

Graduate Appointee Training Program

2020–21 Research Application Handbook



WESTERN MICHIGAN UNIVERSITY

Graduate College

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WMU Mission and Vision

Mission

Western Michigan University is a learner-centered research university, building intellectual inquiry and discovery into undergraduate, graduate, and professional programs in a way that fosters knowledge and innovation, and transforms wisdom into action. As a public university, WMU provides leadership in teaching, research, learning, and service, and is committed to enhancing the future of our global citizenry.

Vision

Nationally and internationally recognized, the University aspires to distinguish itself as learner centered, discovery driven, and globally engaged.

Learner centered

Western Michigan University is a university where every member of our community is responsive to and responsible for the education of our students. We challenge and engage all members of our community with a university experience that creates skilled, life-long learners.

Discovery driven

Western Michigan University offers experiences that enable discovery and promote creativity and research. We are committed to pursuing inquiry, disseminating knowledge, and fostering critical thinking that encourage life-long learning. Our scholarship creates new knowledge, forms a basis for innovative solutions, leads to economic development, and makes substantial contributions to society.

Globally engaged

Western Michigan University impacts the globe positively. We are a community of learners committed to human dignity, sustainability, social responsibility, and justice. Our campus embraces a diverse population of students, faculty, and staff who develop learners and leaders who are locally oriented and globally competent, culturally aware, and ready to contribute to world knowledge and discovery.

The synergy of these three pillars enables WMU to be a premier and distinctive university of choice. Western Michigan University offers all students a learning community designed for and dedicated to their success. We are committed to access and affordability and sustaining an environment in which every student can meet the world head-on and triumph.

University Organization

Western Michigan University is led by its President, who reports to the Board of Trustees. The University consists of the following vice-presidential units, each of which is headed by a Vice President:

- Academic Affairs
- Business and Finance
- Development and Alumni Relations
- Diversity and Inclusion
- Government Affairs and University Relations
- Legal Affairs and General Counsel
- Research
- Student Affairs

The **Academic Affairs** area, headed by the Provost and Vice President for Academic Affairs, is further divided into a variety of colleges, departments, schools, institutes, centers, and other units. Colleges are headed by a dean and all degree-granting academic programs are housed in colleges. Western Michigan University has the following colleges:

- Arts and Sciences
- Aviation (undergraduate only)
- Business (Haworth College of)
- Education and Human Development
- Engineering and Applied Sciences
- Fine Arts
- Graduate College
- Health and Human Services
- Lee Honors College (undergraduate only)

The Graduate College

The Graduate College at Western Michigan University (wmich.edu/grad) provides an array of resources and services to assist graduate students and departments that house graduate programs. Headed by a dean and staffed by professional staff members, the Graduate College provides services such as the following:

- Serves as advocate for graduate education and programs across the University and seeks to sustain a high quality of programs. In this role, the Graduate College interacts with other academic colleges, the Graduate Studies Council of the Faculty Senate, Academic Affairs, and offices such as Admissions, Financial Aid, and the Registrar's office.
- Manages and oversees University policies and procedures related to graduate education and assists departments with consistent implementation of policies and procedures.
- Interacts with other graduate institutions through the Council of Graduate Schools and other organizations to share information and stay current with trends and issues in graduation education.
- Oversees the appointment process for graduate faculty members.
- Oversees and monitors graduate student appointments across the University for student eligibility and department compliance with minimum standards.
- Offers financial assistance to graduate students in the form of grants for research and conference travel expenses as well as some fellowships for graduate study.
- Assists students with thesis/dissertation writing and proposal development.
- Assists departments with recruitment of graduate students.
- Publicizes the scheduling of doctoral dissertation defenses, reviews format of all doctoral dissertations and master's theses, and holds workshops for formatting of dissertations and theses.
- Schedules and carries out numerous events for graduate students, including new graduate appointee training, graduate student resource fair, annual graduate awards convocation, many workshops of interest to graduate students, etc.
- Provides a home for the Graduate Student Association and works with GSA to address graduate student concerns and develop opportunities for graduate students to get involved.

