report was to use enrollment plans as a foundation for integrating graduate education into the University's long-range strategic planning, budgetary requests, and annual reporting. Efforts are now underway in the academic colleges to provide three year enrollment and graduation projections for each program of study.

**Graduate Academic Affairs Updates**

**Graduation Clearance**

For the Spring 2016 term, graduation will be managed by:

Doctoral students - Julie Green; gradgraduation-doctoral@uncc.edu
Master’s thesis and non-thesis: James Birkett; gradgraduation-masters@uncc.edu
Graduate Certificate - Anita Smith; gradgraduation-certs@uncc.edu
General graduation inquiries - Misty Auton; gradgraduation@uncc.edu

**Forms**

The Graduate School has recently revised and/or combined some of the forms for master’s and doctoral students. All of these forms can be found at http://graduateschool.uncc.edu/current-students/forms.

Defense Report for Doctoral Dissertation and/or Master’s Thesis/Project
Proposal Defense for Doctoral Dissertation and/or Master’s Thesis/Project (formerly the Petition for Topic Approval)
Remote Participation Approval form for Doctor and Master’s
The Graduate School has completed meetings with the Associate Deans in each college. A program consultation form was delivered for each program in the college. If you haven’t received yours, contact either your Associate Dean, or Janet Morse (jmorse9@uncc.edu). An expedited short form was also provided for clarifying degree requirements in the catalog only for the items listed on the consultation form. This form cannot be used to add or change program requirements. It may be used only to clarify requirements that have already been vetted through Faculty Governance in preparation for Degree Works. Annotated consultation forms addressing each issue along with the signed expedited short form for catalog revisions need to be returned to Janet by December 1, 2015. Consultations returned after December 1st will be considered at the January Graduate Council meeting.

Several pilot programs have been selected and degree audits will be made available to those programs and their students beginning in the Spring semester. To help pilot faculty become familiar with Degree Works training sessions have been scheduled in December and are open to any faculty interested in attending:

- Wednesday, December 9, 11:00-12:00, Denny 101
- Thursday, December 17, 1:00-2:00, Denny 101

Please email Janet to register for training. As always, any questions can be directed to Janet Morse, jmorse9@uncc.edu.

Upcoming Spring 2016 Deadlines

January 21st, 2016 is the deadline to apply for graduation and to submit the Candidacy Application.

Doctoral Students
Forms due prior to January 16, 2016:
- Qualifying Exam Form
- Appointment of Doctoral Dissertation Committee Form
- Proposal Defense Form
- Plan of Study forms
- Transfer Credit applied for through the Graduate Academic Petition at https://gpetition.uncc.edu/login.

Center for Graduate Life Updates and Upcoming Events

TA Training for new Spring TAs
January 8, 2016 - 9:00-12:30, Cone University Center, 210
Registration: 8:45 am. Welcome/training: 9:00 am
UNC Charlotte’s accreditation standards require that all GTAs receive training prior to the start of their TA contract. The Graduate School is conducting a training session for all new Graduate Teaching Assistants on Friday, January 8, 2016. This training will offer important information about legal issues in teaching, identifying troubled students, and how to manage varied teaching responsibilities. Pre-registration requested.

Spring Orientation for new students
Friday, January 8, 2:00-5:00pm, McKnight Auditorium, Cone University Center
The Graduate School’s "Orientation for New Students" is designed to introduce you to the University, the graduate community and the broad range of resources and services available to support your success. Admitted students register via the Graduate School’s Admissions Application Portal.
Spring Semester Graduate Student Wine & Cheese
Wednesday, January 20, 6:30-8:30pm, Center for Graduate Life (Cone 268)
The Center for Graduate Life's Graduate Life Fellows are hosting a FREE wine and cheese graduate student meet and greet on January 20! Come mix, mingle and practice those professional networking skills. Co-sponsored by GPSG, Total Wine, Harris Teeter and Lowe's Foods.

Professional Development for Graduate Students

Improve Your Methodology and Data Analysis - Meet with a Project Mosaic Consultant! (Last day for fall semester is December 16).
Mondays: 9:00am – 12:00pm, Wednesdays: 4:00-6:00pm, Center for Graduate Life, Cone 268
The Center for Graduate Life has partnered with Project Mosaic to provide consultation to graduate students in need of assistance with their research projects or thesis/dissertations. The service is focused on advising and improving the methodology and data analyses in graduate research. No appointment needed.

