

**MICHIGAN STATE UNIVERSITY GRADUATE SCHOOL  
CAREER & PROFESSIONAL DEVELOPMENT RESOURCE GUIDE**



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Photo: 1905, The Dairy Building (now Chittenden Hall).

Courtesy:MSU Archives & Historical Collections.

## A MESSAGE FROM DEAN KAREN KLOMPARENS

Welcome to the Graduate School at Michigan State University!

Michigan State's Graduate School is a national leader in providing career and professional development resources and programs for graduate students and postdocs. In 2010 we received the ETS/CGS Award for Innovation in Promoting Success in Graduate Education. Our Setting Expectations and Resolving Conflicts program is a national model and was featured in a Council of Graduate Schools publication (2008). We received several major NSF grants as well as CGS grants in support of our activities and programs.

This guide will introduce you to some of the key resources and programs in place to support graduate students, postdocs, faculty mentors, and graduate program administrators. As the Graduate School celebrates its 20th year, we look forward to continuing to be your partner for career success.



Karen Klomprens, PhD  
Associate Provost for Graduate Education  
and Dean of the Graduate School

*Photo courtesy University Communications and Brand Strategy*

# WHAT YOU WILL FIND IN THIS GUIDE

The mission of the Graduate School at Michigan State University is to advocate for graduate and post-doctoral education within and beyond the University, and to enhance the quality of graduate education at MSU in all its diverse dimensions. As part of that mission, we provide a wide variety of career and professional development programs for graduate students and postdocs, and support faculty in their roles as research and career mentors.

This document serves as a quick guide to the Graduate School services and programs that advance graduate student recruitment, retention, completion, and student and postdoc placement. It is divided into seven sections:

## Career Planning

What are the Graduate School tools for exploring career options and planning for success in graduate school and beyond?

## Professional Development

How can students and postdocs strengthen their preparation in research, teaching, and engagement? Find out what we offer in collaboration with key campus partners.

## Retention and Completion

National studies of the graduate student experience reveal challenges that are common across disciplines and personal backgrounds, as well as those

that are more pressing for particular groups. What does the Graduate School provide to help meet those challenges?

## **Funding**

Explore fellowships that can support students new to MSU as well as those that aid graduate students and postdocs during their MSU careers.

## **Connecting with the Graduate School**

What offices will you find in Chittenden Hall? How can you connect with the Graduate School to keep on top of important news updates, upcoming events and workshops, and funding opportunities?

## **Appendix I: Policies, Procedures, and Guidelines**

Find links to important MSU documents relating to graduate students, postdocs, mentoring, and research.

## **Appendix II: Common Graduate School Acronyms & Initialisms**

What do all these letters mean? Find a quick reference guide to the alphabet soup of graduate education and postdoctoral life.

# CAREER PLANNING

Completing a graduate program and transitioning successfully to a career require careful planning from the start. Make use of the many online and in-person resources offered by the Graduate School and co-sponsored with our partners to make sure you are prepared to succeed in your graduate program or postdoctoral fellowship and meet your career goals.

## Planning Your Graduate School Career or Postdoctoral Experience

### GradPlan

GradPlan is the web-based interactive system for MSU PhD students to create and store their PhD degree plans and subsequent graduate program activities. After a check by the appropriate person (usually a graduate secretary/coordinator), committee members will approve plans (and revisions) electronically. For login information and user manuals go to: [gradplan.msu.edu](https://gradplan.msu.edu).

### PREP

PREP (Planning, Resilience, Engagement, Professionalism) is MSU's career and professional development model framed around four professional skills. It is designed to help you plan for a successful doctoral and postdoc experience and a smooth transition into your future in or beyond the academy. The PREP model is organized around our career matrix, which allows you to plan according to where you are in your program or job search. For more information, visit: [careersuccess.msu.edu/prep](https://careersuccess.msu.edu/prep).

We offer a full calendar of workshops

throughout the year around the PREP career stages and skills. For a yearly schedule, visit [careersuccess.msu.edu/calendar](https://careersuccess.msu.edu/calendar)

## **Individual Development Plans (IDPs)**

The Graduate School offers a multitude of professional development opportunities that, combined with discipline-specific educational plans, serve to generate effective IDPs. We use the term “parallel mentoring” to describe the process of generating these IDPs. More information about creating IDPs can be found at: [grad.msu.edu/caffe/development.aspx](https://grad.msu.edu/caffe/development.aspx).

To create your IDP online to share with your mentor, visit Career Success: [careersuccess.msu.edu/create-a-plan](https://careersuccess.msu.edu/create-a-plan)

## **Plan Your Work, Work Your Plan**

This Graduate School publication highlights key transferable skills that doctoral students must develop over the course of their graduate school career and beyond. “Putting It to Work” sections provide specific suggestions for how to develop and improve each skill now and identify resources available to assist you. An online version is available at: [grad.msu.edu/prep/docs/planyourwork.pdf](https://grad.msu.edu/prep/docs/planyourwork.pdf).

To assess your transferable skills and make a plan to develop them, go to: [careersuccess.msu.edu/assessments](https://careersuccess.msu.edu/assessments).



# Identifying Career Paths and Conducting Job Searches

## Career Success

MSU's Career Success is the online gateway to resources, programs, and events that will help you get from where you are now to where you want to be professionally.

