Welcome New Graduate Assistants!

From the Dean…

Each year, we are pleased to welcome both new and returning students to Central Michigan University to pursue your graduate studies and to provide a valuable service to our university by being selected as a GA. The Graduate Assistantship (GA) is a highly coveted position. GA’s provide support to professors through research or independently teaching undergraduate courses. GA’s may also work in labs or in various units on campus.

Your department has chosen you as a top student to be a teaching, research or administrative GA and you will now take on extra duties as well as being a committed and dedicated student to your academic pursuits. By accepting this appointment I hope you realize very quickly the impact you will have on younger college undergraduates and on your chosen discipline.

We are here to assist you and the graduate dean continually advocates for excellence regarding every aspect of the graduate enterprise. If you need to speak with us regarding aspects of graduate education such as your graduate assistantship, plan of study, or thesis or dissertation, please do not hesitate to make an appointment. Also, you can find a great deal of information and any form related to CMU graduate education you might need on our website: www.grad.cmich.edu. And finally, let us know if CMU is not meeting your needs as a graduate student. We are always willing to consider new offerings to our graduate students; we just need to know what you need! The highly skilled creative workforce of tomorrow is developed through your graduate programs.

Again, we are most pleased that you have chosen CMU for your graduate studies. We believe you will find your graduate work and employment here at CMU challenging and rewarding.

Roger Coles, Interim Dean
College of Graduate Studies
CMU College of Graduate Studies
Graduate Assistant Training

Your Support Team

Graduate Student Services

Judy Prince
Director of International Student Services
774-1059
Judith.L.Prince@cmich.edu

Julie Bloom
Senior Specialist Clerk N-S
774-7351
bloom2jk@cmich.edu

Amy Courter
Senior Specialist Clerk T-Z
774-1804
court1al@cmich.edu

Lindsay Garbutt
Senior Specialist Clerk G-M
774-4416
garbu1la@cmich.edu

Courtney Johnson
Senior Specialist Clerk A-F
774-7352
wellslcl@cmich.edu

Deborah Grisdale
Specialist Clerk Receptionist, Inquiry database and file maintenance
774-4723
grisd1dl@cmich.edu

Office of the Dean

Roger Coles
Interim Dean
774-4890
coles1rl@cmich.edu

Kara Beery
Executive Secretary to the Dean
774-4890
beery1kl@cmich.edu

Robert Hassen
Coordinator of Graduate Recruitment
774-1708
hassen1rl@cmich.edu

Amy Courter
Thesis Secretary
Graduate Committee
774-1527
court1al@cmich.edu

Lisa Boyd-Devers
Assistant to the Dean & Director of Domestic Graduate Student Services
774-1318
boyd1lm@cmich.edu
Welcome New Graduate Assistants!

The purpose of the Graduate Bulletin is to provide information about CMU’s academic programs and information concerning admissions, academic regulations and requirements, and services available to students. It is the expectation of the College of Graduate Studies that graduate students are knowledgeable about the policies and procedures that govern their education; and it is the students responsibility to ensure they meet all the degree requirements outlined in the edition of the Graduate Bulletin in effect at the time the student is admitted. Students should observe all university procedures, requirements, regulations and policies, and deadlines currently in effect; and that all requirements for graduation have been met. Graduate students should regularly discuss their plans of study with academic advisors.

The Graduate Bulletin contains important information on the following topics:

- Introduction to CMU
- University Services & Resources
  - Student Services
  - Health & Wellness
  - Student Enrichment
  - Additional Services
- University Policy & Procedures
  - Admission
  - Special Admission Considerations
- Academic Integrity
- Financial Information
- Scholarships & Financial Aid
- Academic Information
  - General Regulations
  - Academic Regulations
  - General Course Information
  - Additional Academic Programs
- Departments & Courses
- Code of Student Rights, Responsibilities & Disciplinary Procedures

Bulletin website: https://centrallink.cmich.edu/academics/grad_studies/Pages/default.aspx&AuthResend1908BC2350124b5095AB75012FA405BA
Graduate Student List Serv

When you activate your Global ID, you also activate your CMU e-mail account. Your CMU e-mail account provides a means for delivery of communications from CMU. Each time you wish to log into your CMU e-mail account you will need your Global ID and password. You can access your CMU e-mail account via the Central link portal.

It is vital that you check your CMU e-mail account on a daily basis. If you choose you can forward your CMU e-mail to another account or vice versa. However, official University and College of Graduate Studies communications are sent only to your CMU e-mail account and the University expects that students are accessing their CMU e-mail. Examples of CMU communications sent only to your CMU e-mail account.

- Tuition Statements and Payment Deadlines
- Financial Aid Updates
- Registration Notifications
- Faculty-Student Correspondence
- Academic Progress Communications
- Course-related Information
- College of Graduate Studies Deadlines, Notifications, and Communications
Faculty Personnel Services

The primary purpose of Faculty Personnel Services (FPS) is to facilitate personnel and employee relation functions in a fair and consistent manner. FPS administers the implementation of, and compliance with, the collective bargaining agreements, and administer CMU academic policies and procedures. As part of the Academic Division, FPS provides advice, support, training and professional education to the academic community. FPS’s core constituency includes the president, provost, deans, department chairpersons, their staffs, and most importantly, our faculty and graduate assistants.

All graduate assistant contracts are issued through Faculty Personnel Services. All Teaching and Administrative Assistants are members of the Graduate Student Union. The contract between the Graduate Student Union and Faculty Personnel Services is available on the FPS website https://centrallink.cmich.edu/services/employment_services/faculty_personnel_services/Pages/default.aspx
GA Positions in Brief

Graduate assistantships are service-related appointments, requiring teaching, research, or administrative service. A full-time assistantship during fall and spring semesters requires approximately 20 hours of work per week; a half-time assistantship requires about 10 hours weekly. For summer assistantships, a full-time appointment requires approximately 320 hours of work throughout the summer; a half-time assistantship requires approximately 160 hours. For Graduate Assistants a full-time academic load is 6 graduate credit hours during the academic year.

The responsibilities and funding for graduate administrative assistants may be quite variable. Teaching and Administrative Assistants are members of a negotiated bargaining unit. More information is available at: www.cmugsu.org/.

Benefits

Graduate assistant benefits include a stipend, tuition scholarship, classification as a Michigan resident, travel accident insurance, and special library privileges. A full-time graduate assistant appointed for the academic year receives a tuition scholarship for 24 credit hours. Graduate assistants working less than full time receive prorated tuition scholarships. The tuition scholarship covers courses taken during the academic year or the following summer. Tuition is paid at the on-campus rate.

Graduate assistants are classified as Michigan residents for the purpose of determining tuition rates at CMU. This classification remains in effect for the duration of their stay at CMU if working on a doctoral program. For specialist's and master's degrees, and graduate certificates, this classification as a Michigan resident is in effect only during the academic year of the award (including the subsequent summer).

Graduate assistants are covered by travel accident insurance which provides $25,000 to a beneficiary in case of accidental death while traveling on university business. Graduate assistants are given special library privileges, allowing them to check books out for a six month period.

Eligibility

To receive an assistantship, a student must be admitted to the College of Graduate Studies under regular, conditional, or non-degree admission. Students who have concurrent or accelerated admission status may be appointed as graduate assistants only if they have special permission from the Dean of the College of Graduate Studies. Other hiring criteria are determined by the department or office responsible for the assistantship.