Writing Assistance in the Center for Graduate Life
Center for Graduate Life, Cone 268 – Mondays-Wednesdays: 2:00-5:00pm, Thursdays: 2:00-4:00pm.
Meet individually with a Senior Writing Assistant to discuss your writing project at any stage of development. The goal of the writing assistance is not to fix or edit papers, but to develop better writers. The CGL has a dedicated computer but feel free to bring your own laptop. Book an Appointment

Writing Professional Development Coming Soon!

Dissertation Support

Winter Dissertation Boot Camp
Saturday-Monday, January 16-18, Center City Building Location. Sponsored by the Center for Graduate Life. Dissertation boot camps provide multi-day opportunities for doctoral students to devote focused time and attention to one goal: making progress on their dissertations. The boot camps offer a quiet space to work, structured writing time, and writing-related resources and support; because all participants are actively engaged in writing their dissertations, the boot camps also serve to decrease the sense of isolation that many doctoral students feel during the dissertation process. More information and Registration.

Dissertation Consulting
Procrastinating? Feeling discouraged? Don’t know how to start? Don’t know where to turn for help? Dissertation Consulting is a free service that supports students in the dissertation process. UNC Charlotte doctoral students who are working on their dissertation proposals, writing their dissertations, or preparing for their dissertation defenses are invited to meet with Dr. Lisa Russell-Pinson, Faculty for Academic Writing in the Graduate School. Contact her at lpinson@uncc.edu to make an appointment.

GRAD courses - Spring 2016 - a few seats still open!

GRAD 6011/8011, Teaching at American Colleges and Universities: Perspectives for International Students. Meets Thursdays, 9:15am-12:00pm
This course will offer the same curriculum as GRAD 6001/8001 but it is designed to use the unique perspectives, cultural backgrounds, and prior educational experiences of International students in learning about the American college environment and students. To register for this course, International students must be enrolled in a Master's or Doctoral program and have completed two graduate semesters in the United States. (3-credit course).

GRAD 6010/8010, Graduate Level Writing for International Students, Tues & Thurs: 1:00-2:30pm
Designed to benefit English as a second language (ESL) graduate students and serves as an introduction to concepts central to graduate-level writing in the United States, such as academic integrity, audience awareness, discipline-specific variation in writing norms and culture, grammar and rhetorical purpose (3-credit course).

**GRAD 6010/6020, Transferable Skills for Career Success, Tuesdays: 9:15-11:15am**
For students interested in non-academic careers, this course helps them to assess their skills and understand how to prepare and communicate their expertise to potential employers. The course will address corporate culture, strategic planning and communication, and a variety of other soft professional skills. (2-credit course).

**GRAD 6030, Workplace Communications – NEW! Mondays, 4:00-4:50pm**
You have the ability to make it in the professional world. You have the ideas. Now let's start working on the set of skills employers value the most. Announcing "Workplace Communications," GRAD 6030, a one-hour class that will help you develop the writing and speaking skills you need in your job. Among the topics: How to write more clearly, how to summarize and how to present information in a business setting. Class meets for eight weeks at the Center City Building. Questions? Contact Craig Paddock at jcpaddock@uncc.edu. (1-credit course)

**GRAD 8002/6002, Responsible Conduct of Research, Thursdays: 4:00-5:45pm OR Fridays: 12:30-2:15pm**
UNC Charlotte is committed to ensuring that doctoral students understand their obligations as researchers. All first year doctoral students are required to enroll in GRAD 8002 - Responsible Conduct of Research. (See your academic department for possible substitute courses in your program). Professional Science Master’s students are also required to complete this course. This two credit course prepares students for a range of research related issues. (2-credit course).

**Ombudsman for Graduate Students**
The Ombudsman for graduate students is available to meet with students on a confidential basis. The Ombudsman provides guidance on process and policies, while directing students to appropriate resources. Dr. Julie Goodliffe, Interim Director of the Center for Graduate Life, currently serves as Ombudsman. She can be reached through the CGL.