At [careersuccess.msu.edu](https://careersuccess.msu.edu) you can:  
assess your professional skills;  
explore career skills and professional pathways for a range of career options;  
create and customize professional development plans that can be saved, revised, and shared with others; and  
develop portfolios to assist in your job search.

The website offers extensive sections on academic and non-academic career preparation, teaching development, wellness resources, and conflict resolution.

## Center for Academic and Future Faculty Excellence (CAFFE)

The Center for Academic and Future Faculty Excellence (CAFFE) was created by a National Science Foundation Innovation through Institutional Integration grant. The CAFFE serves as a mechanism to combine planning for discipline-specific training with planning for professional development specific to faculty careers. This “parallel mentoring” approach serves to generate individual development plans for graduate students and postdocs. More information about the CAFFE program is available at [caffe.grd.msu.edu](https://caffe.grd.msu.edu).

## PhD Career Services

Part of the MSU Graduate School and the Career Services Network, PhD Career Services provides a variety of online resources, as well as workshops and one-on-one advising, to support the many paths graduate students and postdocs choose to pursue, including careers in universities, government, industry, and non-profits. Our website contains sections on career exploration, preparing for a variety of career paths, and the job search – including résumé, cover letter, and interviewing tips – as well as career resources for international students and LGBTQ students, and information for employers and MSU PhD alumni. Visit: [careersuccess.msu.edu/PhDCareers](https://careersuccess.msu.edu/PhDCareers).

## MySpartanCareer

MySpartanCareer is the official web-based system for MSU Career Services. Use it to:

- search and apply for on- and off-campus jobs and internships;
- view, apply, and sign up for on-campus interviews;
- get information on upcoming career fairs, career fair prep sessions, workshops, and presentations; and
- post your résumé for employers to see.

Log in at: [careernetwork.msu.edu/](https://careernetwork.msu.edu/)

# PROFESSIONAL DEVELOPMENT

## Career and Professional Development Workshops

The Graduate School and its partners offer workshops throughout the year, most of which are free for graduate students and postdocs. Highlights include the job preparation series, the PREP key skills series, teaching seminars, and wellness programs and events.

For a complete calendar visit:  
[careersuccess.msu.edu/calendar](https://careersuccess.msu.edu/calendar).

For a listing of all workshops that require registration, visit:  
[grad.msu.edu/workshops/](https://grad.msu.edu/workshops/).

## Responsible Conduct of Research and Creative Activities

The goal of the Responsible Conduct of Research and Creative Activities program is to prepare researchers to become globally-engaged citizen-leaders. Central to achieving this goal is the ability to conduct quality research/scholarship. With the Office of the Vice President for Research and Graduate Studies, we offer a workshop series that highlights key principles of research integrity and emphasizes that research and scholarly integrity is a fundamental characteristic of quality research/scholarship in all disciplines. For more information, visit: [grad.msu.edu/rcr/](https://grad.msu.edu/rcr/).

## Epigeum Courses in Research Integrity

MSU has partnered with other Michigan and International universities to support the development of five online

courses through Epigeum addressing research integrity in natural & physical sciences, biomedical sciences, social & behavioral sciences, arts & humanities, and engineering & technology. Topics covered include a general introduction to research integrity, data management, assignment of authorship, the mentor-mentee relationship, conflicts of interest, the publication process, and issues relating to human subjects, peer review, publication, and responsibilities to society. The courses are free for MSU students and faculty. For information on how to access the courses, go to: [grad.msu.edu/researchintegrity/Epigeum.aspx](https://grad.msu.edu/researchintegrity/Epigeum.aspx).

## Teaching Assistant Program (TAP)

TAP is MSU's nationally recognized Teaching Assistant Program that provides a wide range of resources, services, and programming in support of the teaching and learning development of all MSU Teaching Assistants (TAs). For more information, visit: [careersuccess.msu.edu/teaching/tap](https://careersuccess.msu.edu/teaching/tap).

## Inside Teaching MSU

Inside Teaching MSU is a community of graduate students and postdocs who are interested in talking with peers and faculty about their experiences learning to teach. The community interacts through social media outlets ([twitter.com/insideteaching](https://twitter.com/insideteaching) & [facebook.com/insideteachingmsu](https://facebook.com/insideteachingmsu)) and in-person gatherings. Follow the Inside Teaching blog at [bit.ly/insideteachingmsu](https://bit.ly/insideteachingmsu).

## Center for the Integration of Research, Teaching, and Learning (CIRTL)

MSU graduate students, postdocs, and faculty can participate in discussions and programs associated with teaching and learning by engaging with the Center for the Integration of Research, Teaching, and Learning (CIRTL). CIRTL is an NSF-funded, national network of 22 universities collaborating to enhance the preparation of future educators in science-based disciplines. Local and network-wide opportunities for coursework, workshops, and exchanges are available throughout the academic year. To participate go to: [cirtl.net/](http://cirtl.net/).

## Teaching Essentials for Careers in Higher Education (TECHE)

TECHE is a set of eight online courses available to MSU graduate students, postdocs, and faculty, and featuring international experts on education. They offer practical exercises, reflection, and resources for everyone from new instructors to practiced professors. They include video instruction and an extensive list of additional resources. These courses can be taken at any time and in any setting. You can follow a course straight through, or select the course modules most useful to you. More information about the TECHE courses is available at: <http://careersuccess.msu.edu/node/934>.