Responsibilities

The responsibilities of a graduate assistant are determined by the hiring department. The responsibilities must be commensurate with the time constraints of the assistantship appointment.
Information Technology Help Desk

The Office of Information Technology Help Desk is CMU's main provider of technology support to students, faculty, and staff, on or off-campus, 7 days a week. Whether you have a technical question, or need help fixing a technical issue, you can count on the Help Desk for assistance. The Help Desk’s expert staff consists of trained Information Technology personnel as well as competent student technicians.

The range of Help Desk support covers issues related to software packages installed on your personal computer, to network resources, as well as telephone and cable repair in the residence halls. The Help Desk supports ANYTHING - Windows or Mac, ethernet or wireless, phone or cable - if it can be fixed or answered, the Help Desk is CMU students, staff, and faculty’s best friend!

Services

- Central point of contact for technology problems
- Problem and knowledge management
- Account Assistance
- System and Technology Information
- Software and Hardware Troubleshooting
- Office and Personal Computer Repair
- ResNet (residence life)
- Telecommunications and Cable Equipment
- Telephone and Cable TV Repair
- Fax Transmittal
- Software Distribution
- Test and Survey Scanning

Hours

- **Mon-Thurs:** 7 AM to Midnight
- **Friday:** 7 AM to 6 PM
- **Saturday:** 12 PM to 6 PM
- **Sunday:** 12 PM to Midnight

Contact Options

- **Walk-in:** Park Library 101
- **Chat:**
- **Phone:** (989) 774-3662
- **Email:** helpdesk@cmich.edu
Park Library Services for GA’s

The Park Library staff provides resources, technology, and support for graduate assistants in their roles as GA’s and students. The four-level building with moveable shelving holds a vast amount of materials for research and learning, including:

- 1,100,000 books and bound journals
- 10,400 electronic books
- 48,000 accessible electronic journals
- More than 120 databases
- 47,500 maps
- 36,000 media resources (DVDs, CDs and videos)
- 1,320,000 item microform collection
- Selective depository for U.S. and Michigan government documents and maps
- Clarke Historical Library with emphasis on Michigan History, Children’s Literature, and the CMU Archives

The University Library provides a large array of library services and study areas which are open nearly 100 hours/week. An extended-hours study room offers additional hours of study space. Within the library building, there are over 350 workstations connected to the Internet with unrestricted access and usage, over 200 laptop ports, and wireless Internet is also available in the building. Students can check out a laptop computer for use in the building. Additionally, graduate assistants can reserve library facilities for themselves, their class, or study group or project. The Auditorium, Display Cases, Individual Study Rooms, Strosacker Room, Baber Room, and Group Study Rooms, and Main Corridor are available for use.

The Reference Desk and Subject Librarians are a graduate assistants best friend. “Ask a Librarian” for help via chat, phone, text, and email at https://library.cmich.edu/forms/libref.php. Get to know your subject librarian for the best research and subject matter assistance!