Resources

WMU Online Orientation for Graduate Students

The Graduate College offers an online graduate student orientation course in e-learning. This serves as a resource for information about Western Michigan University and the surrounding community.

This course is not intended to replace traditional in-person orientation programs offered by graduate programs but serves to enhance your experience at WMU. It is our intention to make sure that all incoming students have the opportunity to learn about WMU and the many programs and services available. You will have access to this course as long as you are a student. To access the course, follow these steps:

- Log into GoWMU and click the Elearning tab.
- Find the course “Graduate Student Online Orientation”

Policies That Affect Graduate Appointees as Employees

For the full *Employee Handbook*, see: wmich.edu/hr/policies/handbook

For the current TAU contract, see: wmich.edu/academic-labor-relations/agreements

Stress Management and Conflict Resolution Resources

Graduate appointees who need assistance with academic, work-related, or personal issues have numerous places to go for help, including:

- **University Ombudsman** (wmich.edu/ombudsman) — An intervention agent and impartial person who helps students, faculty, and staff resolve academic and non-academic concerns. The Ombudsman listens to you and discusses your question or concern; provides you with information that answers your question or helps you locate someone who can assist you; explains the University’s policies and procedures and how they may affect you; follows up with you and others at the University to make sure your concern is resolved; and recommends changes in the institution that will make it more responsive to every member of the community. The basic principles of the University Ombudsman are independence, impartiality, informality, and confidentiality. The Ombudsman is authorized to make thorough investigations and has access to most University offices and records, reports, and other documents. No person shall suffer any penalty for seeking assistance from the Ombudsman.
- **Office of Institutional Equity** (wmich.edu/equity) — Oversees and administers the University’s Affirmative Action and Equal Employment Opportunity programs and policies, the Americans with Disabilities Act and related accommodations, and also addresses issues of equality and justice for all members of the University as consistent with the University’s Non-discrimination Policy. Western Michigan University is committed to an environment which encourages fair, humane, and beneficial treatment of all faculty, staff, and students. In accordance with that fundamental objective, the University has a continuing commitment to assure equal opportunity and to oppose discrimination because of race, color, sex, sexual orientation, age, religion, national origin, handicap, height, weight, or marital status.
- **Campus Employee Dispute Resolution Services** (wmich.edu/disputeresolution) - Offers free confidential mediation and community conferencing services that assist faculty and

staff (including GAs) in finding mutually agreeable solutions to interpersonal disputes with other individuals in the workplace.

- **Counseling Services** (wmich.edu/healthcenter/counseling) — Offers low-cost one-on-one personal counseling to assist individuals in better understanding themselves and the emotional conflicts that may interfere with their everyday lives as students, to help them become more aware of alternative means of coping with conflicts and stress, and to aid them in developing more healthy, satisfying, and fulfilling lifestyles.

Campus Safety and Security

Like campuses all over the nation, Western Michigan University has made campus safety and security top priorities and responded with intense scrutiny of its resources and procedures for responding to immediate security threats. As a result, the University has implemented numerous procedures for notifying the campus community of threats and for protecting the safety and security of all campus citizens. Everyone in the campus community has a responsibility to be aware of potential threats to campus security and to follow these important procedures that will minimize such threats.

Find WMU's emergency procedures here: wmich.edu/emergencymanagement/emergency-procedures

Western Michigan University has a 24/7/365 Department of Public Safety (DPS) with Patrol, Detective, and Community Policing divisions. The WMU DPS can be contacted using any one of the following procedures:

- calling (269) 387-5555 from any phone any time
- calling 118 from any campus blue light emergency call box or elevator phone

Please note: Calling 911 from a cell phone on campus will reach Kalamazoo County emergency dispatch, rather than WMU DPS.

