

K-State Graduate School

Weekly Newsletter

August 11, 2020 [Events and Deadlines](#)

This newsletter is distributed to department heads, graduate program directors, graduate program contact staff, and graduate faculty.

Teaching and Learning Center Orientation for GTAs

August 13, 10-11:30am

The Teaching and Learning Center (TLC) will host a live orientation session for new graduate teaching assistants (GTAs) via Zoom (<https://ksu.zoom.us/j/98509631753>). Dr. Don Saucier, Faculty Associate Director of the Teaching and Learning Center, will discuss what it means to be a GTA and what GTAs can expect at the start of the semester. The session will be recorded and made available for later viewing in the TLC's Canvas course. Questions about the GTA orientation may be directed to Tucker Jones, tuckerj@ksu.edu.

August 14 – Deadline to complete Summer 2020 Graduation Requirements

Masters and doctoral students who plan to be summer 2020 graduates must complete all degree requirements by August 14. Refer to the Graduate School's [Graduation and Commencement Deadline Calendar](#) and [Deadlines for Graduation and ETDR Submission Checklists](#) for more information.

Graduate School Orientation Canvas Course

The Graduate School has developed a Graduate School Orientation Canvas course to provide new graduate students the information that is normally shared at our in-person orientation sessions. Last week, graduate students who are beginning programs in fall 2020, as well as continuing graduate students, have been granted access to the course. If students have not enrolled for the fall 2020 semester, they might not be added to the course. We will continue adding students into the fall semester. The course will be available to students throughout their graduate career so they may access the information and resources as needed. Department

heads, graduate program directors, program staff, and graduate faculty may request access to the course by contacting Megan Miller (mmmiller@ksu.edu).

New Graduate Student Meet and Greet with Graduate School Leadership

Since the Graduate School is unable to host an in-person orientation for new graduate students, we are offering two opportunities for summer and fall 2020 new graduate students to meet virtually with Dean Shanklin, Associate Dean Dissanayake, and Dr. Miller, Student Success Coordinator. In this session, we will highlight keys to being successful as new graduate students begin their graduate program and address questions related to their K-State graduate student experience. These sessions are intended for new graduate students. The Graduate School and Graduate Student Council may host other virtual chat sessions throughout the fall session for all graduate students. Students who plan to participate need to register in advance and should attend only one session. We are offering two times to accommodate different schedules.

- August 19, 2:00pm – [Register in advance](#)
- August 19, 7:00pm – [Register in advance](#)

Important Information for All Graduate Faculty, Graduate School and Graduate Program Administration

Beginning fall semester (August 17th), the Graduate School is transitioning to all online submission of electronic forms/documents. The links to all Graduate School electronic forms, including programs of study, program/committee change forms, approval to schedule final examination forms, and request for preliminary ballots, are available on the Graduate School website. After an electronic form is submitted, email notifications will be sent to the major professor, committee members and program director who must review and approve the document/form. The goal is to facilitate the movement of the document/form through the approval process. After the document/form is received by the Graduate School, the approval process remains the same.

There have been recent updates to the Graduate School's electronic forms to include a departmental advisor/coordinator in the approval workflow if appropriate. Departments that have a program advisor/coordinator who reviews student forms before the committee, should instruct their students to include the advisor/coordinator when submitting electronic forms via the Graduate School website. We plan to release a new look-up tool early in the fall semester to allow faculty and support staff to look up the status of student forms on the form dashboard where Graduate School electronic forms are accessed and submitted. Departmental support staff will continue to have access to submit electronic forms as a proxy for students if necessary.

Beginning August 10, ballots (preliminary, final and ETDR) will be distributed electronically to the major professor or outside chair using the RightSignature tool. The Graduate School will send out information on the electronic ballot and RightSignature in the next newsletter. Committee members and if applicable, the outside chair will sign ballots after receiving an e-mail with a link to the ballot and the ballot will be returned electronically to the Graduate School after all required signatures have been recorded. This new process should expedite the distribution and submission of ballots as students continue to defend using zoom or other teleconferencing systems.

Beginning fall semester, students will have the option of conducting their defenses on campus using social distancing and masks guidelines. However, if the student or any member the supervisory committee wishes to participate via zoom this request is to be honored. The approval form should include not only the location of the defense if held face-to-face on campus, but also the zoom meeting link. This is imperative for doctoral defenses as they are to be publicly available.

Save Date: Graduate School Fall Update Meeting, September 16th

All department heads, graduate program directors, and graduate program contact staff are encouraged to attend the Fall 2020 update meeting with the Graduate School administration team on **September 16th 3:00 – 5:00 pm**. Join [via Zoom](#).

Graduate Program Directors

[Opportunities to promote graduate programs to Oklahoma State University students](#)

Oklahoma State University is hosting a Virtual Career Fair Week, September 15-17, with the following fairs:

- College of Engineering, Architecture & Technology Career Fair
- Business Career Fair
- Agriculture, Food, and Natural Resources Fair

The Graduate School is not participating in these fairs, but we are sharing this information so that individual graduate programs may participate if interested. [Learn more](#) about these OSU fairs.

Graduate Faculty

[New Rural/Regional U.S. Scholar Award through the Australian-American Fulbright Commission](#)

The Australian-American Fulbright Commission is pleased to announce a new U.S. Scholar award focusing on rural and regional issues that would be of particular

interest to Kansas State University. **Applications are open until September 15, 2020.** For more information, [visit the Fulbright Scholar Award website.](#)

Graduate Students

GRA/GTA/GA Student Employee Health Insurance for 2020-2021

Information is available on the Human Capital Website at the following link: <https://www.k-state.edu/hcs/benefits/health/gradhealth.html>. GRA/GTA/GA health insurance information will also be available in the online Graduate School Orientation in Canvas. A brochure was sent to all Department Heads and graduate program contacts via the Listserv system.

GRA/GTA/GA on 0.5 FTE appointments are eligible to **enroll in the health plan beginning August 1st**. Students must enroll online and can access the enrollment form on the link above.

Students must pay the cost of the premium at the time of enrollment. Human Capital Services must verify their eligibility; thus it is important that appointment forms be processed for fall semester as soon as your HCS Liaison has all information needed. A link to United Healthcare Insurance Company is provided in the link above, including deductible and other important information.

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