### Subject Librarians

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Judy O’Dell</td>
<td><a href="mailto:odell1j@cmich.edu">odell1j@cmich.edu</a></td>
<td>774-3787</td>
<td>Park 230</td>
</tr>
<tr>
<td>Apparel Merchandising &amp; Design</td>
<td>Elizabeth Berndt Morris</td>
<td><a href="mailto:bernd1ea@cmich.edu">bernd1ea@cmich.edu</a></td>
<td>774-2285</td>
<td>Park 227</td>
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<tr>
<td>Art</td>
<td>Pamela Grudzien</td>
<td><a href="mailto:grudz1pa@cmich.edu">grudz1pa@cmich.edu</a></td>
<td>774-6422</td>
<td>Park 310A</td>
</tr>
<tr>
<td>Audio Visual</td>
<td>Stephanie Mathson</td>
<td><a href="mailto:maths1sm@cmich.edu">maths1sm@cmich.edu</a></td>
<td>774-3071</td>
<td>Park 228</td>
</tr>
<tr>
<td>Biology</td>
<td>Shu Guo</td>
<td><a href="mailto:guo1s@cmich.edu">guo1s@cmich.edu</a></td>
<td>774-1293</td>
<td>Park 231</td>
</tr>
<tr>
<td>Broadcasting / Cinematic Arts</td>
<td>Rob Faleer</td>
<td><a href="mailto:falee1ra@cmich.edu">falee1ra@cmich.edu</a></td>
<td>774-3835</td>
<td>Park 229</td>
</tr>
<tr>
<td>Business Information Systems</td>
<td>Judy O’Dell</td>
<td><a href="mailto:odell1j@cmich.edu">odell1j@cmich.edu</a></td>
<td>774-3787</td>
<td>Park 230</td>
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<tr>
<td>Department</td>
<td>Name</td>
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<td>Chemistry</td>
<td>Shu Guo</td>
<td><a href="mailto:guo1s@cmich.edu">guo1s@cmich.edu</a></td>
<td>774-1293</td>
<td>Park 231</td>
</tr>
<tr>
<td>Child Development &amp; Family Studies</td>
<td>Elizabeth Berndt Morris</td>
<td><a href="mailto:bernd1ea@cmich.edu">bernd1ea@cmich.edu</a></td>
<td>774-2285</td>
<td>Park 227</td>
</tr>
<tr>
<td>Children's Literature</td>
<td>Pamela Grudzien</td>
<td><a href="mailto:grudz1pa@cmich.edu">grudz1pa@cmich.edu</a></td>
<td>774-6422</td>
<td>Park 310A</td>
</tr>
<tr>
<td>Clarke Historical Library</td>
<td>John Fierst</td>
<td><a href="mailto:fier1s@cmich.edu">fier1s@cmich.edu</a></td>
<td>774-2601</td>
<td>Park 137A</td>
</tr>
<tr>
<td>Communication Disorders</td>
<td>Robin Sabo</td>
<td><a href="mailto:sabo1r@cmich.edu">sabo1r@cmich.edu</a></td>
<td>774-1927</td>
<td>Park 232</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Daniel Ferrer</td>
<td><a href="mailto:ferre1df@cmich.edu">ferre1df@cmich.edu</a></td>
<td>774-2338</td>
<td>Park 309A</td>
</tr>
<tr>
<td>Counseling / Special Education</td>
<td>Ruth Helwig</td>
<td><a href="mailto:helwi1rm@cmich.edu">helwi1rm@cmich.edu</a></td>
<td>774-2404</td>
<td>Park 305</td>
</tr>
<tr>
<td>Economics</td>
<td>Judy O'Dell</td>
<td><a href="mailto:odel1j@cmich.edu">odel1j@cmich.edu</a></td>
<td>774-3787</td>
<td>Park 230</td>
</tr>
<tr>
<td>Educational Leadership</td>
<td>Stephanie Mathson</td>
<td><a href="mailto:maths1sm@cmich.edu">maths1sm@cmich.edu</a></td>
<td>774-3071</td>
<td>Park 228</td>
</tr>
<tr>
<td>Engineering &amp; Technology</td>
<td>Daniel Ferrer</td>
<td><a href="mailto:ferre1df@cmich.edu">ferre1df@cmich.edu</a></td>
<td>774-2338</td>
<td>Park 309A</td>
</tr>
<tr>
<td>English</td>
<td>Aparna Zambare</td>
<td><a href="mailto:zamba1av@cmich.edu">zamba1av@cmich.edu</a></td>
<td>774-6427</td>
<td>Park 214</td>
</tr>
<tr>
<td>Finance</td>
<td>Judy O'Dell</td>
<td><a href="mailto:odel1j@cmich.edu">odel1j@cmich.edu</a></td>
<td>774-3787</td>
<td>Park 230</td>
</tr>
<tr>
<td>Foods &amp; Nutrition</td>
<td>Robin Sabo</td>
<td><a href="mailto:sabo1r@cmich.edu">sabo1r@cmich.edu</a></td>
<td>774-1927</td>
<td>Park 232</td>
</tr>
<tr>
<td>Foreign Languages &amp; Literature</td>
<td>Stephanie Mathson</td>
<td><a href="mailto:maths1sm@cmich.edu">maths1sm@cmich.edu</a></td>
<td>774-3071</td>
<td>Park 228</td>
</tr>
<tr>
<td>Gender Studies</td>
<td>Aparna Zambare</td>
<td><a href="mailto:zamba1av@cmich.edu">zamba1av@cmich.edu</a></td>
<td>774-6427</td>
<td>Park 214</td>
</tr>
<tr>
<td>General Health</td>
<td>Robin Sabo</td>
<td><a href="mailto:sabo1r@cmich.edu">sabo1r@cmich.edu</a></td>
<td>774-1927</td>
<td>Park 232</td>
</tr>
<tr>
<td>General Science</td>
<td>Shu Guo</td>
<td><a href="mailto:guo1s@cmich.edu">guo1s@cmich.edu</a></td>
<td>774-1293</td>
<td>Park 231</td>
</tr>
<tr>
<td>Geography</td>
<td>Dave Shirley</td>
<td><a href="mailto:shirl1db@cmich.edu">shirl1db@cmich.edu</a></td>
<td>774-3414</td>
<td>Park 233</td>
</tr>
<tr>
<td>Geology</td>
<td>Shu Guo</td>
<td><a href="mailto:guo1s@cmich.edu">guo1s@cmich.edu</a></td>
<td>774-1293</td>
<td>Park 231</td>
</tr>
<tr>
<td>Gerontology</td>
<td>Robin Sabo</td>
<td><a href="mailto:sabo1r@cmich.edu">sabo1r@cmich.edu</a></td>
<td>774-1927</td>
<td>Park 232</td>
</tr>
<tr>
<td>Government Documents</td>
<td>Dave Shirley</td>
<td><a href="mailto:shirl1db@cmich.edu">shirl1db@cmich.edu</a></td>
<td>774-3414</td>
<td>Park 233</td>
</tr>
<tr>
<td>Health Education</td>
<td>Robin Sabo</td>
<td><a href="mailto:sabo1r@cmich.edu">sabo1r@cmich.edu</a></td>
<td>774-1927</td>
<td>Park 232</td>
</tr>
<tr>
<td>History</td>
<td>Rob Faleer</td>
<td><a href="mailto:fale1ra@cmich.edu">fale1ra@cmich.edu</a></td>
<td>774-3835</td>
<td>Park 229</td>
</tr>
<tr>
<td>Human Environmental Studies</td>
<td>Elizabeth Berndt Morris</td>
<td><a href="mailto:bernd1ea@cmich.edu">bernd1ea@cmich.edu</a></td>
<td>774-2285</td>
<td>Park 227</td>
</tr>
<tr>
<td>Interior Design</td>
<td>Elizabeth Berndt Morris</td>
<td><a href="mailto:bernd1ea@cmich.edu">bernd1ea@cmich.edu</a></td>
<td>774-2285</td>
<td>Park 227</td>
</tr>
<tr>
<td>Journalism</td>
<td>Rob Faleer</td>
<td><a href="mailto:fale1ra@cmich.edu">fale1ra@cmich.edu</a></td>
<td>774-3835</td>
<td>Park 229</td>
</tr>
<tr>
<td>Law</td>
<td>Judy O'Dell</td>
<td><a href="mailto:odel1j@cmich.edu">odel1j@cmich.edu</a></td>
<td>774-3787</td>
<td>Park 230</td>
</tr>
<tr>
<td>Library &amp; Information Science</td>
<td>Pamela Grudzien</td>
<td><a href="mailto:grudz1pa@cmich.edu">grudz1pa@cmich.edu</a></td>
<td>774-6422</td>
<td>Park 310A</td>
</tr>
<tr>
<td>Management</td>
<td>Judy O'Dell</td>
<td><a href="mailto:odel1j@cmich.edu">odel1j@cmich.edu</a></td>
<td>774-3787</td>
<td>Park 230</td>
</tr>
<tr>
<td>Marketing &amp; Hospitality Services</td>
<td>Judy O'Dell</td>
<td><a href="mailto:odel1j@cmich.edu">odel1j@cmich.edu</a></td>
<td>774-3787</td>
<td>Park 230</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Daniel Ferrer</td>
<td><a href="mailto:ferre1df@cmich.edu">ferre1df@cmich.edu</a></td>
<td>774-2338</td>
<td>Park 309A</td>
</tr>
<tr>
<td>Medicine</td>
<td>Brad Long</td>
<td><a href="mailto:long3ba@cmich.edu">long3ba@cmich.edu</a></td>
<td>989-854-6217</td>
<td>Park 204C/CMED 1427C</td>
</tr>
<tr>
<td>Military Science</td>
<td>Rui Wang</td>
<td><a href="mailto:wang1r@cmich.edu">wang1r@cmich.edu</a></td>
<td>774-4218</td>
<td>Park 220</td>
</tr>
<tr>
<td>Multicultural Video Collection</td>
<td>Stephanie Mathson</td>
<td><a href="mailto:maths1sm@cmich.edu">maths1sm@cmich.edu</a></td>
<td>774-3071</td>
<td>Park 228</td>
</tr>
<tr>
<td>Department</td>
<td>Name</td>
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<tr>
<td>Music</td>
<td>Elizabeth Berndt Morris</td>
<td><a href="mailto:bernd1ea@cmich.edu">bernd1ea@cmich.edu</a></td>
<td>774-2285</td>
<td>Park 227</td>
</tr>
<tr>
<td>Off-Campus Degree Programs / Curricular Support</td>
<td>Timothy Peters</td>
<td><a href="mailto:peter1t@cmich.edu">peter1t@cmich.edu</a></td>
<td>(989) 774-3720</td>
<td>Park 225</td>
</tr>
<tr>
<td>Philosophy</td>
<td>Aparna Zambare</td>
<td><a href="mailto:zamba1av@cmich.edu">zamba1av@cmich.edu</a></td>
<td>774-6427</td>
<td>Park 214</td>
</tr>
<tr>
<td>Physical Education &amp; Sport</td>
<td>Robin Sabo</td>
<td><a href="mailto:sabo1r@cmich.edu">sabo1r@cmich.edu</a></td>
<td>774-1927</td>
<td>Park 232</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>Robin Sabo</td>
<td><a href="mailto:sabo1r@cmich.edu">sabo1r@cmich.edu</a></td>
<td>774-1927</td>
<td>Park 232</td>
</tr>
<tr>
<td>Physician Assistant</td>
<td>Robin Sabo</td>
<td><a href="mailto:sabo1r@cmich.edu">sabo1r@cmich.edu</a></td>
<td>774-1927</td>
<td>Park 232</td>
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<tr>
<td>Physics</td>
<td>Shu Guo</td>
<td><a href="mailto:guo1s@cmich.edu">guo1s@cmich.edu</a></td>
<td>774-1293</td>
<td>Park 231</td>
</tr>
<tr>
<td>Political Science</td>
<td>Rui Wang</td>
<td><a href="mailto:wang1r@cmich.edu">wang1r@cmich.edu</a></td>
<td>774-4218</td>
<td>Park 220</td>
</tr>
<tr>
<td>Psychology</td>
<td>Rui Wang</td>
<td><a href="mailto:wang1r@cmich.edu">wang1r@cmich.edu</a></td>
<td>774-4218</td>
<td>Park 220</td>
</tr>
<tr>
<td>Recreation / Parks / Leisure</td>
<td>Elizabeth Berndt Morris</td>
<td><a href="mailto:bernd1ea@cmich.edu">bernd1ea@cmich.edu</a></td>
<td>774-2285</td>
<td>Park 227</td>
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<tr>
<td>Reference</td>
<td>Timothy Peters</td>
<td><a href="mailto:peter1t@cmich.edu">peter1t@cmich.edu</a></td>
<td>(989) 774-3720</td>
<td>Park 225</td>
</tr>
<tr>
<td>Religion</td>
<td>Rob Faleer</td>
<td><a href="mailto:falee1ra@cmich.edu">falee1ra@cmich.edu</a></td>
<td>774-3835</td>
<td>Park 229</td>
</tr>
<tr>
<td>Sociology Anthropology &amp; Social Work</td>
<td>Rui Wang</td>
<td><a href="mailto:wang1r@cmich.edu">wang1r@cmich.edu</a></td>
<td>774-4218</td>
<td>Park 220</td>
</tr>
<tr>
<td>Speech Communication</td>
<td>Aparna Zambare</td>
<td><a href="mailto:zamba1av@cmich.edu">zamba1av@cmich.edu</a></td>
<td>774-6427</td>
<td>Park 214</td>
</tr>
<tr>
<td>Teacher Education</td>
<td>Ruth Helwig</td>
<td><a href="mailto:helwi1rm@cmich.edu">helwi1rm@cmich.edu</a></td>
<td>774-2404</td>
<td>Park 305</td>
</tr>
<tr>
<td>Theater / Dramatic Arts</td>
<td>Aparna Zambare</td>
<td><a href="mailto:zamba1av@cmich.edu">zamba1av@cmich.edu</a></td>
<td>774-6427</td>
<td>Park 214</td>
</tr>
</tbody>
</table>