## **Extended Professional Development Opportunities**

### **Certification in College Teaching Program (CCTP)**

The CCTP is an initiative of the Graduate School in partnership with MSU Colleges. It helps graduate students and postdocs organize, develop, and document their teaching experiences. Through a series of focused workshops, a class on disciplinary teaching methods, and a mentored teaching project, participants build and consolidate their preparation for college and university teaching. The program culminates with the development of an e-portfolio that will help participants prepare for academic job interviews and plan for their professional development as early career faculty. The completed certification is noted on the official MSU degree transcript. More information on the CCTP is available at: [careersuccess.msu.edu/teaching/CCTP](https://careersuccess.msu.edu/teaching/CCTP).

### **Future Academic Scholars in Teaching (FAST) Fellows**

The FAST Fellowship program is a training opportunity sponsored by the Graduate School and the NSF-funded Center for the Integration of Research, Teaching, and Learning (CIRTL). The FAST Fellowship Program provides opportunities for a diverse group of graduate students to have mentored teaching experiences and to gain familiarity with materials on teaching and assessment techniques. The program is for doctoral students with interests in teaching, learning, and assessment in higher education who are enrolled in programs associated with the Colleges of Natural Science,

Agriculture and Natural Resources, Engineering, and Veterinary Medicine, and whose college or department has an approved Certification in College Teaching Program. See [grad.msu.edu/fast/](http://grad.msu.edu/fast/) for more information.

### **Residential College for Arts and Humanities (RCAH) Graduate Fellowship Program**

The Residential College for Arts and Humanities and the Graduate School jointly sponsor graduate fellowship programs for doctoral students with interests in teaching, learning, engagement, and assessment in higher education. Each fellow undertakes a year-long project aimed at contributing directly to the scholarship of teaching, especially in the humanities, language proficiency, visual & performing arts and civic engagement. For more information visit: [rcah.msu.edu/people/graduate-fellows](http://rcah.msu.edu/people/graduate-fellows).

### **Interdisciplinary Inquiry and Teaching (IIT) Fellowship Program**

A partnership between the Graduate School and James Madison Residential College of Public Affairs at MSU, the IIT fellowship program seeks to enrich the professional development experience of graduate students by placing them in an environment with a tradition of excellence in undergraduate teaching. Fellows work with James Madison faculty and engage in structured discussions about pedagogy and practice, interdisciplinary course design and curriculum development, and general interaction with undergraduates. More information can be found at [grad.msu.edu/iit/](http://grad.msu.edu/iit/).

## Graduate Certification in Community Engagement

Organized through University Outreach and Engagement, this certification program prepares students for academic and professional careers that integrate scholarship with community engagement. The program is designed to help graduate and professional students develop systemic, thoughtful, and scholarly approaches to their community engaged work. With approval from their guidance committee chairperson and University Outreach and Engagement, students tailor their program of study to strengthen their scholarly and practical skills in engaged research and creative activities, engaged teaching and learning, engaged service, and/or engaged commercialization activities. For more information, visit: [gradcert.outreach.msu.edu](http://gradcert.outreach.msu.edu).



Photo: Paula Winke, assistant professor of linguistics, works with students on Monday December 5, 2011. Winke is helping her graduate students to become teachers of English at a second language.

Courtesy: MSU Communications and Brand Strategy.



# RETENTION AND COMPLETION

Completing a graduate degree requires more than persistence and career planning. It involves building professional and personal networks and using available structures of support for meeting particular challenges. At [careersuccess.msu.edu/wellness](https://careersuccess.msu.edu/wellness) you can find a list of the Graduate School's many campus partners who offer programs and services for graduate students. The following list highlights some of the special initiatives sponsored by the Graduate School.

## Graduate Student Life and Wellness

A collaborative effort to help support graduate students in their pursuit of an advanced degree and a well-balanced life, Graduate Student Life and Wellness has developed into a robust and comprehensive service that addresses the diverse health and wellness needs of the MSU graduate student population. Our programs, events, and workshops revolve around the six dimensions of wellness: intellectual, physical, occupational, emotional, social, and spiritual.

Opportunities include free exercise classes for graduate students through a partnership with Recreational Sports and Fitness Services, meditation classes, and a variety of social events. To help you navigate your way, our website acts as a handbook to graduate student life and wellness at MSU. Visit: [careersuccess.msu.edu/wellness](https://careersuccess.msu.edu/wellness).

# Writing Support For Proposals, Dissertations And Theses

## Graduate Writing Groups

Run by the Writing Center, graduate writing groups are open to all MSU graduate students. A Writing Center facilitator helps to keep students on task. Students may come to the Writing Center with a disciplinary group already assembled or they may send individual requests to be placed in a writing group through the “Join a Writing Group” form on the website. For more information about Graduate Writing Groups, please contact the coordinator at [msu.graduatewriting@gmail.com](mailto:msu.graduatewriting@gmail.com).

