

K-State Graduate School

Weekly Newsletter

Week of April 11-15, 2016 **Events and Deadlines**

This weekly newsletter is sent out to dept. heads, graduate program directors and contact staff, and graduate faculty. All graduate students receive a weekly email from the GSC with information as it pertains to them.

Graduate Faculty

Graduate Commencement is right around the corner- faculty register your attendance today!

The Graduate School commencement ceremony is scheduled for 1 p.m. Friday, May 13 in Bramlage Coliseum. Faculty, who want to participate in commencement, are required to complete the online registration form no later than May 6.

Graduate Program Directors

Financial affidavit and the Assistantship form are now fillable

Financial Affidavit is now fillable and the only area that is required to be signed is the sponsors signature. The applicant must print and have their sponsor sign. Electronic signatures for this section will not be accepted. The financial affidavit can be found on the Graduate School webpage under admissions or on the secure website.

Assistantship Form is now fillable and the 'department head' signature must be signed by the department head only. We will not accept signatures in this area of anyone who is not a department head. The assistantship form is located on the secure website only.

Admit reader – Evaluating Applications

CollegeNET has made a slight change to 'Admit reader'. There are two options when completing an evaluation through 'Admit reader' you can either hit 'save' or 'complete'. If you hit 'complete', you are done. If you hit 'save', your evaluation is not yet submitted and if you would like to view it again it will be available within your worklist. Follow the link for more instruction or you can view them in CollegeNET.

Denial letters to applicants

Please remember to send an official denial letter to each applicant that you deny in CollegenET. You can send the letter by e-mail yourself or by using CollegenET. If you would like to set your denial letters up in CollegenET please e-mail Camila, camilas@ksu.edu. Follow the link for instructions on how to send an e-mail to an applicant once a template is set up. If the Graduate School denies an applicant, we will send out the denial letter.

Now available, Olathe assistantship Form

An Olathe assistantship form is now available. Please be aware that Olathe campus has one set rate (no difference between resident and non-resident rates). You can find this form on the secure website.

Graduate Student Opportunities

Dissertation Writing Retreat - Deadline extended to April 15

The Writing Center is hosting its annual Dissertation Writing Retreat May 16-20. The retreat provides dissertators time and space to write in a supportive atmosphere and promotes effective writing practices. Application is open and we encourage interested students to apply by April 15.

The importance of science in informing policy and policymakers

Dr. Alan McHughen, University of California Riverside faculty member, will address the role of public academic scientists in helping inform public policy and policymakers. Programs such as the AAAS Science Policy Fellowships and the National Academy of Sciences Jefferson Science Fellows allow interchange between scientists and policymakers 'inside the beltway' of Washington DC. The presentation will be April 14 in Throckmorton Hall, room 4031 from 3-4 p.m.

The Open Textbook Workshop

Part of the Open Lecture Series, the Open Textbook Network (OTN) Workshop will take place on April 26 from 11 a.m.-5 p.m. OTN leaders will come to K-State for a day of workshops geared toward a variety of audiences. How do open textbooks help students? How can a K-State faculty member adopt an open textbook? How do libraries and librarians best support the open textbook effort? All of the questions will be answered.

Science Communication Fellows Program

K-State graduate students are invited to apply for the 2016 Science Communication Fellows Program, coordinated by Manhattan's Sunset Zoo. Fellows will participate in professional development workshops to enhance their communication skills, develop a hands-on educational activity, and engage the

community with the educational activity at three public programs. Applications are due May 6.

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