Graduate Assistants can bring their classes for instruction on utilizing the library resources and staff. Library course LIB 197, a one-credit course in basic library research skills is also available.

**Online Subject Guides** ([http://library.cmich.edu/subjectguides](http://library.cmich.edu/subjectguides))

- **General**
  - Book Reviews
  - Citation Analysis
  - Finding Videos
  - How to Use RefWorks
  - Library Orientation for New International Students
  - Test Prep
  - Writing Help
- **Business & Economics**
  - Accounting
  - Business Information Systems
  - Competitive Intelligence
  - Consumer Protection/Personal Finance
  - Corporate Information
  - Economics
  - Emotional Intelligence
  - Entrepreneurial Resources
  - Finance
  - General Business
  - Hospitality
  - Industry Information
  - International Business
  - Leadership
  - Management
  - Marketing
  - Sustainability
- **Diversity Resources**
  - Diversity Resources Project
- **Education**
  - Common Core Standards in K-12 Education
  - Counseling
  - Educating Gifted and Talented Students
  - Educational Leadership
  - Educational Technology & Virtual Education
  - Girls and the Sciences
  - Homeschooling
  - K-12 Curriculum and Standards
  - K-12 Funding Resources
  - K-12 Lesson Plan Resources
  - K-12 Teacher’s Resources
  - Michigan Test for Teacher Certification
  - Multicultural and ESL Education
  - No Child Left Behind
Principalship
Quantitative Reasoning
Recreation, Parks, and Leisure Services
Resources for Children and Young Adults
Special Education
Sustainability
Statistical Resources in Education

- **Fine Arts**
  - Apparel Merchandising & Design
  - Art
  - Interior Design
  - Music Education
  - Music Research
  - World Music

- **Genealogy**
  - Genealogy

- **Government Information**
  - Government Information

- **Health Sciences**
  - Communication Disorders
  - Diversity, Cultural Competence and Health Disparities
  - Emotional Intelligence
  - Exercise Science and Health Fitness
  - General Health Reference
  - Gerontology
  - Nutrition & Dietetics
  - Physical Education
  - Physician Assistant
  - Physical Therapy

- **Humanities**
  - Ancient Near East History
  - Drama and Diversity
  - English Language & Literature
  - How to Find Plays
  - Journalism: Writing Resources
  - Medieval History
  - Museum Studies
  - Philosophy
  - Religion
  - Sport in US History

- **Interdisciplinary**
  - Neuroscience

- **Law**
  - Administrative Law
  - Case Law
  - Legal Abbreviation and Citation
  - Legal Resources
  - Native Americans and the Law
  - Patents
  - Statutes and Municipal Codes

- **Science & Technology**
  - Biology
  - Chemistry
  - Computer Science
  - E-Science
  - Engineering & Technology
  - Geology
  - Information Technology
  - Mathematics
  - Physics
  - Sustainability

- **Social Sciences**
  - Anthropology
  - Child Development and Family Studies
  - Comparative Politics & International Relations
  - Criminal Justice
  - Elections & Parties
  - Emotional Intelligence
  - Library Resources for the Political Science Department
  - Library Resources for the Psychology Department
  - Library Resources for the SASW Department
  - Military Science
  - Photojournalism & Documentary Photography
  - Political Science
  - Political Science - Graduate Program
  - Psychology
  - Psychology - Graduate Program
  - Public Administration & Policy
  - Quantitative Reasoning
  - Social Science Research Data
  - Social Work
  - Sociology
  - Statistical Resources
  - Sustainability
  - Women’s Studies

**Online Tutorials** ([http://library.cmich.edu/tutorials/](http://library.cmich.edu/tutorials/))

- Academic Integrity and Plagiarism
- CINAHL – Basic Keyword Searching
- Citing Sources Using Style Guides
- Citation Chaining explains what citations are, how to identify citations for different types of sources, and how to locate backward and forward citations.

- Citation Linker demonstrates the basics of using citation linker to find known articles in a variety of available formats.
- Finding Business and Economic Resources
- Importing from PubMed to RefWorks
- Locating Law Cases Using LexisNexis
- Journal Citation Reports
- Popular vs. Scholarly Articles

**Documents on Demand** ([http://library.cmich.edu/departments/dod/faculty.html](http://library.cmich.edu/departments/dod/faculty.html))
Items not available on site can be obtained from other sources around the world through the Library’s Interlibrary Loan office. This is a free service for graduate assistants. In addition graduate students are given extended library loan privileges for a period of up to 184 days.

For more information and library hours visit the library website at http://library.cmich.edu/.
Confidentiality and Release of Information

As both a graduate student AND a graduate assistant, the Family Educational Rights and Privacy Act of 1974 (FERPA) applies to you. FERPA is a federal law designed to protect the privacy of student education records. In addition, generally, university officials (including GRADUATE ASSISTANTS) are not allowed to share information concerning a student’s time on campus or records without their consent (that includes his/her parents), unless it is believed he/she has a health or safety emergency. The Health Insurance Portability and Accountability Act (HIPAA) governs rights with respect to health information.