## Dissertation Support Groups

Facilitated by Counseling Center staff, these dissertation support groups run for 6 weeks, and follow a solution-focused model that utilizes short-term goal-setting in order to facilitate and maintain progress in the writing of the dissertation. The group seeks to provide participants a supportive environment in which the presence of peers helps to mitigate the sense of isolation, frustration, and anxiety that often accompanies the dissertation writing process. Look for information on current groups on the Graduate School workshop website: [grad.msu.edu/workshops](http://grad.msu.edu/workshops)

## Chittenden Hall Write-Ins

Join fellow thesis and dissertation writers on designated days to take over Chittenden Hall and write! Set writing goals, write in quiet rooms or in peer collaboration rooms, and check in with on-site writing consultants if needed. Find out about periodic writing days

through the Graduate School twitter feed, e-mail list, or website.

## **Conflict Resolution Programs**

The Graduate School's nationally recognized Conflict Resolution program provides a focused and effective method to improve the critical interactions between graduate students and faculty. The program's goals are to improve doctoral student retention rates and the quality of graduate education and to help students and faculty effectively resolve conflicts when they arise.

Topics include:

- learning interest-based approaches and skills for negotiation and conflict resolution
- anticipating and addressing possible conflict and differing expectations within the discipline
- setting mutual expectations between advisors and advisees

This program is available in a face-to-face and online format. For a list of face-to-face sessions visit the Graduate School Workshops page: [grad.msu.edu/workshops](https://grad.msu.edu/workshops). For the online versions for students and faculty, go to [careersuccess.msu.edu/conflict-resolution](https://careersuccess.msu.edu/conflict-resolution).

## **International Student Support - Developing Language Skills**

### **Buddy Program**

The Buddy Program pairs international teaching assistants (ITAs) with domestic undergraduate students so that the ITAs can learn more about undergraduate culture in the United States and practice their spoken

English skills. Learn more at [grad.msu.edu/tap/buddy.aspx](https://grad.msu.edu/tap/buddy.aspx).

## **Technology Enhanced Accent Modification (TEAM) Program**

The Technology Enhanced Accent Modification (TEAM) Program partners teaching assistants who are non-native speakers of English with undergraduate native speakers, and together, they work through a computer program designed to help fine-tune their accents so that they can be more clearly understood. Learn more at [tap.msu.edu/team](https://tap.msu.edu/team).

## **Pronunciation Workshops**

Offered in spring and fall semesters, these workshops provide practice in fine-tuning your accent. Register through the workshop page at [grad.msu.edu/workshops/](https://grad.msu.edu/workshops/).

## **International TA Orientation**

This weeklong program is designed to introduce International TAs to campus to share with them resources related to student development, teaching, and learning, and help them get adjusted to MSU in preparation for their roles as TAs. Learn more at [grad.msu.edu/tap/itas.aspx](https://grad.msu.edu/tap/itas.aspx).

## **Summer English Program**

The Summer English Program is a four-week program in July/August each year that is open to graduate students from the departments of mathematics, chemistry, and physics. Learn more at [grad.msu.edu/tap/itas.aspx](https://grad.msu.edu/tap/itas.aspx).

## Inclusion Programs

### Alliance for Graduate Education and the Professoriate (AGEP) Learning Community

The AGEP program at MSU applies funds from the National Science Foundation and the Graduate School to provide substantial support for graduate student recruitment and retention, as well as professional development. AGEP fosters the emergence of a racially and culturally inclusive community of scholars among graduate students in science, technology, engineering, and mathematics (STEM) and social, behavioral, and economic science (SBE) disciplines. Learn more at [grad.msu.edu/agep/](https://grad.msu.edu/agep/).

Features:

- AGEP Learning Community meetings: Monthly meetings, open to all MSU students and faculty who support AGEP goals, foster dialog across disciplines, promote fellowship among peers, and also the sharing of information essential for success in graduate education and beyond.
- AGEP Scholar Award: The AGEP Scholar Award is an annual fellowship that supports graduate student scholarship, research and professional development. Awards are based upon competitive proposals written by participants in the AGEP Learning Community.
- Michigan AGEP Alliance (MAA) Fall Conference for professional and career development: This conference features multiple interactive

workshops and panel discussions that explore different stages of the PhD journey starting with application for admission to graduate school. This activity is appropriate for upper-level undergraduate students, graduate students at all levels of their respective programs as well as post-docs.

## **Faculty Partnership Visits**

Supported by the CAFFE, this initiative involves the facilitation of collaborations between academic leaders from minority serving institutions and MSU faculty. The goal of these collaborations is to increase diversity and inclusion of our graduate programs. Learn more at [grad.msu.edu/agep/partnership](https://grad.msu.edu/agep/partnership).



Photo: Evangelyn Alocilja, professor of biosystems engineering working with a graduate student.  
Courtesy: MSU Communications and Brand Strategy.

# FUNDING

The Graduate School works with colleges and departments to distribute fellowship support through various programs. We also coordinate fellowship programs in partnership with external organizations. Below is a list of some of the fellowship opportunities available to Michigan State University students. For more information, and to read about other funding sources and opportunities, please visit [grad.msu.edu/funding](https://grad.msu.edu/funding).

## Recruitment Fellowships

For more details on eligibility and procedures for the awards listed below, visit: [grad.msu.edu/fellowships/](https://grad.msu.edu/fellowships/).