WMU Alert System: All members of the WMU community may register a telephone number (cell, office, or home) through the GoWMU portal for “WMU Alert,” operated by Rave Mobile Safety. If an extreme emergency is identified (including but not limited to severe weather, terrorism, shootings, hazardous materials incidents), the system employs preprogrammed text or voice messages that will deliver information to any currently enrolled WMU student or active WMU employee via a cell phone or a landline. Anyone who has registered the number of a text-capable phone in WMU Alert will receive messages about emergency situations in text format. Landlines or cell phones without text capability will receive messages as voice alerts. WMU urges all enrolled students and active employees to activate their WMU Alert account by following these steps:

- Log into GoWMU.
- Click on the yellow and red WMU Alert triangle.
- Enter the preferred phone number.
- Indicate preference for text or voice messages—or both.
- Click submit.

After hours Assistance

The department of public safety offers Vehicle Escorts and Walking Escorts as after hour services for students on campus. Call 269-387-5555 or visit wmudps.wmich.edu/safe-ride.php for hours of operation.

What should you do if you have reason to believe someone at WMU (e.g., a classmate, a student in a class you teach) is a threat to himself or to others? Campus security threats are sometimes precipitated by mental health crises in individuals. Campus mental health professionals are trained to identify these kinds of issues in persons with whom they have contact. Other individuals on campus who don't have specific mental health training may also have concerns about the mental stability of persons they encounter in the campus setting. If someone you know at WMU has made threats against others or you believe an individual poses a possible danger to himself or others, you should immediately report your concerns to the WMU Department of Public Safety. They will investigate the potential threat and help determine what interventions may be necessary. Don't take it upon yourself to assess such possible threats, and don't assume that someone else will do something about it or that your concerns are not valid. Public Safety will listen to your concerns and take appropriate action. The Division of Student Affairs has more information on recognizing a student in distress and how to report a concern at wmich.edu/studentaffairs/concern.

Confidentiality/Disclosure of Student Records

Western Michigan University is bound by federal law to comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Maintaining confidentiality of educational records is the responsibility of all users whether the individuals are faculty, staff, or students.

According to FERPA, an education record, with limited exception, is a record which is maintained by the institution, directly related to the student, and from which a student can be identified. As graduate assistants, whether you are teaching you may be asked to handle student records, such as grades, as part of your assistantship responsibilities. It is important that you understand the limits of confidentiality regarding student records (including your own records).

The Family Educational Rights and Privacy Act affords students certain rights with respect to their educational records. These include the right to consent to disclosures of personally identifiable information contained in the student's educational records, **except to the extent that FERPA authorizes disclosures without consent.**

Disclosure without consent is permitted when the information consists solely of "directory information." Directory information may be published or released by University faculty and staff at their discretion. Unless a student specifically directs otherwise by requesting confidentiality of his personally identifiable information, WMU designates all of the following categories of information about its students as "Directory Information":

- Name
- Address
- Telephone number
- WMU E-mail address
- Curriculum and major field of study
- Dates of attendance
- Enrollment status (full/part-time)

- Degrees/awards received
- Most recent previous educational agency or institution attended by the student
- Participation in officially recognized activities and sports
- Weight and height of athletes

Confidentiality Procedures: Please observe the following procedures in order to protect student records:

The Registrar is the University officer charged with ensuring compliance with the Family Educational Rights and Privacy Act. More information on FERPA is available at: wmich.edu/registrar/policies/ferpa.

Western Michigan University Libraries

University Libraries recognize that WMU graduate students engage in significant research and teaching while at WMU. The libraries are committed to providing resources and services that enhance your academic experience as both a researcher and an instructor at WMU.

Get to know your library liaison: WMU librarians are available to assist you whether in person or by phone, text, email, or online chat. Each academic department has an assigned liaison librarian whom you can contact about topics ranging from general inquiries to arranging in-depth research consultations. Your library liaison is the point person for many services available to you in your role as researcher as well as instructor. For example, your liaison can assist with any of the following:

- Overview of services or introduction to resources (print, electronic, multimedia) available for your field
- Scheduling an in-depth research consultation
- Arranging hands-on library instruction for a class
- Recommending items you'd like the library to purchase or requesting a library workshop or service
- Find your library liaison at wmich.edu/library/subject-librarians