More information concerning the FERPA regulations and confidentiality is located on the Office of the Registrar’s website (http://www.cmich.edu/registrar_office/RegistrarRecords/Pages/Confidentiality.aspx )

More information concerning HIPPA is located on the CMU HIPAA website at www.cmich.edu/hipaa.htm.
CMU College of Graduate Studies

Graduate Assistant Training

Student Disability Services

CMU is committed to providing students with disabilities the academic accommodations and auxiliary aids necessary to ensure access to all university services, programs and activities. In addition to the university’s campus wide efforts to promote access and inclusion, students with disabilities are further accommodated based on specific individual needs. The Office of Student Disability Services is responsible for determining these accommodations and providing services and assistance to enrolled students who are either permanently or temporarily disabled. The SDS office is located in Park Library, Suite 120.

CMU has many services for students, offered by various offices. Decisions regarding disability specific accommodations are made on a case by case basis. The registration process is a complex and lengthy one (4-6 weeks). Students with disabilities should register online through the SDS website.

All new graduate assistants MUST complete online ASD Training (http://webs.cmich.edu/asd).

Students with Disabilities and the Classroom

Type of Disabilities
Not all disabilities are visible and some disabilities are erratic in nature.
- Mobility – individuals utilizing wheelchairs, walkers, or crutches
- Sensory – individuals who cannot use one of the five senses: usually vision or hearing
- Systemic – chronic illness or disease
- Learning – a disability that impacts one specific area of learning or functioning
- Psychiatric – a disorder which impacts mood or perception
- Acquired Brain Injury – a significant injury to the brain

All accommodations and adjustments are determined on an individual one-on-one basis. Students may qualify for an accommodation early in their collegiate career but may no longer need that accommodation as they mature and learn to self-accommodate and build relationships with their faculty members. Students with disabilities who have gone through the registration process with Student Disability Services will have documentation from the SDS office regarding his/her disability and accommodation. Graduate Assistants should refer students who do not have this documentation but speak to you about a “disability” directly to Student Disability Services.

Confidentiality must be maintained at all times even if the student discloses in front of others his/her disability. Encourage the student(s) to speak with you privately regarding his/her disability and reasonable accommodations. Do not speak out these in front of others. Student Disability Services can work directly with the graduate assistant on a need to know basis and with the student’s permission.
The Basics

Attendance Policy and Absences. Class lectures, discussions, demonstrations and all other associated educational experiences are critical to the learning process. It is the expectation of the university that students attend and arrive on time to all class, laboratory, shop, practicum, and clinical experience sessions. Students are responsible for accounting to their instructors any absence and should contact the faculty member following any absence to determine if and when work may be made up. Habitual tardiness may, at the discretion of the instructor, be considered in computing attendance.

Each instructor has the right to determine their own individual attendance policy. If a student exceeds the number of absences allowed in the course syllabus, an instructor has the right to drop you from the class. Instructors who have received a Notification to Instructor accommodation letter stating that a student with a disability has a medical condition which may affect attendance is not required, by law, to waive the attendance requirements. The statement is merely to inform the instructor that the absence(s) may be related to symptoms or treatment of the condition. If a medical condition may significantly impact attendance, it is imperative that this possibility be discussed with the instructor as soon as possible.

Graduate Assistants should:

- Hold students to the same standards as their classmates
- Ask students about their strengths and difficulties
- Incorporate Universal Design into your teaching
- Ask questions and use the support available to you
- Provide reasonable accommodations.
  - What is not a “reasonable accommodation”?  
    - Alters the essential elements of the course
    - Potential safety issues
    - Undue administrative or financial burden
- Disability Etiquette
  - Speak to and look at the student not the sign language interpreter
  - Do not pet or touch an assistive animal while it is working

Resources

Student Disabilities Services office website:
(http://go.cmich.edu/support_services/academic/StudentDisabilityServices/SDSAboutUs/Pages/default.aspx)

Universal Design
http://www.facultyware.uconn.edu

Fast Facts for Faculty
http://telr.osu.edu/dpg/index.html

Association of Higher Education (AHEAD)
www.ahead.org
Valuing Diversity

Everyone benefits from a wide range of views, and we are all made stronger by a mutual exchange of ideas and resources. The Office for Institutional Diversity leads CMU in promoting and fostering an inclusive and respectful culture that values and supports diversity.

Diversity: A Definition

“Recognition that all people are equal regardless of their race, ethnicity, culture, gender, class, religion, disability, sexual orientation, age, etc.”

Part of CMU’s definition is also…

“respect for all our contributions” AND “equitable treatment of all members of the university regardless of background.”

Identity Characteristics Included in Diversity at CMU

- Age
- Class
- (Dis)ability
- Education
- Ethnicity
- Gender
- Health
- Height
- Marital Status
- Political views
- Race
- Religion
- Sexual Orientation
- Veteran Status
- Weight

CMU Diversity Goals 1

- Hospitable Climate: creating an atmosphere in which everyone can reach their potential, as students or faculty and staff
- Both as students as a graduate assistants, graduate students contribute to a welcoming atmosphere

CMU Diversity Goals 2

- Recruit and retain a diverse staff and faculty both from within the United States, as well as international staff and faculty
- Raise enrollment and graduation rates for students of color
- Increase the number of international students
- By creating a good learning environment for students of all backgrounds, graduate assistants help increase retention rates

CMU Diversity Goals 3

- Provide professional development on diversity topics for both faculty and staff
- Diversity orientation provided for incoming undergraduate students each August
- Graduate Assistants can attend workshops as they are made available
Educational Goals
- Prepare students for responsible citizenship in a democratic and diverse society
- Prepare students for employment and life in a global environment
- Graduate Assistants can promote understanding of why this is important for all students

Benefits of Diversity
- Cognitive development – especially critical thinking because of multiple perspectives
- Satisfaction with higher education experience – higher in schools with diversity initiatives because of greater respect for individual students
- Broadening of horizons

Your Role as a Graduate Assistant
- Accepting the value of diversity and helping others around you understand its value
- Attend events – bring your students!
- Make use of other opportunities to learn about people of all backgrounds

CMU Diversity Initiatives
- Course Requirements: each undergraduate student is required to enroll in a course on global cultures AND on diversity and racism in the United States
- Diversity Training
- Programming and Events
- Services for Diverse Populations

Diversity Programming Opportunities
- Asian Heritage Month
- Black History Month
- Campus Diversity Forum
- CMU Pow Wow
- LBGT Pride Week
- Get Acquainted Day
- Hispanic Heritage Month
- Women’s History Month
- Unified Holiday Celebration
- Martin Luther King Jr. Week
- Coming Out Week
- Native American Heritage Month
- Students of Color Leadership Conference
- Take Back the Night March
- Diversity Training and Workshops
- Transgender Week

Services for Diverse Populations
- Minority Academic Student Services
  (http://www.cmich.edu/about/institutional_profile/Diversity_Programs_Initiatives/institutional_diversity/DiversityUnits/MASS/Pages/Default.aspx)
- Multicultural Education Center
- Office of Gay & Lesbian Programs
  CMU recognizes the diversity among sexual orientation, gender identity and gender expression among our community. The purpose of the OGLP office is to serve the lesbian, gay, bisexual, and transgender individuals at CMU by providing an inclusive environment for students, staff, faculty, allies, friends, and family. The OGLP office accomplishes this commitment through education. OGLP Website: http://www.cmich.edu/about/institutional_profile/diversity_programs_initiatives/institutional_diversity/gay_lesbian_programs/Pages/default.aspx
Native American Programs Office
The Native American Programs (NAP) office is responsible for activities related to the Native American community and culture. Activities include: organizing cultural events for the CMU community, maintaining a Native American resource collection, serving as a liaison with tribal communities, and providing support services for any CMU student, but particularly CMU Native Americans students. This office exists in part because of the long standing relationship that CMU has with the Saginaw Chippewa Indian Tribe.
NAP website:
http://www.cmich.edu/about/institutional_profile/Diversity_Programs_Initiatives/institutional_diversity/native_american_programs/Pages/default.aspx
Policy on Academic Integrity

This Policy applies to any and all student experiences in which academic credit is involved. Because academic integrity is a cornerstone of the University’s commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited. A breakdown of behaviors that constitute academic dishonesty is presented below. The definitions and clarifications are meant to provide additional information and examples of these behaviors. They are not intended to be all-inclusive. Questions regarding this policy or requests for additional clarification can be directed to the Office of Student Life or the College of Graduate Studies.