## University Fellowships

The Graduate School offers University Distinguished Fellowship (UDF) and University Enrichment Fellowship (UEF) programs that provide financial support for outstanding students who plan to enroll in a doctoral or master of fine arts program. We are particularly aware of the special role that graduate education plays in training the next generation of leaders in academia, government, and the private sector. In assisting MSU to achieve its educational mission, our goal is to foster an intellectually vital and diverse educational community that will prepare graduate students to assume their career roles in a diverse society. For more information, visit: [grad.msu.edu/universityfellowships](https://grad.msu.edu/universityfellowships).

## **The Blake and Mary Krueger University Distinguished Fellowship**

The Blake and Mary Krueger University Distinguished Fellowship is the first donor-funded UDF award, made possible through a generous endowment gift in 2014. The Krueger fellow is selected as part of the University Fellowship process.

## **Rasmussen Graduate Fellowship**

Funded by the Rasmussen Fellowship endowment, these one-time recruitment awards are given in recognition of demonstrated scholarship and integrity. They are awarded to MSU undergraduates who are starting as new graduate students at MSU and are selected during the University Fellowships process. For more information, visit: [grad.msu.edu/universityfellowships](http://grad.msu.edu/universityfellowships).

## **The Frank B. Martin CUMREC Graduate Fellowship**

This one-time recruitment award was established in 2005 by the College and University Machine Records Conference (CUMREC) Board of Directors. It aims to promote the development of higher education professionals and the transformation of education through information technologies. It is intended to benefit candidates from a broad range of graduate education paths that offer areas of specialization, focus, and concentration in information and computing technologies.

The goal of the CUMREC fellowship is to increase the number of graduate students pursuing careers in information technology, preferably in higher education administrative



computing. The annual recipient is selected from the pools of University Fellowship nominees. For more information, visit: [grad.msu.edu/universityfellowships](https://grad.msu.edu/universityfellowships).

### **Academic Achievement Graduate Assistantship (AAGA)**

The Graduate School offers a graduate assistantship program that provides financial support for students who are accepted into a master's or a doctoral degree program and whose enrollment will enhance the educational diversity of the student body of the program into which they are admitted (as evidenced in personal history and experience, research goals, or the promotion of understanding among persons of different background and ideas) or who have demonstrated significant academic achievement by overcoming barriers such as economic, social, or educational disadvantage. For more information, visit: [grad.msu.edu/aaga/](https://grad.msu.edu/aaga/).

### **Education Opportunity Fellowship (EOF)**

The purpose of the EOF fellowship is to provide financial assistance to MSU graduate and professional students who meet certain eligibility requirements that include financial status with respect to undergraduate student loan indebtedness. For more information, please visit: [grad.msu.edu/fellowships/eof.aspx](https://grad.msu.edu/fellowships/eof.aspx).

## Research Support

### Dissertation Completion Fellowships

One hundred twenty fellowships are available annually to allow students to devote full time to writing the dissertation with the goal that the dissertation will be completed during the tenure of the fellowship. Selection of fellowship recipients will be made by a student's college and the awards will be dispensed by the Graduate School. Students should contact the associate dean's office of their college to find out their college's awards procedure.

### Research Enhancement Fellowships

These awards provide graduate students with funds to enrich their theses and dissertation research. Activities supported by this award include extramural rotations, participation in short courses, travel to collect data, and other professional engagements that expand and enrich current research. As a rule, the award is partially matched by contributions by the major advisor, the department, and the college. The funds for the award come from allocations from the MSU Foundation, and from the Office of the Vice President for Research and Graduate Studies. For more information, visit: [grad.msu.edu/fellowships/research.aspx](http://grad.msu.edu/fellowships/research.aspx).

### Travel Fellowships

Graduate students pursuing a degree program are eligible to apply for funds to travel to present their research at professional conferences. Funds awarded generally range from \$150-\$400. These funds are not available to support thesis/dissertation

research projects or course work. For more information, visit: [grad.msu.edu/fellowships/travel.aspx](http://grad.msu.edu/fellowships/travel.aspx).

## **Fellowships With External Partners**

### **King-Chavez-Parks (KCP) Future Faculty Fellowships**

King-Chavez-Parks Future Faculty Fellowships are offered to active participants of the AGEP Learning Community. The KCP Future Faculty Fellowship Program at MSU is funded by the State of Michigan's Workforce Development Agency and the Graduate School. Future Faculty Fellowship graduates are obligated, by signed agreement, to remain in postsecondary faculty teaching or administration in a public or private, 2- or 4-year, in-state or out-of-state postsecondary institution for a minimum of three years. For more information, visit: [grad.msu.edu/fellowships/kcp.aspx](http://grad.msu.edu/fellowships/kcp.aspx).

FUNDING

### **TIAA-CREF Ruth Simms Hamilton Graduate Merit Fellowship**

MSU doctoral students whose dissertation research is related to the African Diaspora are eligible to apply for this fellowship. Such research may be focused on any aspect of the communities of people descended from the voluntary or forced historic movement of African peoples to other parts of the world. TIAA-CREF established the Ruth Simms Hamilton Research Fellowship at TIAA-CREF in 2005 to honor the memory and life's work of Dr. Ruth Simms Hamilton, a former professor at MSU and member of the TIAA-CREF Board of Trustees.

For more information, visit: [grad.msu.edu/fellowships/tiaacref.aspx](http://grad.msu.edu/fellowships/tiaacref.aspx).