WMU Libraries collections and facilities:

- Collections include millions of print items as well as electronic books and databases, streaming video, DVDs, CDs, and maps.
- Off-campus access to databases, electronic journals, streaming video, and other online resources is available via Bronco Net ID.
- University Libraries consist of Waldo Library and several branches. Waldo Library houses collections in humanities, social sciences, science/technology, business, maps, government documents and special collections (includes medieval collection, rare books, women's poetry) and is the university's main library.
- Branch Libraries include:
 - Swain Education Library (Sangren Hall)
 - Maybee Music and Dance Library (Dalton Center)
 - Archives and Regional History (Zhang Legacy Collections Center)

Course reserves: WMU Libraries offer a reserve service for materials you would like set aside for your class. You can place physical or electronic materials on reserve for use by your students. More information about setting up reserves for your classes, including copyright guidelines, can be found at wmich.edu/library/reserves.

Library instruction services:

University Libraries provide a variety of instructional support services including course-related instruction, one-on-one consultations, virtual and self-guided tours, handouts, and tutorials. Librarians can work with you to develop research assignments that help students learn how to locate, evaluate, and effectively use information for their subject. Librarians can help you develop assignments using print collections, primary source materials, statistical information, etc. More information about Library Instruction Services is available at wmich.edu/library/services/graduate.

Borrowing books and other materials:

- Books from WMU libraries may be checked out by graduate students for one semester. You may borrow up to 100 items from the general collections. See summary of library services for graduate students at wmich.edu/library/services/graduate.
- Present your Bronco Card whenever you wish to borrow library items.
- Items may be renewed online or in person.
- DVDs and videotapes from the **Instructional Video Collection** may be borrowed for seven (7) days.
- For information on borrowing other types of materials, as well as further information on borrowing and renewal policies see wmich.edu/library/borrow.

Interlibrary loan: The interlibrary loan service allows you to borrow items that are not in the WMU Libraries collections. Requests are placed through the interlibrary loan system by creating an account with your Bronco Net ID and password. Journal articles and book chapters are generally delivered electronically. Books, microfilm, CDs, DVDs, etc. can be picked up at Waldo Library. For more information about interlibrary loan services and to sign up for an account see wmich.edu/library/borrow.

Recommend new books, journal subscriptions, etc.: The libraries welcome your suggestions for new materials to add to the collections: books, electronic resources, journal subscriptions, media materials, etc. To recommend items for purchase you may either contact your library liaison or use one of the forms at wmich.edu/library/new-item.

Reference Manager Software: The Mendeley Desktop and Zotero citation management tools allow students to manage, read, share, annotate and cite research papers. Learn more at libguides.wmich.edu/citing/tools.

Writing style guides: The Libraries website provides “quick guides” as well as more extensive help with several of the more popular writing style systems: APA, Chicago, MLA, etc. These can be found at: libguides.wmich.edu/citing.

Office Work Environment: Your Role and Responsibilities

Your appointment letter/contract stipulates your hours of work per week, e.g., 20 hours per week for a full graduate appointment. Specific schedules will be negotiated with your supervisor each term with the goal being to accommodate both your class schedule and the unit's needs.

Student employees typically follow the academic calendar for their assigned work weeks. Academic departments will be open during final examination weeks. Graduate appointees are generally expected to work during final exam week, up to the cumulative number of hours expected for the term (300 hours for a full-time appointment in a semester). Your schedule for that week should be reviewed with your supervisor in case there are any conflicts with your final exam schedule.

Discuss any required changes from the agreed-upon schedule with your supervisor well in advance (at least a 3-day notice). Do not schedule a doctor's or other appointments during your scheduled work hours unless unavoidable. If such an appointment is necessary, discuss it with your supervisor well in advance to minimize any disruption to the office.

Consider the implications for your office when you call in sick. On those occasions when you must take sick leave, call your supervisor well before your scheduled start time; leave a message for the supervisor that includes a specific reason for your absence. Hours that are missed due to illness or outside appointments must be rescheduled; excessive "sick" time or tardiness may result in a review of your appointment.