Policy website:
https://centrallink.cmich.edu/Copyright/Documents/Academic%20Integrity%20Policy%20Revised%20passed%20Senate%2005-09.pdf

Tutorial on Academic Integrity

The College of Graduate Studies highly recommends the following tutorial on Academic Integrity

http://library.cmich.edu/tutorials/plagiarism/plagiarism.html
Code of Student Rights, Responsibilities, and Disciplinary Procedures

The Code of Student Rights, Responsibilities and Disciplinary Procedures at Central Michigan University establishes the procedures followed and outlines the possible consequences for students found in violation of the "Code of Conduct." The disciplinary procedures outlined in this document do not replace or substitute for filing charges through law enforcement agencies if it is determined that such action is appropriate.

This document originally was formally adopted by the Board of Trustees for Central Michigan University on December 16, 1972. Since that time, it has been periodically reviewed and revised as needs changed. This revision was approved by the President and the Board of Trustees on December 7, 2006.

The President is responsible for promulgating rules and regulations pertaining to student rights and responsibilities, including regulations governing student organizations, in keeping with the policies and goals established by the Board of Trustees. In fulfilling this responsibility, the President is obligated to assure the right of due process for students.

The President has designated the Dean of Students as the person charged with the administration of student discipline. The Dean of Students appoints Judicial Proceedings Officers to answer questions concerning the rights and responsibilities of students, to receive complaints as they are reported, and to follow through with discipline cases to their resolution.

Code Website:
https://centrallink.cmich.edu/services/student_services/dean/Pages/Code-of-Student-Rights.aspx
CMU College of Graduate Studies
Graduate Assistant Training

Affirmative Action and Sexual Harassment

CMU, an AA/EO institution, strongly and actively strives to increase diversity and provide equal opportunity within its community. CMU does not discriminate in employment against persons based on age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, or weight (see https://www.cmich.edu/aaeo)

Affirmative action is a set of specific and results-oriented measures taken to bring about equal opportunity. At CMU, the Office of Civil Rights and Institutional Equity coordinates and monitors the university's affirmative action/equal opportunity efforts and programs to assure compliance with the Americans with Disabilities Act, Title VII of the 1964 Civil Rights Act, Executive Order 11246 and other relevant state and federal statutes.

The Office of Civil Rights and Institutional Equity supervises the maintenance of related reports and records, provides and develops related educational programs and materials, offers guidance and advice to all community members on the University's nondiscrimination and affirmative action policies and procedures, assists departments with recruitment and retention activities, and receives and resolves complaints of discrimination from students, employees and others.

Board of Trustees Nondiscrimination Policy

Central Michigan University is an affirmative action/equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. It is committed to protecting the constitutional and statutory civil rights of persons connected with the university.

Unlawful acts of discrimination or harassment by members of the campus community are prohibited.

In addition, even if not illegal, acts are prohibited if they discriminate against any university community member(s) through inappropriate limitation of access to, or participation in, educational, employment, athletic, social, cultural, or other university activities on the basis of age, color, disability, gender, gender identity/gender expression, genetic information, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, or weight. Limitations are appropriate if they are directly related to a legitimate university purpose, are required by law or rules of associations to which the Board of Trustees has determined the university will belong, are lawfully required by a grant or contract between the university and the state or federal government. Limitations of current facilities related to gender identity/gender expression are excluded from this policy.

The president is directed to promulgate practices and procedures to realize this policy. The procedures shall include the identification of an office to which persons are encouraged to report instances of discrimination and a process for the investigation and resolution of these reports/complaints.
Equal Opportunity and Affirmative Action Protocol

Download the PDF version here: Protocol

Affirmative Action Statements

The University's affirmative action statements and general guidelines for their use follow.

The University's official statement is:
"CMU, an AA/EO institution, strongly and actively strives to increase diversity within its community (see https://www.cmich.edu/aaeo)."

This statement is required on all advertisements for faculty and staff positions and on publications, advertisements and other communications promoting the university.

Two exceptions follow.

The following statement is encouraged in large display advertisements announcing faculty and staff job openings (an example would be advertisements in the Chronicle of Higher Education announcing multiple positions):

"CMU, an AA/EO institution, strongly and actively strives to increase diversity and provide equal opportunity within its community. CMU does not discriminate in employment against persons based on age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, or weight (see https://www.cmich.edu/aaeo)."

The following statement may be used on non-job-related advertisements in cases where space or cost is a critical factor:

"CMU is an AA/EO institution (see https://www.cmich.edu/aaeo)."

This statement is most likely to appear on small non-job-related ads or those that also require the Americans with Disabilities Act statement (such as ads that promote events). The Office of Civil Rights and Institutional Equity is charged with monitoring and approving the use of appropriate statements on all job-related advertisements. The University Communications Office, in consultation with the Office of Civil Rights and Institutional Equity, monitors the use of appropriate statements on non-job-related advertisements, publications and other communications.

Definitions of Sexual Harassment

Elliott-Larsen Civil Rights Act 453 of 1976 as Amended by Public Act 202 of 1980:

Sec 103(h) Discrimination because of sex includes sexual harassment which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

(i) Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations or public services, education, or housing.
(ii) Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations or public services, education, or housing.

(iii) Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, education, or housing environment.

This information and more is available from the [Michigan Department of Civil Rights Online Pamphlet](https://www.michigan.gov/civilrights) website. The pamphlet is called, "[Unlawful Sexual Harassment: How to Recognize It, How to Stop It, Where to Go for Help]."

Central Michigan University expressly prohibits faculty, staff or students from engaging in sexual harassment. Below is information to help you identify sexual harassment, assist with what to do if you are sexually harassed and understand how to empower victims who may be too afraid, confused or vulnerable to take action. Central Michigan University is committed to maintaining an environment free of all forms of discrimination and respectful of the dignity of all its members. The University provides:

- Services, information, announcements, and literature through posters, brochures, and the media as well as educational programs to help identify and prevent sexual harassment.
- New student orientation which addresses sexual harassment, date rape, stalking and dating violence, are provided by the Affirmative Action Office, Residence Life, University Police and other offices.
- Counseling for victims of sexual harassment
- Formal grievance procedures and sanctions to punish sexual harassment violators.
- Comprehensive law enforcement services, including on-campus emergency telephones.

**Unwanted Sexual Attention.** Sexual harassment is unwanted sexual attention or communication of any kind. Sexual harassment violates federal and state law and Central Michigan University policy. The 1972 amendment to the 1964 Civil Rights Act (Title VII) and Title IX of the Educational Amendments of 1972 prohibit sexual discrimination, including sexual harassment of students and all employees in academic institutions. You may not be denied participation in or benefits of any publicly funded educational program or activity based on your sex.