### **The Annual Theodore (Teddy) Roosevelt Conservation and Environmental Leadership Fellowship**

The purpose of this award is to provide an opportunity for graduate or professional students to achieve a level of professional and personal growth that will prepare them for leadership roles in natural resource and conservation based organizations and agencies. The intent of the endowment is to enable individuals to participate in experiential leadership workshops and programs related to conservation of our natural and environmental resources at scales ranging from local to global. For more information, please visit: [grad.msu.edu/fellowships/elf.aspx](http://grad.msu.edu/fellowships/elf.aspx).

### **Council of Graduate Students (COGS) Disciplinary Leadership Award**

The MSU Council of Graduate Students (COGS) established an endowment to recognize disciplinary leadership by graduate and graduate-professional students. Consideration will be given to students who have clearly demonstrated leadership in their respective disciplines and/or professional societies at the local, state, regional, national, or international levels while a student at MSU. Graduate students regularly (not provisionally or lifelong) enrolled in a graduate or graduate-professional program at MSU and who are in good standing in their programs may apply. For more information, please visit: [grad.msu.edu/cogs/Default.aspx](http://grad.msu.edu/cogs/Default.aspx).

## Top-Up Awards for Externally-Funded Fellowships

The Graduate School has a limited number of slots to assist students who have been awarded externally-funded full fellowships worth at least \$24,000. These allow students to pay in-state, resident tuition rates rather than out-of-state rates for the semesters in which the student is funded by the external award. To be eligible students must have written their own proposals and be funded through a competitive process by a United States or international institution/agency/foundation. For more information, please visit: [grad.msu.edu/funding/docs/externallyfundedgraduatefellowships.pdf](https://grad.msu.edu/funding/docs/externallyfundedgraduatefellowships.pdf).

## **Emergency Funding**

The Graduate School provides funding for graduate students for unusual or unforeseen emergency expenses. This funding is available for all graduate students enrolled in a degree program. The intent of these funds is to assist students on a “one time only” basis. The funding range is typically \$1000-\$2000 depending on the specific case. Requests for this support are individually evaluated and The Graduate School works in close collaboration with associate deans in the academic colleges to maximize support for deserving applicants. For more information, please visit: [grad.msu.edu/fellowships/emergency.aspx](https://grad.msu.edu/fellowships/emergency.aspx).

# CONNECTING WITH THE GRADUATE SCHOOL

## Contact Information

Chittenden Hall  
466 W Circle Drive  
East Lansing, MI 48824

Phone: (517) 353-3220  
Fax: (517) 353-3355

E-mail: [gradschool@grd.msu.edu](mailto:gradschool@grd.msu.edu)

## Offices in Chittenden Hall

The Graduate School and affiliated groups and offices are located in Chittenden Hall.

### The Office of Graduate Student Life and Wellness

Graduate Student Life and Wellness (GSLW) provides many types of resources, workshops, and programs to not only help you navigate your way and be successful, but also to have an overall great experience at MSU. GSLW collaborates with Olin Health Center, the Counseling Center, Health4U, Recreational Sports and Fitness Services, and the Employee Assistance Program to support graduate students in their pursuit of an advanced degree and a well-balanced life. For more information, please visit: [careersuccess.msu.edu/wellness](https://careersuccess.msu.edu/wellness).

### PhD Career Services

PhD Career Services, part of the MSU Graduate School and the Career Services Network, supports the many paths graduate students and postdocs

choose to pursue, including careers in universities, government, industry, and non-profits. Visit the PhD Career Services website ([careersuccess.msu.edu/PhDCareers](https://careersuccess.msu.edu/PhDCareers)) for resources and for information on setting up advising appointments.

## **Office for Postdoctoral Training**

The mission of the Office for Postdoctoral Training is to provide the necessary resources for principal investigators to become effective mentors and for postdoctoral scholars to develop the professional skills necessary to establish themselves as independent investigators. The office also works to foster flexibility in the career choices of our postdoctoral scholars and makes available opportunities to develop skills to pursue a wide range of career options in government and the private sector as well as in a variety of academic institutions. More information about the Office for Postdoctoral Training is available at [grad.msu.edu/postdocs](https://grad.msu.edu/postdocs).

## **Teaching Assistant Program (TAP)**

TAP works with graduate programs and faculty to provide a wide variety of professional development experiences in support of the teaching and learning of all MSU teaching assistants (TAs). TAP is a key component of a larger commitment that the Graduate School and the Office for Postdoctoral Training have to provide central support to graduate students and postdocs in their development as teachers, and in their preparation for teaching roles after graduation. For more information, please visit: [careersuccess.msu.edu/teaching/tap](https://careersuccess.msu.edu/teaching/tap).

## **The Council of Graduate Students (COGS)**

The Council of Graduate Students (COGS) is an authorized student government on campus representing our graduate and graduate-professional students at various levels across MSU. Our mission is to improve and advance graduate education in order to ensure the vitality of intellectual discovery.

COGS accomplishes its mission through advocacy, innovative research, and the development and dissemination of best practices.

For more information, please visit: [cogs.msu.edu](http://cogs.msu.edu).

## **Virtual Connections**

There are many ways to stay connected to the Graduate School online.

Bookmark these websites and follow our social media accounts for the latest news, updates and information from the Graduate School.