Your primary activities are helping administrative staff and students. ***These activities must take precedence over any personal work, homework, or studying.*** You should remain busy performing assigned tasks unless otherwise approved by your supervisor. Activities that interfere with assigned work, such as Web surfing and checking email or social media, should be done on personal time.

Keep your supervisor aware of your current contact information, including local phone numbers, address, and email address, and communicate any changes promptly so that you can be reached if needed.

Your Work Area

While on duty, please stay in your designated location, or close enough so that office staff do not have to search the halls for you. Additionally, whenever you will be away from your work area, notify your supervisor.

Since your work area may be used for many purposes or by other employees and students, keep your area clean. Food should be kept in break areas only.

Keep inter-office voices to a minimum level. Do not yell or raise your voice in the office. If you are trying to get another individual's attention, please quietly approach them.

Professional Office Behavior

Be on time. A little early is better than a minute late. If you are late, the time missed should be made up at the end of your shift or by shortening a break. (Lunch breaks are not paid work time.)

Be ready to start when your shift starts. That means that you are at your work area and you do not leave unless your shift is over.

Be aware of the effects of your actions on your co-workers. If you are late, ill-prepared, or not where you are supposed to be, then you are not meeting your job responsibilities and someone else has to do more as a result.

Do not call in at the last minute. You should make prior arrangements (three days' notice, if possible) for schedule changes.

Do not expect your supervisor or other office staff to call you to find out where you are. You must take on the responsibility of having a job. If you will be late, notify your office with a reason as soon as you know this and give an estimated time of arrival.

Check in with your supervisor when you come to work and when you leave.

Alert your supervisor when you have completed a task or project and check for additional work. Ask if there are tasks you should have in reserve for times when work may be slow, such as working through computer tutorials to improve your software skills or exploring the university's web site.

Dress Code

You are employed in a para-professional capacity and will need to establish authority and respect with our student population, their parents, other visitors, and University personnel. Therefore, your appearance should not detract from your professional image. Concerning office attire, if it is appropriate for the beach, a party, cleaning house, weeding the garden, etc., it is probably not appropriate for the office. Make sure your attire reflects the appropriate level of professionalism.

While you are not required to wear WMU clothing when at work, on certain days you may be encouraged to wear clothing with WMU insignia. At no time during your workday is it appropriate for you to wear clothing that promotes another post-secondary institution.

Phone and voicemail instructions are listed online at wmich.edu/helpdesk.

Need More Help? The Technology Help Desk is in room 2034 of the University Computing Center (UCC). Call them at 269-387-HELP, Option 2.

Cell Phone Etiquette at Work

It may be hard to remember such a time, but through most of recorded history the world of business operated quite effectively without constant cell phone use. By following basic rules of good cell phone etiquette, you'll not only be ahead of the curve, you will enhance your professional standing at work by displaying considerate behavior. To avoid cell phone distractions in your office, consider the following generally accepted rules of good cell phone behavior:

- **Turn your ringer OFF or set to "vibrate."**
- **Let all but emergency calls go to voice mail.**
- **If you absolutely must use your cell phone, find a private, quiet place to make your call.** Maintain a buffer zone of at least ten feet from others while you're using your cell phone. While at work, make every attempt to expand basic etiquette and find locations that

do not infringe on co-workers trying to perform their jobs. (Remember, when leaving your work area you should notify a supervisor or co-worker.)

- **Don't bring your cell phone to meetings unless it is turned off and out of sight.** If you are attending a meeting, you are paying attention to the business there. Should an important call be expected, put your cell phone on "vibrate" and bring it with you. It is far better to leave your cell phone at your desk to avoid any "interruption temptation."
- **Do not text anyone while you are at work, unless the texting is for professional or work-related purposes.**

Electronic Communication Writing Style and Etiquette

The following section addresses the differences in writing style and etiquette that result from the greater speed, accessibility, and permanence of electronic communication. Guidelines are presented to help make it useful and productive for you.

Good luck and have a great experience!



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