Sexual harassment is defined by the Equal Employment Opportunity Commission Guidelines as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made a term or condition either explicitly or implicitly to obtain employment, public accommodation or public services, education, or housing.
- b. Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting such individual's employment, public accommodation or public services, education or housing.
- c. Such conduct has the purpose or effect of substantially interfering with an individual’s employment, public accommodation or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodation, public services, educational, or housing environment.

**Quid Pro Quo.** Sexual harassment sometimes is described as “quid pro quo”, which means “an equal exchange” or “this for that”. An example of quid pro quo sexual harassment would be demands for sexual favors in exchange for a promotion, a raise or a good grade.

**Hostile Environment.** A hostile environment is present when verbal or nonverbal behavior in the workplace or educational setting focuses on the sexuality of another person or occurs because of the
persons gender, is unwanted or unwelcome, and is severe or pervasive enough to adversely affect the
persons work or learning environment.

Examples may include:
• Off-color jokes or teasing.
• Comments about body parts or sex life.
• Suggestive pictures, posters, calendars or cartoons.
• Leers, stares or gestures.
• Repeated requests for dates.
• Excessive attention in the form of calls, letters, or gifts.
• Touching, brushes, pats, shoulder rubs or pinches.

Forms of Sexual Harassment. Sexual harassment frequently occurs between people of unequal power or
authority. In these cases, a person may abuse power to intimidate, coerce or humiliate someone.

Sexual harassment also occurs between student peers, workers of equal rank and members of the same sex.
Although the majority of victims are women harassed by men, the following cases of sexual harassment
have been reported:

• Men sexually harassed by women.
• Women sexually harassed by women.
• Men sexually harassed by men.

Victims range from young to old, from executives to unskilled workers, and from married to single. No one
knows why a certain person is singled out for sexual harassment while others are not. Sexual harassment
takes many forms, ranging from sexual remarks or behaviors which are insulting, degrading to sexual
bribery, coercion, assault or rape. In the workplace or educational environment, sexual harassment may
include:

• Unwanted touching, brushing, shoulder rubs, hugging, pinching, kissing, or other physical contact.
• Sexually oriented jokes, notes, pictures, calendars, or cartoons, which are shared or circulated.
• Unwanted sexual e-mail messages.
• Sexual references and depictions used by a professor in lectures not dealing with sexual topics, jokes
about sex, or comments on the looks, figures or clothing of students.

Examples of Sexual Harassment
• Joanne had a “nontraditional” job in the skilled trades. The men on the job whistle and hiss when she
walked by and yelled out what they’d like to do to her when she’s alone. They stared at her body and
touched her when no one was looking. Pornographic pictures or obscene notes were attached to her
workbench. Her supervisor said if she couldn’t “take a little fun” she should get out.
• An instructor in geology used sex-stereotyped references and depictions in lectures and made jokes about
sex. The better looking a woman was, he suggested, the more help she would get. He often commented on
the clothes and figures of the women students. He continued this even after Becky and George asked him to
stop.
• An assistant professor due shortly for tenure review felt that he had to accept the affections of the
department chair.
• A male student followed a female instructor home on the bus and repeatedly sent her cards and love notes.
• A department receptionist found that several male employees in her department touched her as they
walked by, offered to give her back rubs, or looked her up and down whenever they talked to her.
• Students in a graduate seminar knew that the professor was in a sexual relationship with a classmate. The
professor’s special attentions to the student during the seminar created an offensive learning environment
for the other students.
• A male student was uncomfortable about the way the male teaching assistant (TA) in his composition class touched him. When the student had to meet with the TA to discuss his work, the TA told him the only time he could meet was at his apartment in the evening.

• A group of men met regularly on campus to watch the women go by. As each woman passed, they made loud comments on her “style” and rated her sexual attributes on a scale from one to five. Jane was subjected to this on a repeated basis.

What to Do About Sexual Harassment. If you feel you are experiencing sexual harassment, it is important to talk to someone about it. Ignoring sexual harassment is the least effective method of stopping the behavior. Follow these basic guidelines if you are being sexually harassed: Talk to the harasser. Say “no” clearly and emphatically. Silence can appear to give consent. Consider your behavior. Smiling at offensive comments or gestures can lead a harasser to think you enjoy them

Put your objections in writing. After stating that you want the behavior to stop, write the harasser a letter and keep a copy. In the letter, tell the person clearly and calmly that you find his/her behavior offensive and you want it to stop. Also consider sending a copy to the Affirmative Action Office or your attorney. This is a very effective way to let the harasser know a third party is aware of the situation.

Keep a detailed record of each incident. Record the time, place, exactly what was said and specific information about any unwanted physical contact.

Don’t keep it to yourself. Start by talking to a friend, peer, family member or co-worker if you’re not ready to report the behavior officially. Try to get a clear perspective on anything inappropriate that occurred. Don’t worry about the harasser’s ego. Be concerned about your self-respect and safety.

If harassment persists, take action. Follow up in one of these ways: File a complaint in the Affirmative Action Office. If the harasser is a student, file a complaint with the Office of Student Life. If you are a student who is being harassed by a faculty member, talk to your advisor or the Department Chair. If you are an employee, talk with your supervisor. Talk with persons listed in the

Where to Call for Help and the Other Resources. Sexual harassment can result in a variety of disciplinary sanctions, up to and including dismissal of students and discharge of employees.

Stalking
Stalking is defined as: ..a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.. Michigan Penal Code MCLA 750.411h In this definition, .course of conduct. refers to a pattern of behavior made up of a series of two or more separate and noncontiguous acts that show a continuity of purpose.

“Harassment” is defined as “conduct directed toward a victim that includes, but is not limited to, repeated or continuing unconsented contact that causes the victim emotional distress”. Unconsented contact includes:

• following or appearing within the sight of that individual.
• approaching or confronting another individual in a public or on private property.
• appearing at the individual’s workplace or residence
• entering onto or remaining on that individual’s property
• contacting that individual by telephone, mail or electronic communication
• Placing an object on or delivering an object to that individual’s property
Retaliation
Retaliation is against the law and against Central Michigan University policy. Examples of this might be disciplining an employee because he/she provided information during an investigation, or giving a lesser grade to a student because he/she complained about sexual harassment to the Affirmative Action Officer, Department Chair or Dean. Employees and students can be disciplined for retaliating against a person who files a complaint or helps with an investigation.

Where to Call For Help

The Liaison Program
Faculty and staff in a number of offices on campus can assist you with sexual harassment or sexual assault concerns. For additional information check the sexual harassment liaisons website (http://www.cmich.edu/aaeo/sexualharassment/liaisons.htm)

Sexual Assault Peer Advocates (SAPA)
SAPA provides a peer-to-peer service where college students provide advocacy and support to victims of sexual assault, stalking, and related crimes. Call (989) 774-2255.