## **Chittenden Commons (Blog)**

The Chittenden Commons blog ([commons.grd.msu.edu](http://commons.grd.msu.edu)) is the place to find the latest information on the Graduate School. Topics include Academic News, Beneath the Lantern (featuring news, important announcements, and behind-the-scenes information from the Graduate School staff), Professional Development, Life & Wellness, Inside Teaching, and Money Matters (including fellowship and funding opportunities). Visit often, or subscribe to the RSS feed, to stay up to date on the latest news to know.



## E-mail Digest

Subscribe to our e-mail digests to receive up-to-date information on news, career and professional development, funding opportunities, Inside Teaching MSU, wellness, and workshops right in your e-mail inbox. Subscribe at [bit.ly/graddigest](https://bit.ly/graddigest).

## Facebook

Follow our topic-specific pages on Facebook for news updates and more. Don't forget to "check-in" when you're visiting us in Chittenden Hall!

- The Graduate School Main Page: [facebook.com/MSUGraduateSchool](https://facebook.com/MSUGraduateSchool)
- PhD Career Services Page: [facebook.com/MSUGradCareerSuccess](https://facebook.com/MSUGradCareerSuccess)
- Inside Teaching Page: [facebook.com/insideteachingmsu](https://facebook.com/insideteachingmsu)
- Graduate Life & Wellness Page: [facebook.com/MSUGradWellness](https://facebook.com/MSUGradWellness)
- MSU Alliance for Graduate Education & the Professoriate (AGEP) Page: [facebook.com/msuagep](https://facebook.com/msuagep)
- Summer Research Opportunities Program at Michigan State University: [facebook.com/MSUSROP](https://facebook.com/MSUSROP)

## Twitter

Follow our topic-specific streams on Twitter for timely announcements and links to relevant information. When you're attending our workshops and events, feel free to live-tweet using the provided event-specific hashtags.

- The Graduate School Main Stream: [twitter.com/MSUGradSchool](https://twitter.com/MSUGradSchool)
- PhD Career Services Page: [twitter.com/PhDCareersMSU](https://twitter.com/PhDCareersMSU)

- Inside Teaching Page: [twitter.com/InsideTeaching](https://twitter.com/InsideTeaching)
- Graduate Life & Wellness Page: [twitter.com/MSUGradWellness](https://twitter.com/MSUGradWellness)

## YouTube

Follow our YouTube channel ([youtube.com/MSUGradSchool](https://youtube.com/MSUGradSchool)) for pertinent videos and footage from previous workshops and events. Some training is available on-demand through this platform. You'll also find event- and theme-specific playlists.

## Instagram

Follow our Instagram stream ([instagram.com/MSUGradSchool](https://instagram.com/MSUGradSchool)) for photos of campus, events, and workshops, and sneak peaks of the work behind the scenes at Chittenden Hall. When you're attending our workshops and events, feel free to share your own photos using the provided event-specific hashtags.

## Flickr

Follow our Flickr photostream ([flickr.com/MSUGradSchool](https://flickr.com/MSUGradSchool)) to view photos of recent events and workshops, as well as archival photographs of the Graduate School and Chittenden Hall.

## Google+

Join us on Google+. We'll share recent blog content, videos and event information. Visit us at: [bit.ly/MSUGradGPlus](https://bit.ly/MSUGradGPlus).

## LinkedIn

Join our LinkedIn groups to network with other Graduate School students and alumni.

- Michigan State University Graduate School Alumni Group:  
<http://bit.ly/MSUGradSchool>
- MSU Alliance for Graduate Education & the Professoriate (AGEP) Group:  
<http://bit.ly/MSUAGEP>

# APPENDIX I: POLICIES, PROCEDURES, AND GUIDELINES

The following links will direct you to important MSU documents relating to graduate students, mentoring, research, and teaching.

## Academic Programs

Academic Programs is the listing of programs, policies and related information for all students at MSU. For the section specific to graduate education go to: [www.reg.msu.edu/AcademicPrograms/Text.asp?Section=111](http://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=111).

## Graduate Students Rights and Responsibilities (GSRR)

The GSRR specifically addresses student conduct, academic pursuits, keeping of records, and publications. It describes procedures for formulating regulations governing student conduct and for providing due process in the adjudication of student disciplinary cases. It also defines channels and procedures for student complaints and grievances. [splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities](http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities)

## Medical Student Rights and Responsibilities (MSRR)

The MSRR contains guidelines to the rights and responsibilities of medical students in matters of conduct, academic pursuits, keeping of records, and employment. This document describes structures and procedures

for adjudicating medical student disciplinary cases, and for channeling medical student complaints, grievances, or concerns to faculty, staff, and administrators for appropriate action. [splife.studentlife.msu.edu/medical-student-rights-and-responsibilities-mssr](https://splife.studentlife.msu.edu/medical-student-rights-and-responsibilities-mssr)

## **Law Student Rights and Responsibilities**

This document and related documents (including the Academic Hearing Procedures for the MSU College of Law and the Code of Student Discipline) contain guidelines to the rights and responsibilities of law students in matters of conduct, professionalism and ethics, academic pursuits, keeping of records, and employment. [splife.studentlife.msu.edu/law-students-rights-and-responsibilities](https://splife.studentlife.msu.edu/law-students-rights-and-responsibilities)

