THE GRADUATE SCHOOL PRESENTS

THE SPRING 2022 TIMELY TOPICS SERIES

Timely Topics is a series of opportunities to engage with subject matter experts on topics relevant to those who support and advise graduate students and programs. We offer two tracks for this series: one designed for faculty and one designed for faculty who hold an administrative role and staff, however every session is available to anyone interested in joining.

All sessions will be held as a WebEx meeting. Links for each meeting will be sent directly to registrants and follow up materials will be posted on the Timely Topics webpage. If you have any questions or topic suggestions, please contact Megan Petsa at megan.petsa@uconn.edu.
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**ADMINISTRATIVE TRACK**

**SETTING UP FOR SUCCESS: RECRUITMENT, OFFER LETTERS, AND HIRING OF GAS**

Date: Thursday, January 27, 2022  
Time: 11am - 12PM  
Register: Sign Up Through This Link  
Facilitator: Megan Petsa, Director of Graduate Student Administration, The Graduate School

The goal of this session is to provide you with everything you need to know about GAs upfront as you recruit incoming grads and prepare to reappoint continuing GAs for Fall 2022. We will cover identifying eligible grads, including how to determine stipend level, what information needs to be in the offer letter (and what shouldn’t be in there), and more. We will also go over the recent revisions to the offer letter templates and how the English Proficiency Policy for TAs intersects with payroll so that departments can communicate with their GAs and plan accordingly. Anyone involved in the recruitment or hiring process for GAs may find this session helpful. Please feel free to bring any GA-related questions you might have! Register For This Session Here

**FACULTY TRACK**

**INFORMATION FOR NEW GRADUATE FACULTY ADVISORS**

Date: Thursday, February 10, 2022  
Time: 11am - 12pm  
Register: Sign Up Through This Link  
Facilitators: Karen Bresciano, Assistant Dean of The Graduate School,  
Kathy Segerson, Associate Dean of The Graduate School and BoT Distinguished Professor of Economics

This session is designed for those who recently joined (or will soon be joining) the Graduate Faculty at UConn. The session will provide an overview of how graduate student advising works at UConn, including the roles and responsibilities of advisors. It will also discuss some basic principles of good advising; what grad advisors need to know to help their students succeed; and ways The Graduate School can support grad advisors. Register For This Session Here

**FACULTY TRACK**

**DIGITAL DISSERTATION: HOW TO EMBARK ON DIGITAL SCHOLARSHIP AT THE GRADUATE LEVEL**

Date: Thursday, March 24, 2022  
Time: 1pm - 2pm  
Register: Sign Up Through This Link  
Facilitator: Anke Finger, Professor of German Studies / Media Studies / Comparative Literary and Cultural Studies

Join Prof. Anke Finger (LCL), co-editor of *Shaping the Digital Dissertation* (2021), to learn more about digital dissertation formats and how to start out with born-digital scholarship. While digital dissertations have been around for decades, questions and confusion remain about where to begin, how to approach tech issues, getting your advisory team on board, meeting institutional parameters, and learning how digital scholarship can boost skill sets and career options. Please bring questions, observations and suggestions for a wish list towards supporting digital dissertations at UConn. Register For This Session Here
Faculty & Administrative Track
Understanding Employment Rules and Opportunities for International Students: CPT, OPT, and On Campus Employment

Date: Thursday, April 7, 2022
Time: 2pm - 3pm
Register: Sign Up Through This Link
Facilitators: Rae Alexander, Director, International Student & Scholar Services
            Annie Casarella, International Advisor, International Student & Scholar Services
            Neena Kapoor, International Advisor, International Student and Scholar Services

Employment for international students during and after graduate school can be complicated. Join International Student and Scholar Services to understand the nuances of CPT and internships, the differences between post-completion, thesis-pending, and STEM extension OPT and how each type may effect both on campus and post-graduation employment, and the regulations around on campus employment. This session will share information helpful to anyone who advises or supports international grads. Register for This Session Here

Faculty & Administrative Track
Supporting Graduate Students in Communication of Their Research Through 3MT

Date: Thursday, April 21, 2022
Time: 11am - 12pm
Register: Sign Up Through This Link
Facilitator: Stuart Duncan, Director of Programming & Diversity Recruitment, The Graduate School

One of the most important skills a graduate student can demonstrate beyond their expertise in a specific field area is their ability to successfully communicate that expertise to an engaged, but non-expert, audience. Whether in a job interview, at a broad-disciplinary or discipline-adjacent conference, or in talking with colleagues, friends, and family, the ability to communicate research in an artful, compelling, and impactful way is a central pillar of professional development for graduate students. That is why hundreds of colleges around the U.S., and thousands around the world, encourage their graduate students to take part in the Three Minute Thesis (3MT) competition. Every year, UConn holds a 3MT competition and this session will talk about how your department can get involved and how The Graduate School can support individual departmental competitions. Register For This Session Here

Administrative Track
Graduate Admissions Forum

Date: Thursday, May 19, 2022
Time: 11am - 12pm
Register: Sign Up Through This Link
Facilitators: Meg Dracos, Graduate Admissions
             Holly Brunette, Graduate Admissions
             Shirley Fiasconaro, Graduate Admissions
             Kim Lachut, Slate Core Team
             Marie LeBlanc, Slate Core Team
             Lisa Pane, Slate Core Team

Join the Graduate Admissions and GradSlate teams to debrief the recent admissions cycle and hear updates regarding the next cycle. We will go over changes and best practices for graduate admissions, and we will preview and request feedback on new developments. Please bring your observations, questions, and items for your “wish list”. Register For This Session Here
ADMINISTRATIVE TRACK
GRADUATE ASSISTANT PAYROLL PROCEDURES

Date: Wednesday, June 1, 2022
Time: 11am - 12pm
Register: Sign Up For Through This Link
Facilitators: Gena Twarz, Graduate Payroll Manager, Payroll Department
Megan Petsa, Director of Graduate Student Administration, The Graduate School

A great opportunity to ask any questions staff may have about the process of adding incoming or continuing grads to payroll for Fall 2022. We will talk about SmartHR templates, important dates and deadlines, payroll overrides, tuition waiver issues, and supplemental employment, and we will go through the payroll audit process and discuss the most common mistakes and ways to prevent them so that your grad payroll transactions are processed as smoothly as possible. Register For This Session Here