On Campus Resources
Affirmative Action Office, (989) 774-3253
• Dean of Students Office, (989) 774-3346
• Office of Student Life, (989) 774-3016
• Faculty Personnel Services, (989) 774-3368
• Ombuds Officer, (989) 774-3010

• Central Michigan University Police, (989) 774-3081
• Sexual Assault Services Office, (989) 774-6677
• Counseling Center, (989) 774-3381

Off Campus Resources
• Women’s Aid Service (In Mt. Pleasant) (989) 772-9168
• Listening Ear (989) 772-2918
• Mount Pleasant Area Diversity Group (MPADG) http://www.ehhs.cmich.edu/~smsmith/

For More Information
To obtain more information about sexual harassment issues, or to schedule a seminar, or to file a sexual harassment concern or complaint contact:

Affirmative Action Office
Central Michigan University
Powers Hall 104
Mount Pleasant, MI 48859
Telephone: (989) 774-3253
CMU Police/Campus Safety

CMU Police/Campus Safety is committed to the safety and well-being of the university community. The Central Alert system helps keep the CMU community notified in case of a campus delay, closing or emergency. This emergency notification system provides information to users by phone, e-mail and text messaging. Emergency phones are installed in classrooms, as well as loudspeakers at various campus locations to broadcast emergency messages. In addition the CMU Information Line (989-774-7500) provides weather- and emergency-related delays and closings. Other CMU measures to promote safety and security include: Safe Rides, Blue-light phones, Bicycle Registration, and Crime Prevention Programs.

Emergency Preparedness

Students and faculty at Central Michigan University and the residents of Isabella County should feel safer when severe weather strikes now that the university and county have earned the NOAA National Weather Service's StormReady® distinction. [http://www.stormready.noaa.gov/](http://www.stormready.noaa.gov/)

*It happens when you least expect it* - the unthinkable strikes. We see examples of it all the time, whether it be a devastating fire, a major natural disaster, or a surprising terrorist attack. Do you know what to do if such an emergency were to occur?

As part of its emergency planning efforts, Central Michigan University has developed a Crisis Response Plan. The plan provides a general outline of the process CMU intends to follow in the event of a crisis. Crisis situations may affect one individual (as in the case of physical assault or stalking) or the entire campus community (such as a major natural disaster). The purpose of this site is to focus on those broad emergency situations that may strike with little or no warning. These situations could be natural, manmade, or other.

Procedures for closing the University or delaying operations have been established and will be implemented in times of severely inclement weather or other extreme situations.

Every operational unit of the university is strongly encouraged to develop a Business Continuation Plan that outlines how services would be sustained or returned to normal if a crisis were to occur. For those units seeking assistance in the preparation of such a plan, an administrative guide is available as a reference.

Emergency Action Plans are also in place for each building on campus, and contain valuable information that may prove useful in an emergency situation, including evacuation procedures and floor plans.

*It is hard to predict exactly what may happen and when.*
The best course of action is to be prepared!

So what's the worst that could happen?

Here is a list of potential situations that could occur, with helpful resources and courses of action to take in each case.
New Podcasts

- Bomb Threats

Related information:

- Centers for Disease Control and Prevention
- Central Michigan District Health Department
- Flu.gov

- Severe weather
- Fire
- Terrorism
- Workplace Violence
  - Policy on workplace violence
- Active shooter situation (video)
- Hazardous materials incidents
- Power outage
- H1N1 Influenza
- Bomb Threat

- Reporting Work Place Injuries
**Graduate Student Union**

Teaching and Administrative Assistants are members of a negotiated bargaining unit. More information is available at: [www.cmugsu.org/](http://www.cmugsu.org/) or contact a member of the GSU Leadership team.

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**GSU Background**

The Graduate Student Union was organized on the campus of Central Michigan University at Mount Pleasant, Michigan in May 2009. The Graduate Student Union is a labor union representing Graduate Assistants, both teaching and administrative. Currently, due to Michigan legislation, we are barred from representing Graduate Student Research Assistants.

The Graduate Student Union is a democratic, activist, and volunteer-run organization. All members are graduate students at Central Michigan University, and all leadership positions are volunteer. Unlike other labor unions, our leadership does not receive monetary compensation or course/work releases for their time spent doing union business. We do employ a staffer who we share with the UTF, or Union of Teaching Faculty. Our office space at 1205 S. Mission Ste. 1 is also shared with the UTF.

The collective action of the Graduate Student Union is responsible for many of the concrete benefits Graduate Assistants have seen in the past several years. From instituting a formal grievance process to a base salary to a wellness allowance, our membership benefits from our collective involvement and interest in fighting for fair labor practices.

Graduate Student Union local 6522 is a member of the American Federation of Teachers (AFT). The GSU works closely with AFT-Michigan to enforce and expand the collective bargaining rights of graduate student employees throughout the state of Michigan. AFT-Michigan and AFT also provide several leadership and professional development opportunities, such as bi-yearly leadership summits, which Graduate Student Union members attend regularly.
Graduate Student Union Leadership

Michelle Campbell, President
Michelle Campbell is a 2nd year graduate assistant in the English Language and Literature MA program. She teaches two sections of Freshman composition, and she is also involved in Temenos (CMU's graduate student creative writing publication), the Writing Circle, Friends of Theodore Roethke, and Academic Senate (general assembly and Executive Board).

Vince Cavataio, Vice President
Vincent Cavataio is a 1st year graduate assistant in the Communications program teaching two sections of Introduction to Communication. He has been a CMU Annual Giving supervisor, an advising assistant at the CMU Global Campus, communication coordinator at CMU's division of Facilities Management and has served as the Central Michigan University Student Body President in 2011-2012. Vincent also serves on the Academic Senate, Strategic Planning Team, and the President's Prioritization Committee.

Katie Krawetzke, Communications Officer
Katie Krawetzke is a 2nd year graduate assistant in the History MA program. She is a discussion section leader for undergraduate history courses. She is President of the History Honors Society at CMU.

Jim Kowalski, Interim Treasurer
Jim Kowalski is a 2nd year PhD student in the Math department, and he teaches Math 655. Jim received his undergraduate degrees from CMU.

Matt Sous, Staff Organizer
Matt Sous is the GSU staffer we share with the UTF. Matt graduated from Central Michigan University in 2009 with majors in political science and history.
Member Resources

Contract (link)

Contract Enforcement

The GSU Contract is an agreement negotiated every three years by the Graduate Student Union and Central Michigan University Administration. The contract ensures that Graduate Assistants (including teaching and administrative graduate assistants) are able to interact with their employer as a professional. There are many rights guaranteed by our contract, such as a wage threshold, limitation of hours worked, and a grievance procedure. If you think your contractual rights have been violated at any time, please contact us. Contacting us does not launch immediate action; rather, we will sit down with you to figure out the best course of action. Some graduate assistants feel too intimidated to come to the GSU to talk about possible contractual violations or to pursue a valid grievance. Remember that if you have having an issue, your colleagues or the next person in your position will probably experience the same thing. If you have any questions about your rights under our contract, please contact our office at president@cmugsu.org or (989) 772-3238

Constitution (link)
Thank you for taking the time to complete the Graduate Assistant Online Training. You can return to the training at any time and review the entire session or choose specific topics for review. Your support teams at the College of Graduate Studies and Faculty Personnel Services are here to assist you with any questions or problems you may have. We look forward to seeing you.

Remember to do the following:

1. All new graduate assistants MUST complete online ASD Training (http://webs.cmich.edu/asd)

2. If you are a member of the Graduate Student Union (Teaching and Administrative GA’s) remember to complete your union paperwork and return it to the GSU in a timely fashion.

3. Because the online GAT is a new, evolving process we are not docking pay for GA’s related to completion of the GAT program. However, we ask that you send an email to boyd1lm@cmich.edu with your name, ID number, and department letting us know you completed the training.