## **Michigan State University Student Rights and Responsibilities**

A report which, along with the GSSR, MSRR and LSRR documents, contains guidelines to the rights and duties of students in matters of conduct, academic pursuits, the keeping of records, and publications. [splife.studentlife.msu.edu/academic-freedom-for-students-at-michigan-state-university](https://splife.studentlife.msu.edu/academic-freedom-for-students-at-michigan-state-university)

## **Guidelines for Graduate Student Advising and Mentoring Relationships**

The effective advising and mentoring of graduate students is the joint responsibility of the graduate degree-granting and program units, the

faculty advisors, and the students. The guidelines are intended to foster faculty-graduate student relationships that are characterized by honesty, courtesy, and professionalism, and that provide students with intellectual support and guidance. [grad.msu.edu/researchintegrity/docs/guidelines.pdf](https://grad.msu.edu/researchintegrity/docs/guidelines.pdf)

## **Guidelines for Integrity in Research and Creative Activities**

Integrity in research and creative activities is based not only on sound disciplinary practice but also on a commitment to basic personal values such as fairness, equity, honesty, and respect. These guidelines are intended to promote high professional standards by everyone—faculty, staff, and students alike. [grad.msu.edu/researchintegrity/docs/guidelines.pdf](https://grad.msu.edu/researchintegrity/docs/guidelines.pdf)

## **Responsible Conduct of Research Plans**

Each college and/or department has specific requirements for research integrity training for its graduate students. A complete listing of those plans can be found at: [grad.msu.edu/researchintegrity/rcrplans.aspx](https://grad.msu.edu/researchintegrity/rcrplans.aspx)

## **Guidelines on Authorship**

The intent of this document is to serve as a general guideline for consideration of important issues surrounding authorship as scholars construct a piece of work for public distribution. Some programs have their own written policies. [vprgs.msu.edu/michigan-state-university-guidelines-authorship](https://vprgs.msu.edu/michigan-state-university-guidelines-authorship)

## **Institutional Data Policy**

The purpose of this policy is to establish minimum requirements for the appropriate stewardship of Institutional Data. Departments and labs may have their own additional requirements. [eis.msu.edu/idp/](https://eis.msu.edu/idp/)

## **The Institutional Animal Care and Use Committee (IACUC)**

The IACUC advises the University President and the Institutional Official regarding all aspects of the responsible use of animals in university research and instructional activities. The IACUC reviews protocols, and the animal care and use program, and monitors related activities to ensure compliance with standards and regulatory requirements. [iacuc.msu.edu/](https://iacuc.msu.edu/)

## **The Human Research Protection Program (HRPP)**

The HRRP's primary mission is the protection of individuals who are the subjects of research. MSU has established three Institutional Review Boards (IRBs) that have oversight for all research conducted under its Federal Wide Assurance. [hrpp.msu.edu](https://hrpp.msu.edu)

## **Procedures Concerning Allegations of Misconduct in Research and Creative Activities**

This report details the procedures for the investigation and evaluation of alleged or apparent misconduct in order to safeguard the integrity of research and creative activities at MSU. [hr.msu.edu/documents/](https://hr.msu.edu/documents/)

## **Code of Teaching Responsibility**

Satisfaction of teaching responsibilities by instructional staff members is essential to the successful functioning of a university. This document dictates the expected duties and responsibilities of all instructors. It can be found in the Academic Programs guide: [reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s514](http://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s514)

## **Graduate Employees Union Contract**

The GEU contract dictates terms and conditions of employment for graduate teaching assistants at MSU, and includes agreements on rates of pay, hours, health care, and procedures for the resolution of differences. [grad.msu.edu/2011-2015GEUContract.pdf](http://grad.msu.edu/2011-2015GEUContract.pdf)



## APPENDIX II: COMMON GRADUATE SCHOOL ACRONYMS & INITIALISMS

The following is a list of commonly used acronyms and initialisms that you may come across in your graduate school or postdoc career at Michigan State University.

- AAGA - Academic Achievement Graduate Assistantships
- AGEF - Alliance for Graduate Education and the Professoriate
- CAFFE - Center for Academic and Future Faculty Excellence
- CCTP - Certification in College Teaching Program
- CGS - Council of Graduate Schools
- CIRTL - Center for the Integration of Research, Teaching, and Learning
- COGS - Council of Graduate Students
- EOF - Education Opportunity Fellowships
- FAST - Future Academic Scholars in Teaching
- GA - Graduate Assistant
- GEU - Graduate Employees Union
- GSLW - Graduate Student Life and Wellness
- IDP - Individual Development Plan
- IIT - Interdisciplinary Inquiry and Teaching

- KCP-FFF - King-Chavez-Parks Future Faculty Fellowships
- MAA - Michigan AGEP Alliance
- NSF - National Science Foundation
- PREP - Planning, Resilience, Engagement, Professionalism
- RA - Research Assistant
- RCAH - Residential College for Arts and Humanities
- RCR - Responsible Conduct of Research
- TA - Teaching Assistant
- TAP - Teaching Assistant Program
- TEAM - Technology Enhanced Accent Modification
- TECHE - Teaching Essentials for Careers in Higher Education
- UDF - University Distinguished Fellowship
- UEF - University Enrichment Fellowship

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**MICHIGAN STATE UNIVERSITY GRADUATE SCHOOL  
CAREER & PROFESSIONAL DEVELOPMENT RESOURCE GUIDE**

